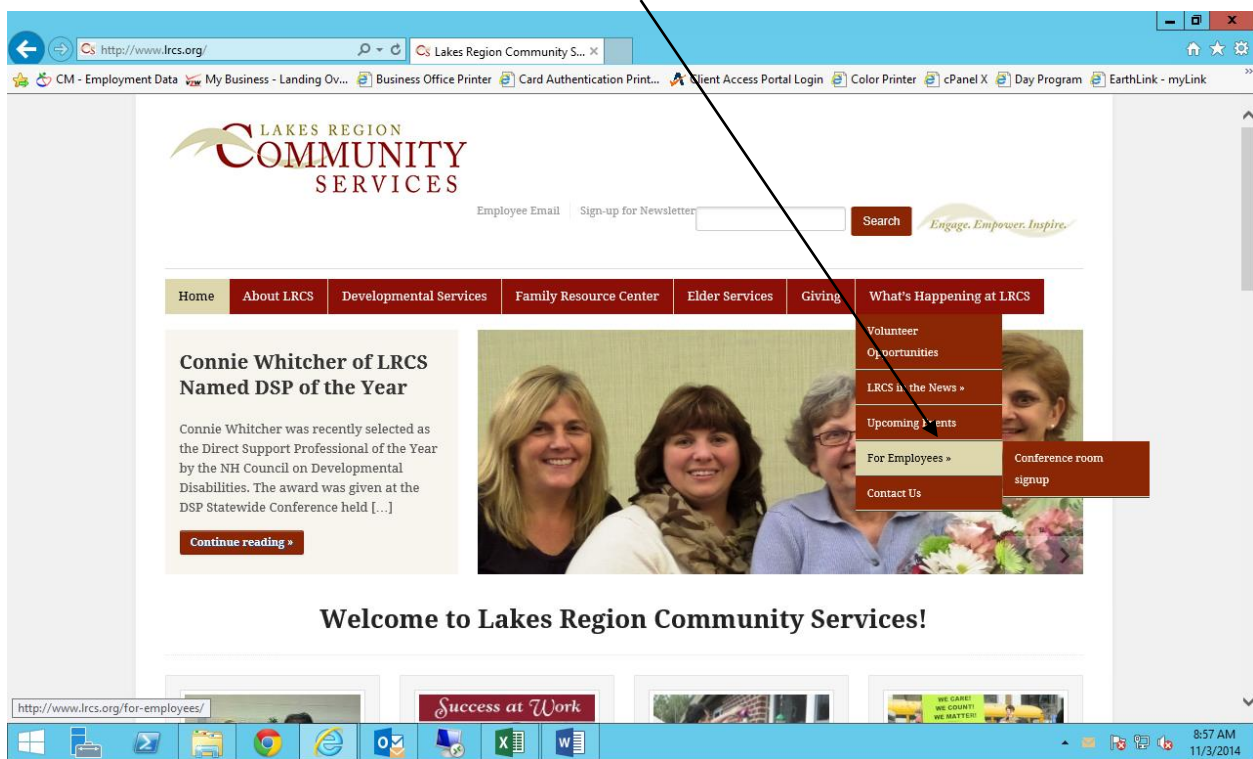


## Payentry Cheat Sheet

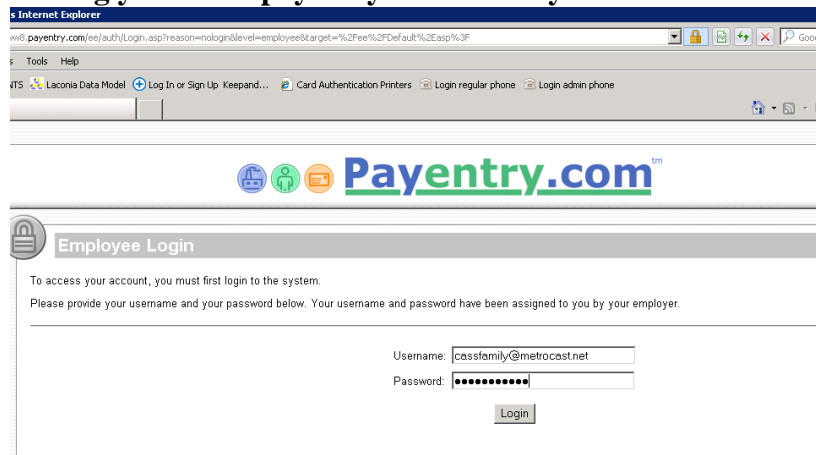
Contact Jan Krusz or Becky Plourde in the payroll office to get your login information for payentry.

From the LRCS website ([www.lrcs.org](http://www.lrcs.org)) click on “What’s Happening at LRCS” and then “For Employees”



Look towards the bottom of the page for a link that says “Employee Paycheck Stubs – Payentry”

**This should bring you to the payentry site – enter your user name and password.**



Once on the payentry site, look for “home” on the left hand side – if you go to your home page you should see “pay history” as below – click on details to see your check

Payentry.com - Windows Internet Explorer

https://www6.payentry.com/ee/Default.asp

Payentry.com

Lakes Region Community Services Council  
Laconia, NH

Friday, January 25

Colleen Cass | Logout

Home

Pay History

Check Date	Check #	Type	Net Pay	Net Check	
1/25/2013	0	Regular		0.00	<a href="#">Details</a>
1/11/2013	0	Regular		0.00	<a href="#">Details</a>
12/28/2012	0	Regular		0.00	<a href="#">Details</a>
12/14/2012	0	Regular		0.00	<a href="#">Details</a>
12/14/2012	0	Bonus		0.00	<a href="#">Details</a>
11/30/2012	0	Regular		0.00	<a href="#">Details</a>
11/16/2012	0	Regular		0.00	<a href="#">Details</a>
11/2/2012	0	Regular		0.00	<a href="#">Details</a>
10/19/2012	0	Regular		0.00	<a href="#">Details</a>
10/5/2012	0	Regular		0.00	<a href="#">Details</a>

More...

Here you can view your check details, and then print your check stub – look all the way to the bottom to see “print check stub”

Payentry.com - Windows Internet Explorer

https://www6.payentry.com/ee/ee/PayHist/Detail.asp?payched=AC5D8E37%2D4B1D%2D49F0%2D6067%2D8C6C9488A1C

Payentry.com

4.76

**Taxes**

Code	Description	
MED	Medicare	
MED-R	Medicare - Employer	
SS	OASDI	
SS-R	OASDI - Employer	
FITW	Federal Income Tax	
NH	New Hampshire SITW	
NHSUI	New Hampshire SUI	

**Employer Taxes**

Code	Description	Taxable
(no employe taxes)		

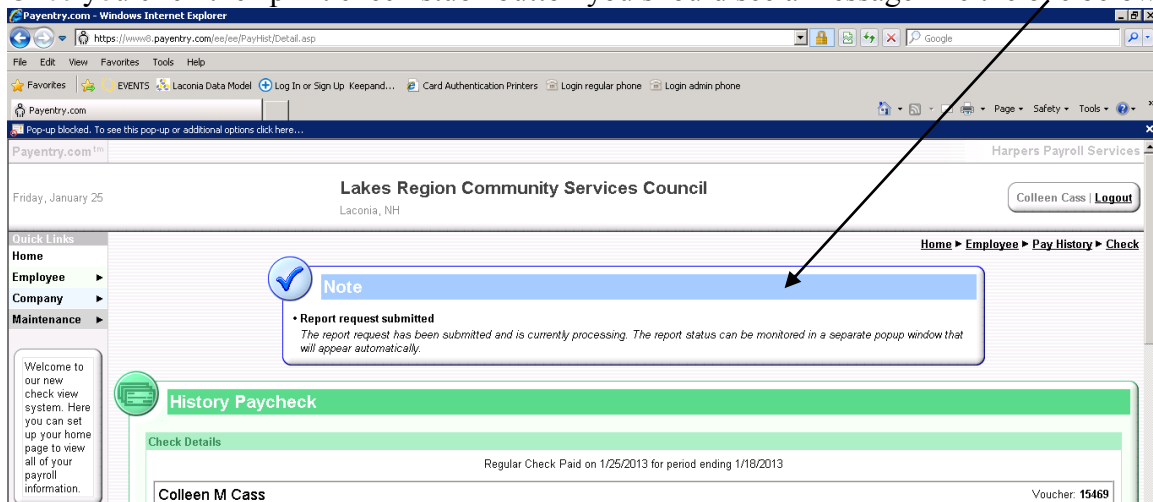
**Direct Deposits**

Transit	Account	Account Type
***9063	***8888	Checking
***0271	***0644	Savings

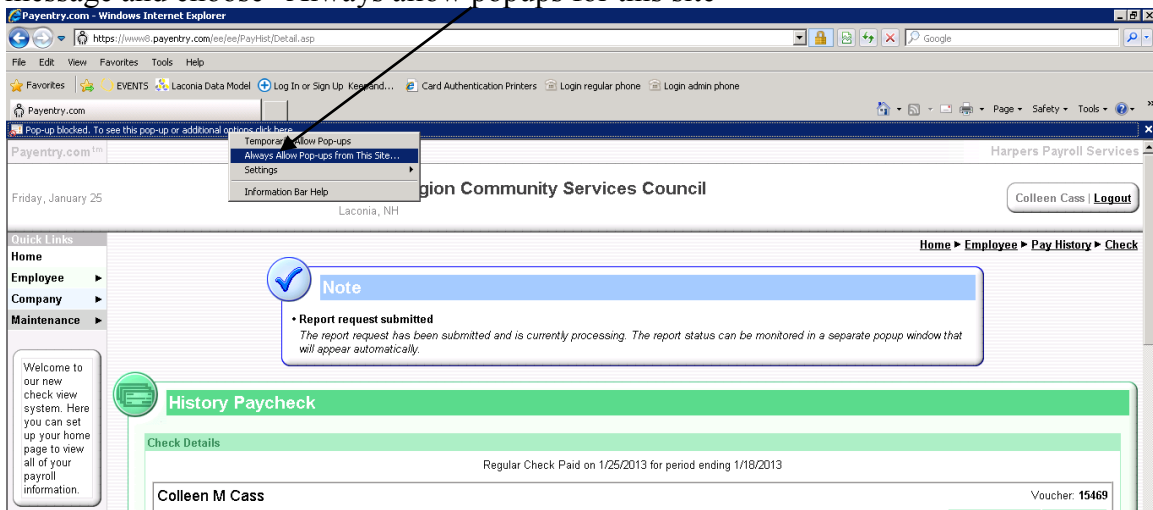
Print Check Stub

Payentry.com Version: 2.4.3.8

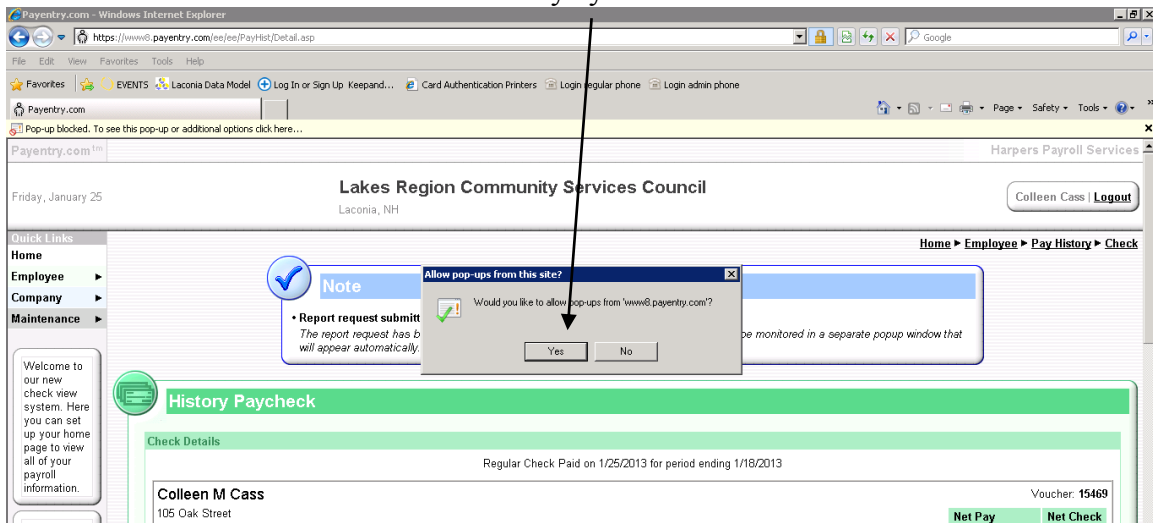
Once you click the “print check stub” button you should see a message like the one below:



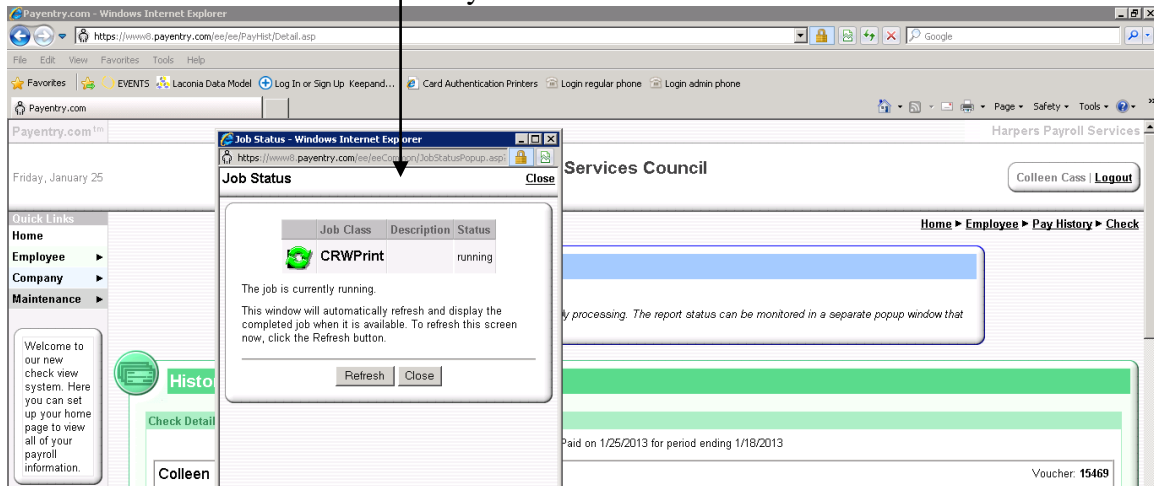
You may get a message about “pop-up blocked”. You will need to allow the pop-ups. Click on the message and choose “Always allow popups for this site”



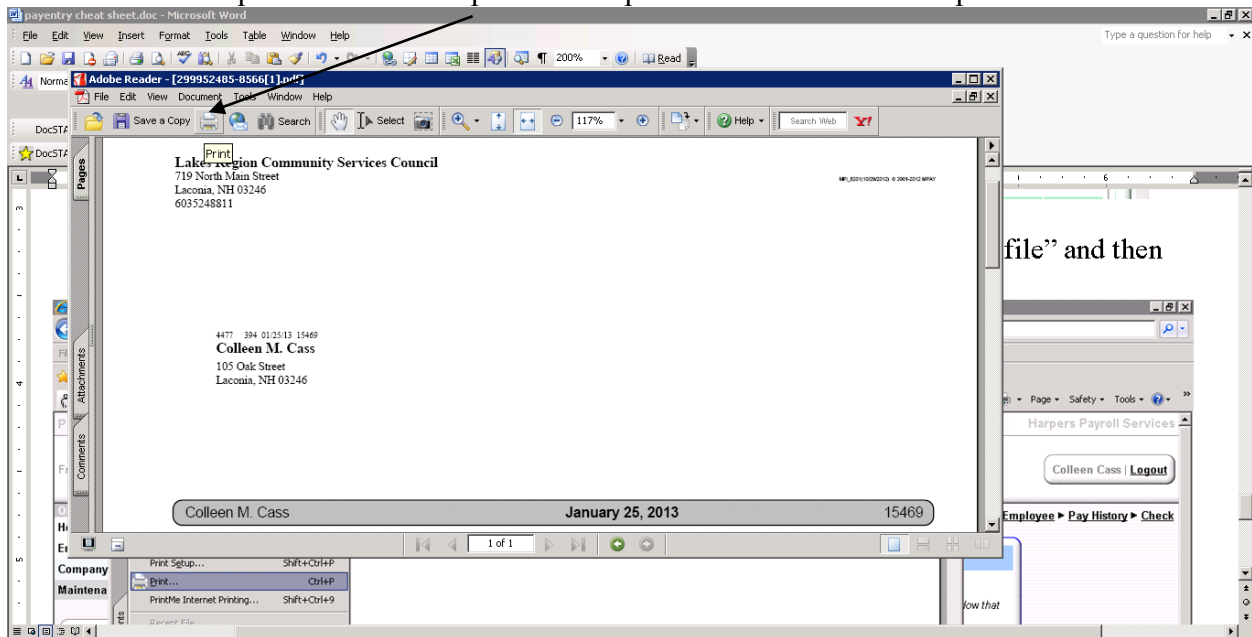
Say “yes”



You will see a message that the report is being created. The report is your paycheck stub. This may take a few minutes.



Your paycheck stub will come up in the form of an adobe document. Choose “file” and then “print”. Look for a picture of a printer and click on it to “print”.



From the payentry “Home” you can access many other features under “employee” including your leave time accrual.

