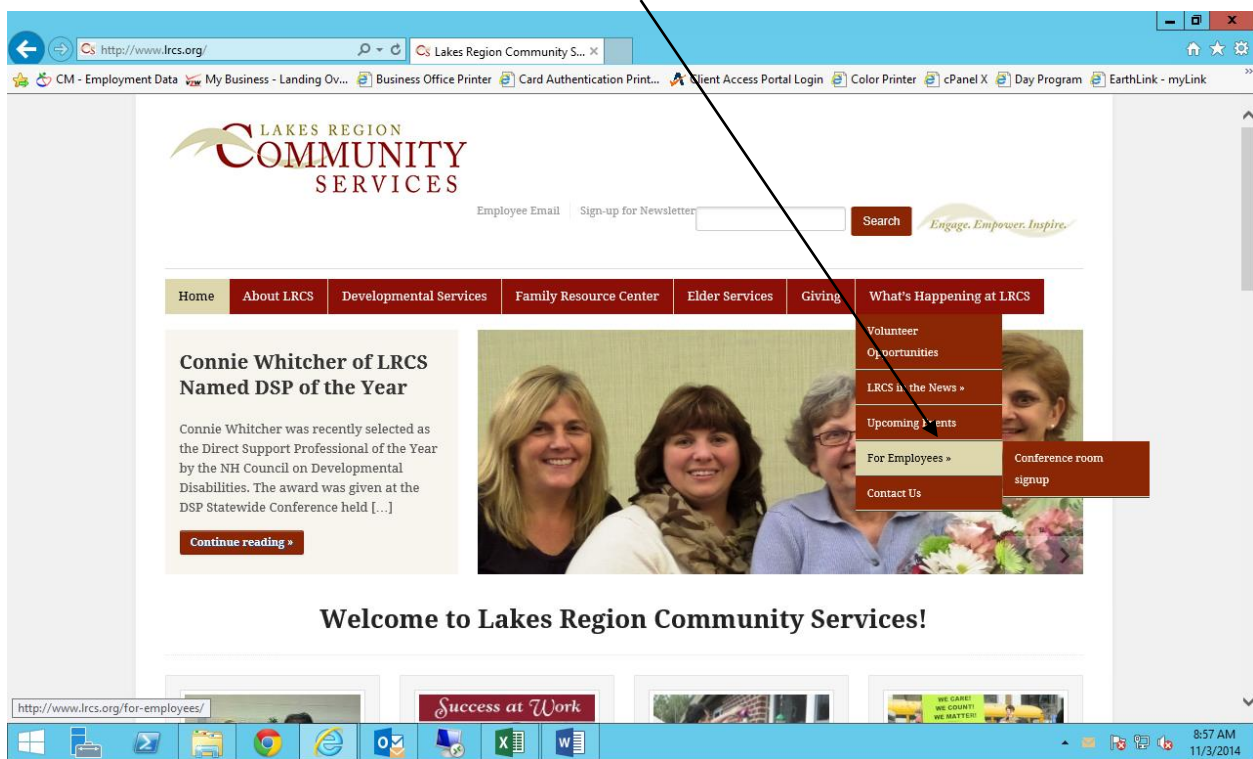# Payentry Cheat Sheet

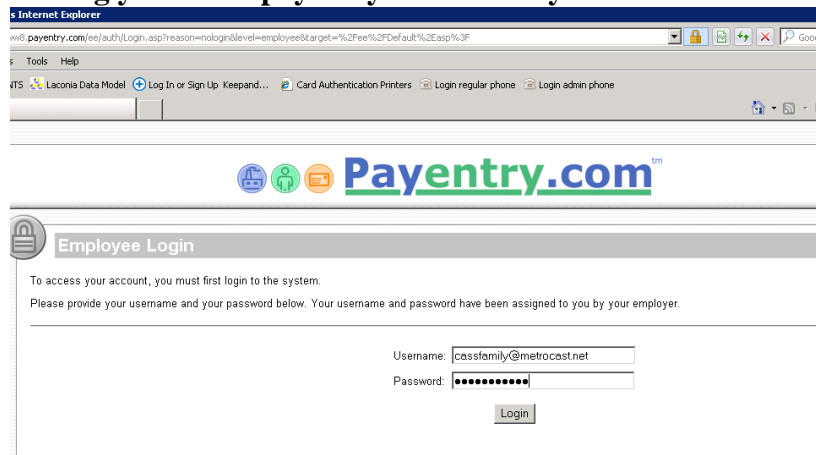**Contact Jan Krusz or Becky Plourde in the payroll office to get your login information for payentry.**

From the LRCS website (www.lrcs.org) 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

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"

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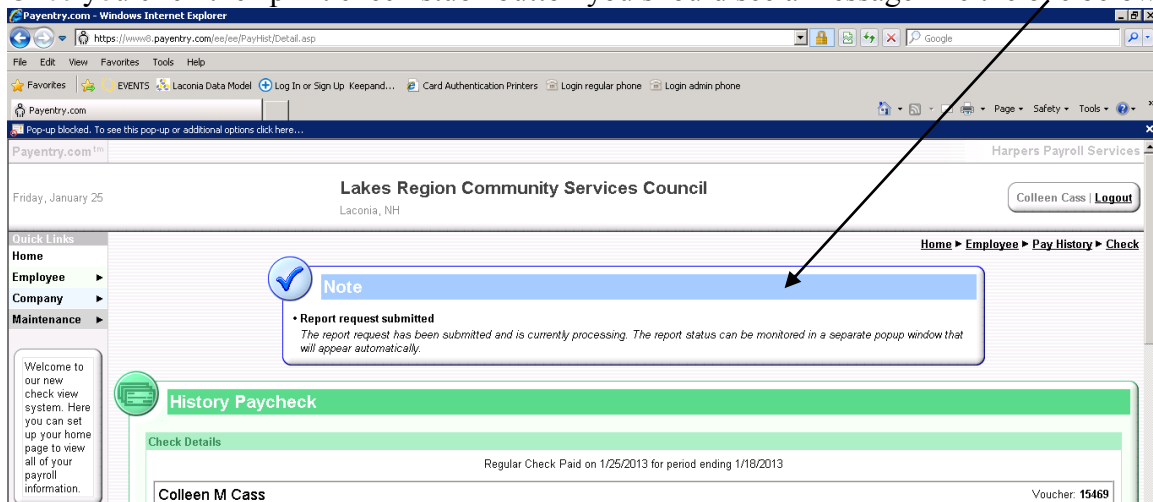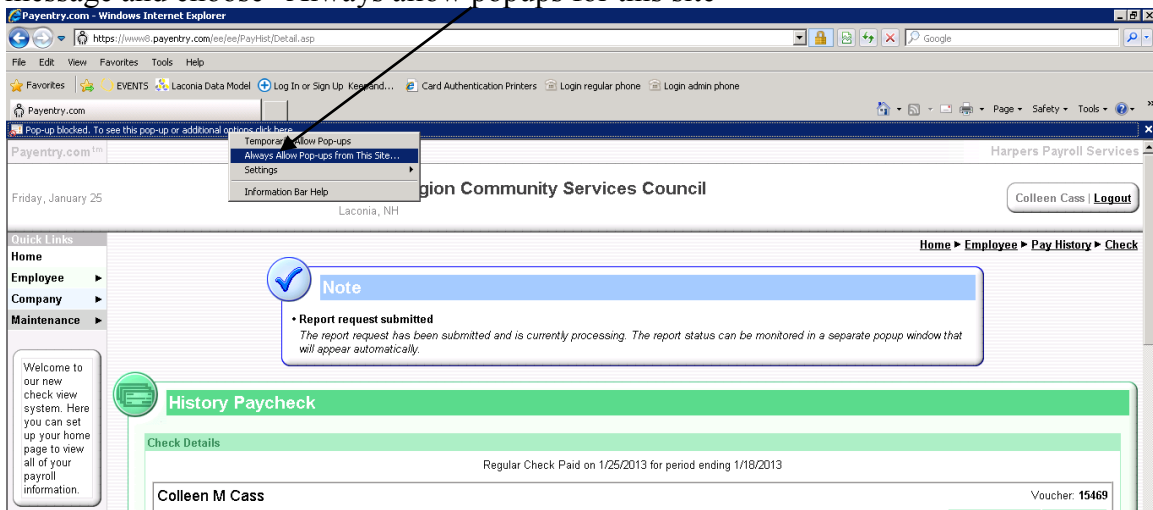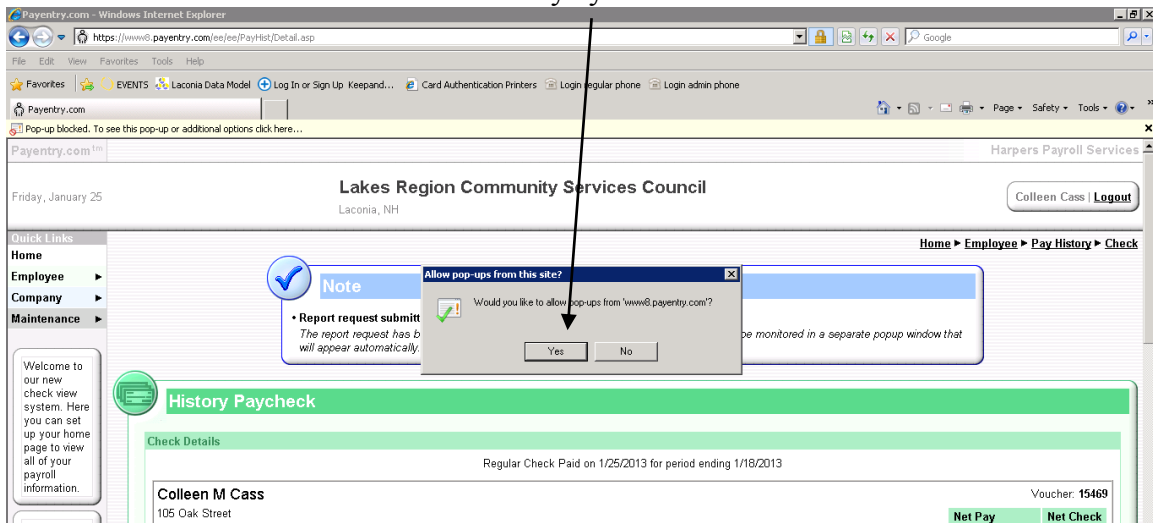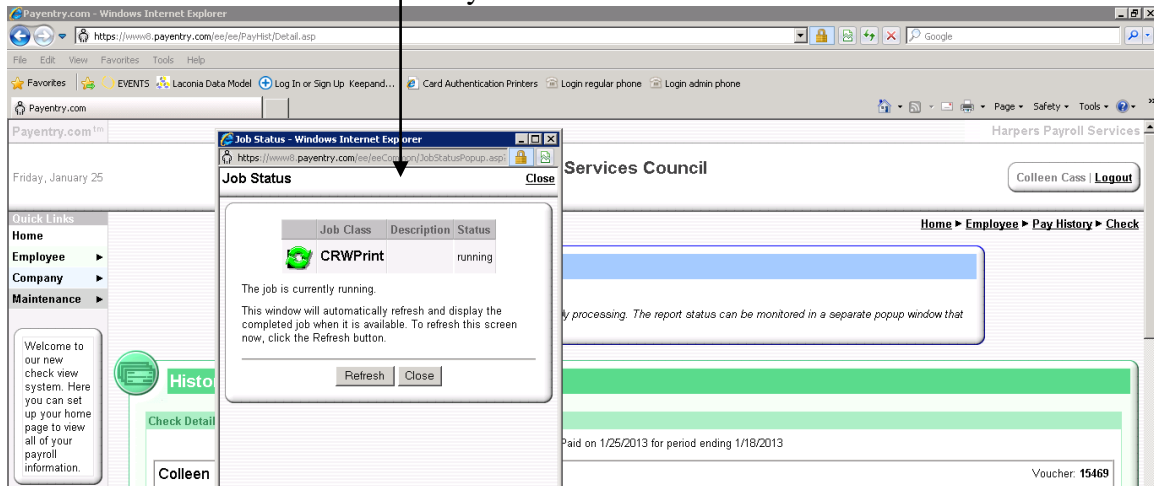

You may get a message about "pop-up blocked". You will need to allow the pop-ups. Click on the message and choose "Always allow popups for this site"
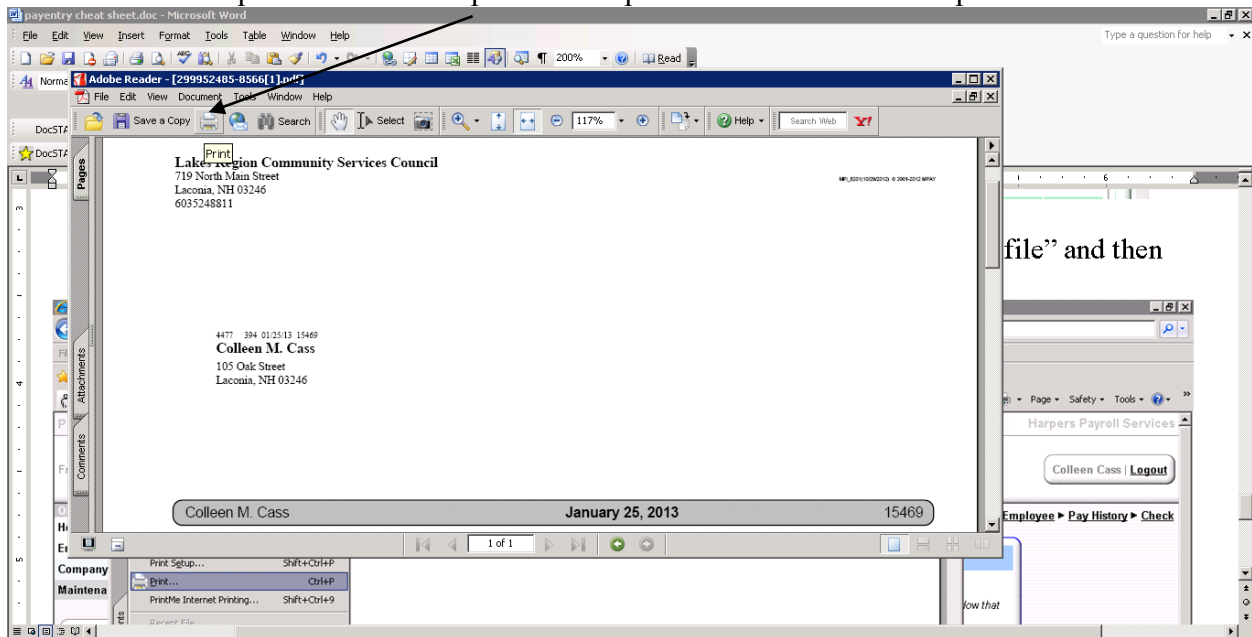

Say "yes"

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.