## **Payentry Cheat Sheet**

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

From the LRCS website (<u>www.lrcs.org</u>) 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"

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Employee Logi	n		
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To access your account, you m Please provide your usemame :	nust first login to the system. and your password below. Your userns	me and password have been assigned to you by y	our employer.
To access your account, you n Please provide your username : 	nust first login to the system. and your password below. Your userna	me and password have been assigned to you by y	our employer.
To access your account, you n Please provide your username : 	nust first login to the system. and your password below. Your userna 	me and password have been assigned to you by y Username: cassfamily@metrocast.net	our employer.

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

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all of your		12/14/2012	0	Regular		0.00 Details >
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		11/30/2012	0	Regular		0.00 Details >
Effective		11/16/2012	0	Regular		0.00 Details >
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		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"

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	SS-R	OASDI - Employer		0		
	FITW	Federal Income Tax		8		
	NH	New Hampshire SITW		0		
	NHSUI	New Hampshire SUI		0		
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Once you click the "print check stub" button you should see a message like the one below:

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Home Employee > Company >	Note	-	
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Welcome to our new check view system. Here	History Paycheck		, )
you can set up your home page to view	Check Details		
all of your	Regular Check Paid on 1/25/2013 for period ending 1/18/	2013	
information.	Colleen M Cass		Voucher: 15469

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"



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

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you can set up your home page to view all of your payroll information. Colleen		Vaid on 1/25/2013 for period ending 1/18/2013 Voucher: <b>15468</b>

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.

