

# Payroll Access Instructions

LFCS Employees,

You can access your pay stubs online. Follow the directions below.....

To set up **Paystubs**

go to [www.lfcsinc.org](http://www.lfcsinc.org) home page

Click: staff links

Click: **Paystubs**

Follow the **Don't have an account?** directions.

For the form similar to the one below you'll need:

Emp ID#

Warrant #

Issue Date:

Once you logon, you may notice only three or four paychecks listed in 2015. To show prior pay stubs, adjust the starting date to show earlier paystubs.

<b>Employee ID Number:</b>	<input type="text"/>	*	<input type="text"/>	*
<b>Date of Birth:</b>	<input type="text"/>			
<b>Middle Two Numbers of Your SSN:</b>	<input type="text"/>	*		
<b>Pay Stub Warrant Number:</b>	<input type="text"/>	*		
<b>Pay Stub Issue Date:</b>	<input type="text"/>			
<b>Email Address:</b>	<input type="text"/>			*Invalid e-mail format
<b>Re-type Email Address:</b>	<input type="text"/>	*		
				Email Address and Re-type Email Address don't match
<b>Password:</b>	<input type="text"/>	*		
<b>Re-type Password:</b>	<input type="text"/>	*		
				* Passwords don't match