

## Lexington City Schools Employee Portal

The Employee Portal allows employees to have immediate access to view and print their own direct deposit or check stubs from a work or home PC. This is a secure website that ensures all of your paycheck data is safe.

You have the option of simply viewing your paycheck information on the screen or printing it to keep for your records. The information will include the date, amount of check, check number, as well as miscellaneous deductions and leave used and earned for the current period and year-to-date. A history of previous paycheck information will be maintained on the site if you need several months of checks. This system eliminates the need to contact payroll for reprints of lost or destroyed paycheck stubs or direct deposit advices.

This is a user-friendly system which involves the following simple steps to get started:

### Registration

1. Before using the Employee Portal system, you will need to register.
2. The Employee Portal System can be found at <http://www.lexcs.org>.
3. Click on *Employee Portal* then click on *Register with Employee Portal*.
4. To register, you will be asked to provide information (first name, last name, and SSN). The name must match up exactly to the name that appears on your paycheck. You will also choose a User Name, a User Password (must be at least 7 characters and contain a non-alphanumeric character), an e-mail address, a security question, and a security answer.

### To View Paycheck Information

1. Once you are registered you simply sign in using your user name and password.
2. Once you are logged into the system you are presented with a list of your checks with the most recent check at the top of the list. You may also choose to change your password from this screen by choosing the *User Maintenance* menu option.
3. To view your check information, click on *Select* next to the check you wish to view. You may need to scroll down to view the detail of your check.
4. You may print the check information by clicking on the printer ICON. The first time you print a voucher from your PC, you may be prompted to install a print component. You will not need to install this each time you print unless you use a different PC that does not have this component installed. Please see the attached document with installation instructions for this component.

### Forgotten User Names and Passwords

Please write down your user name and password in a secure location. The system does not give employees the option to locate their user names themselves. If you forget your user name, please contact the finance department at 336-242-1527 and someone will assist you with that information. Employees are given the option to reset their passwords themselves. At the login page, please click on the link, *Forgot Password*, to reset your password.