ONLINE PAYSTUB ACCESS INSTRUCTIONS

- From your Web browser, log in to the myLBUSD Portal at http://myLBUSD.lbschools.net
  (Note: while tested with numerous Internet web browsers, we cannot guarantee that every browser will function as expected. To date, issues have been reported with Google Chrome and Safari below version 1.3.)

- Log in by using your Novell Username and Password.

- Select "Applications" tab and then click on "Paystub Access."

From the "Employee Paystub Access" screen you may:

1) View your paystub - Click "View"

2) Print your paystub - Click "Print" next to the desired date

3) Change your paystub delivery status –
   a. To Opt-In (to receive a paper copy of Direct Deposit paystub)
      Select "Yes"
      Click "Update"
      An e-mail confirming your status change will be sent.
   b. To Opt-Out (go paperless)
      Select "No"
      Click "Update"
      An e-mail confirming your status change will be sent.

- Click "Exit" to leave the program.

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