



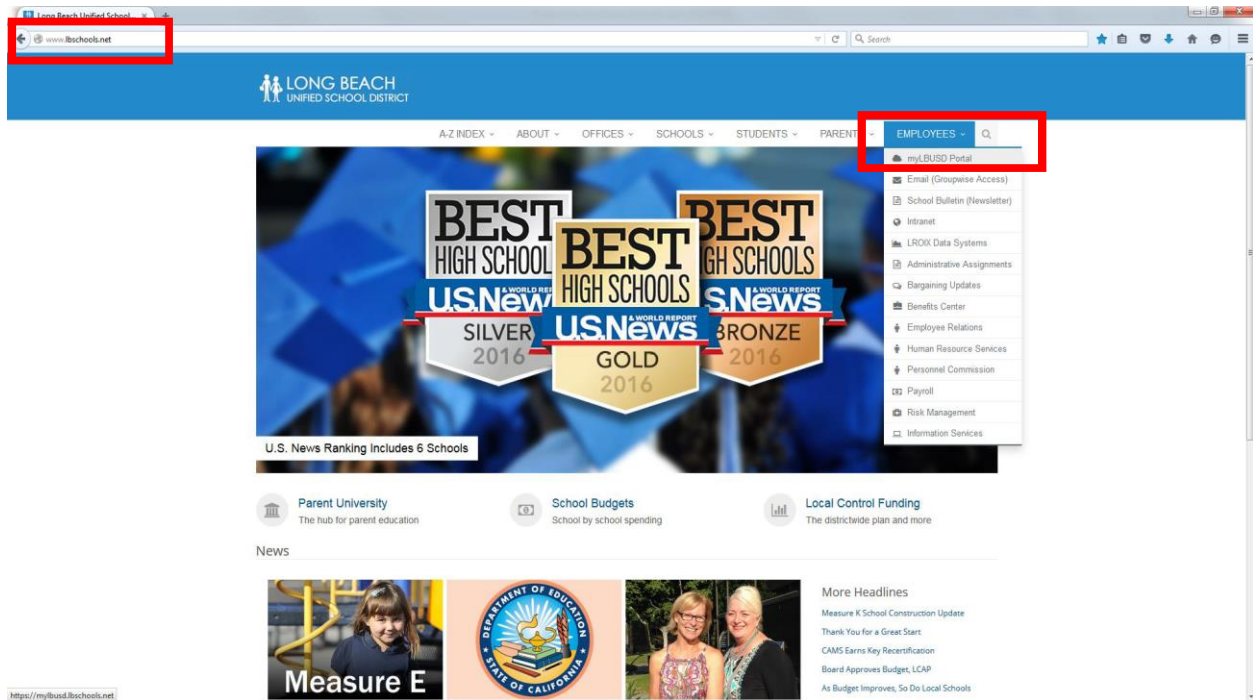
Employee Pay Stubs

Accessing Pay Stub and Opting to Go Paperless

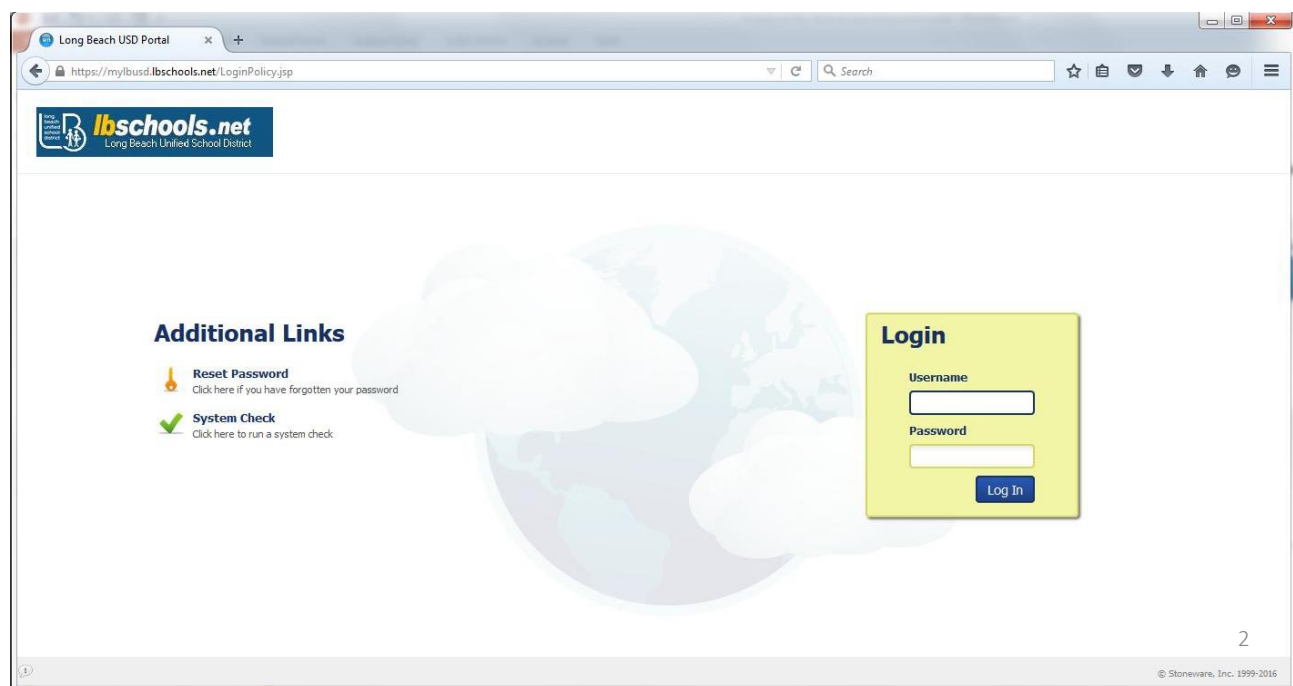
ACCESSING PAY STUBS

Step 1:

- ❑ On the LBUSD webpage www.lbschools.net click on **Employees** and then select **myLBUSD Portal**



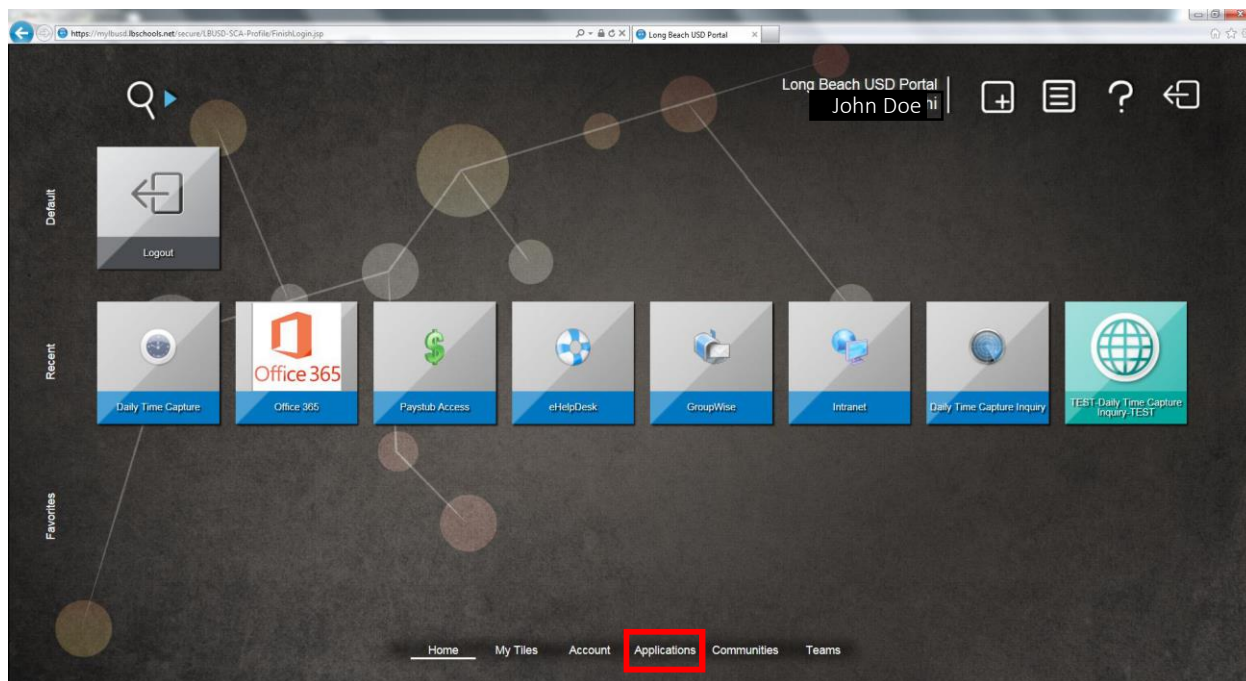
- ❑ Once selected you will be routed to the portal login page where you will need to enter your **Novell Username** and **Password** and click on **Log In**



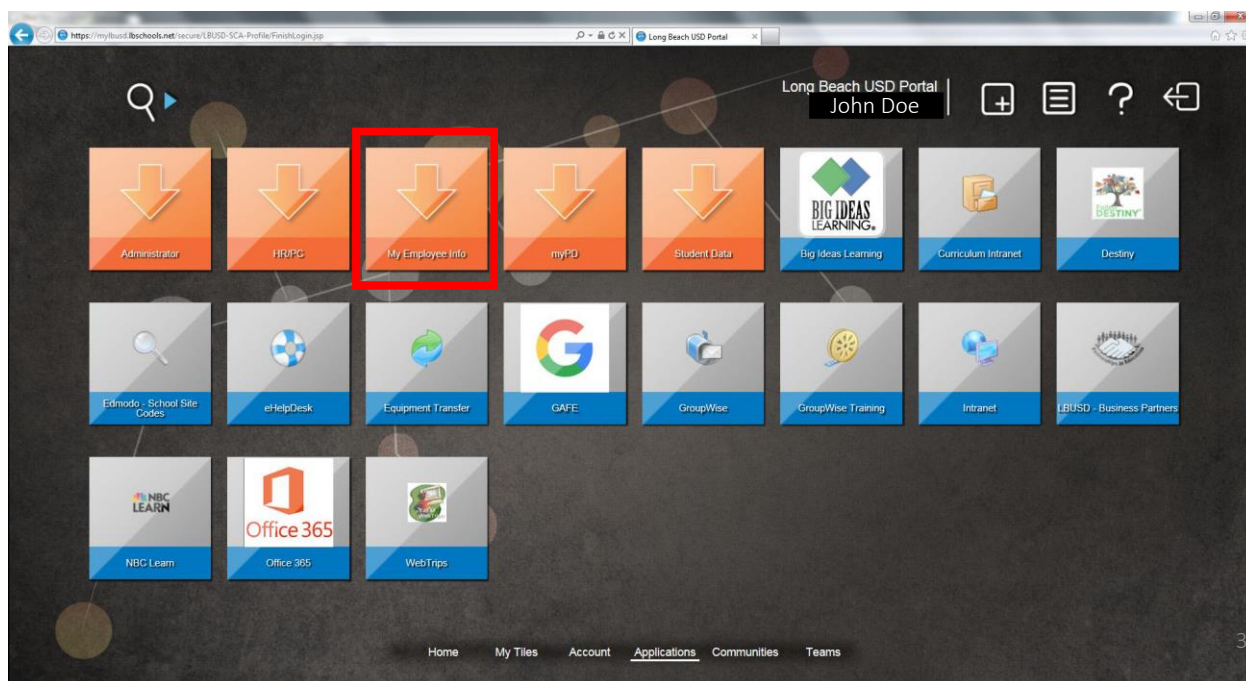
ACCESSING PAY STUBS

Step 2:

- Once in the Portal select **Applications** at the bottom in the middle of the screen



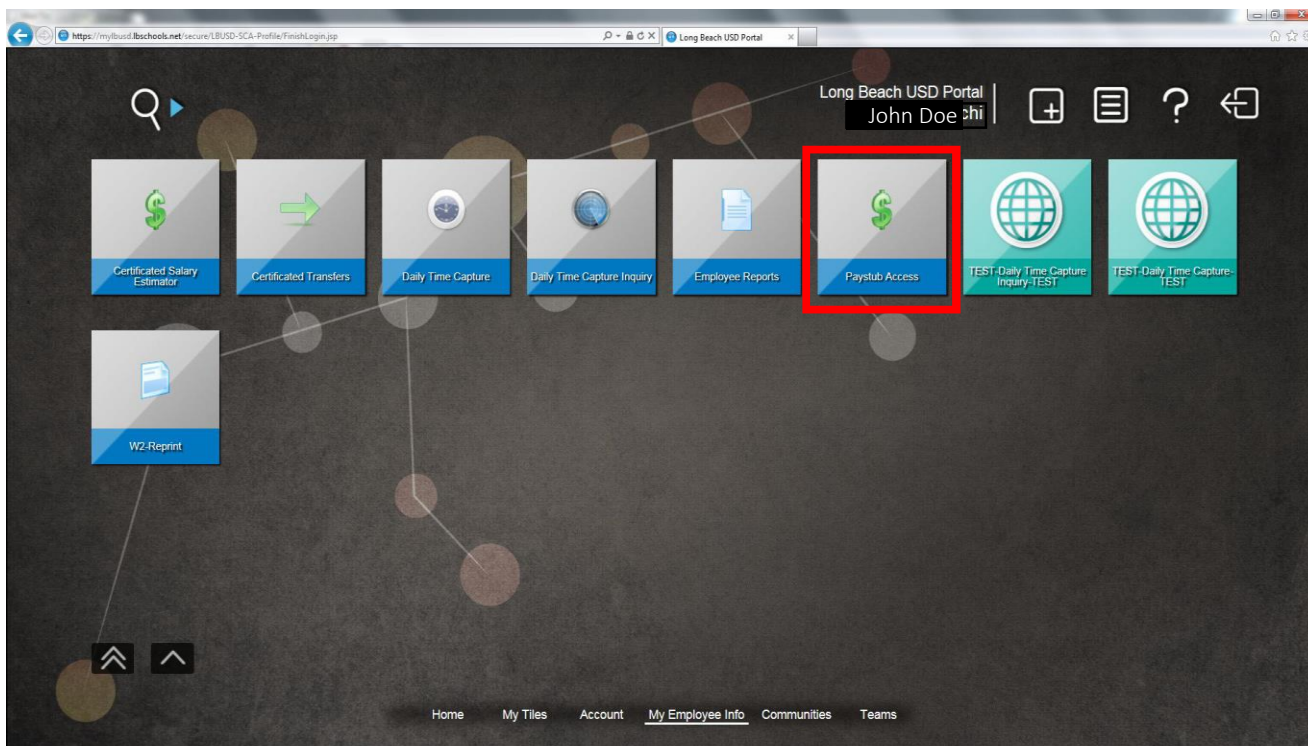
- Once on the Applications screen click on the **MyEmployee Info** box



ACCESSING PAY STUBS

Step 3:

- ❑ Once on the MyEmployee Info page select the **Paystub Access** box in order to review your stubs



PAYSTUB VIEW/PAPERLESS OPTION

Step 4:

- ☐ Once on the Paystub Access screen you will see the list of your available paystubs

Employee Information

Name: John Doe

Pay Stubs for John Doe

Warrant	Issue Date	From	To	Print	View
0214326	09/02/2016	07/17/2016	08/13/2016	Print	View
0210747	08/19/2016	07/17/2016	08/13/2016	Print	View
0208857	08/05/2016	07/01/2016	07/16/2016	Print	View
0205283	07/22/2016	07/01/2016	07/16/2016	Print	View
0200054	07/08/2016	06/19/2016	06/30/2016	Print	View
0482940	06/24/2016	05/22/2016	06/18/2016	Print	View
0478499	06/10/2016	04/24/2016	05/21/2016	Print	View
0469135	05/27/2016	04/24/2016	05/21/2016	Print	View
0464784	05/13/2016	03/27/2016	04/23/2016	Print	View
0455661	04/29/2016	03/27/2016	04/23/2016	Print	View
0448359	04/15/2016	02/28/2016	03/26/2016	Print	View
0438981	04/01/2016	02/28/2016	03/26/2016	Print	View
0434556	03/18/2016	01/31/2016	02/27/2016	Print	View
0425330	03/04/2016	01/31/2016	02/27/2016	Print	View
0419059	02/26/2016	01/30/2016	01/30/2016	Print	View
0414576	02/19/2016	01/03/2016	01/30/2016	Print	View
0405437	02/05/2016	01/03/2016	01/30/2016	Print	View
0400997	01/22/2016	12/06/2015	01/02/2016	Print	View
0392190	01/08/2016	12/06/2015	01/02/2016	Print	View
0387841	12/22/2015	11/08/2015	12/05/2015	Print	View
0378856	12/11/2015	11/08/2015	12/05/2015	Print	View
0374963	11/25/2015	10/11/2015	11/07/2015	Print	View
0365277	11/13/2015	10/11/2015	11/07/2015	Print	View

On the Paystub Access screen you can:

- View your paystub by clicking **“View”** next to the desired date
- Print your paystub by clicking **“Print”** next to the desired date
- Click **“Exit”** to leave the program