

Register and View Your Paystub on EPay

Web Address: www.intranet.lcps

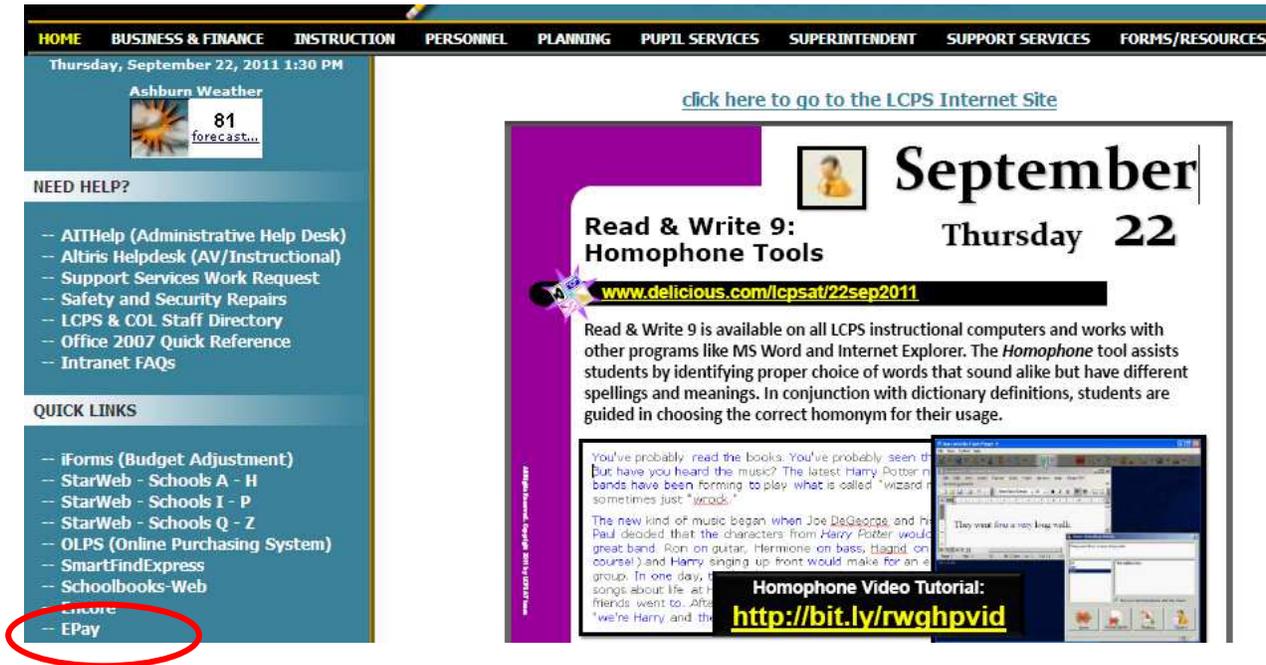


Diagram A

→ From the LCPS Intranet home page click on E-Pay.



Diagram B

→ If this is the first time you are using the system, you **MUST** register.
From the EPay page click on “Register to View Your Paystub”.

→ If you have already registered, then click on “View Your Paystub (Registration Required)” and skip to page 3.



Employee Payroll Advice

This page is for the sole use of Loudoun County Public Schools Employees.
Unauthorized parties are prohibited from accessing these pages.
Violators will be prosecuted.



Registration

→ Employee Last Name: (See Note Below)

→ Social Security #: (Include '-' dashes)

→ Employee Home Zip Code:

Password: (See Note Below)

Repeat Password for Verification:

Loudoun County Public Schools has taken all necessary precautions to ensure that your data is kept private and secure. We recognize, however, that many people would feel better if their information was not available to view over the internet. By checking the box below, you can opt-out of access to your paystub via the Internet. Please note that selecting this option means that you will only be able to access your paystub from the Loudoun County Public Schools Intranet. If you decide later that you would like the convenience of viewing your paystub from the Internet, you must call the Help Desk at (571) 252-1333 during regular business hours and ask them to delete your registration. You will then be required to register again.

I elect to opt-out of access to my paystub via the Internet.

Register

Note: The Last Name **MUST** be **IDENTICAL** to the Last Name on your Paystub!
For Example: Smith JR. (Don't forget the period after JR) or Jones III (That's 3 capital "I"s after Jones)
Passwords must start with a letter, be at least 8 characters long, have one number, have one non-alphanumeric character like @!#\$%* and are case sensitive.

Diagram C

- Complete the information requested on the registration page.
- The information in the first (3) fields **MUST** match the information in the payroll system. Contact the Payroll Office if not sure 571-252-1260.
- See the "Note" section at the bottom of this screen regarding setting up your EPay password.

Some examples of acceptable passwords are:

ABC@2006
TBONE*84
GOLFPAR@2
REDMUM#3
TOPDOG*1

- Employees may access the information from their school or home. Employees who will never view their paystub from home can opt-out of access to your paystub over the internet by clicking inside the checkbox to opt-out of this access.
- Click on the Register button when you have completed this page.



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Login

Social Security #:
(use dashes '-')

Password:
(case sensitive)

Forgot password? Use the button below

Diagram D

- Once you've successfully registered, you will be directed to the login screen.
- Complete the login screen with your social security number and your EPay password.
- Click on the login button.



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Select a Pay Date

Your Password is 0 Day(s) Old. It is highly recommended that you change your password when it becomes 90 days old. To change your password now, click the Change Password button below.

Pay Date - Check or Deposit No: Select A Pay Date - Check or Deposit ▾

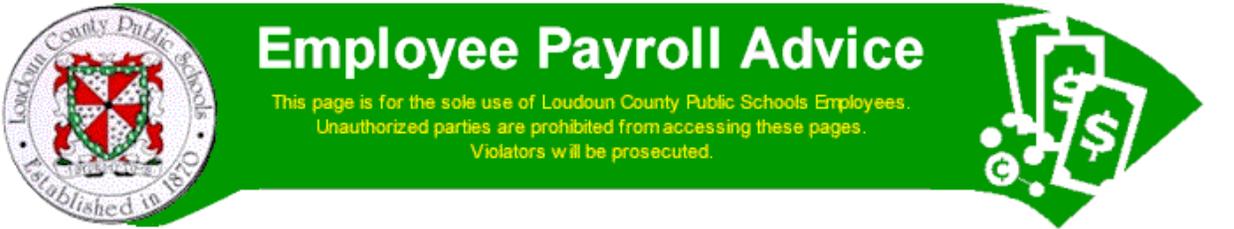
Diagram E

→ Click on the drop down arrow and select the pay date you want to view.

→ Scroll to the bottom of the screen to view your paystub.

Loudoun County Public Schools			
Employee Name:			
Pay Period End Date: 05/31/2006	Check No.: 1501	Pay Date: 05/31/2006	
	Location:	Rate/Salary: 1918.50	
Hours and Earnings		Deductions	
Description	Current Hours	Current Earnings	YTD Earnings
REGULAR PAY	57.46	1,918.50	19,185.00
TOTAL PAY	57.46	1,918.50	19,185.00
Description	Current	YTD	
FICA-OASDI	117.71	1,177.13	
FEDERAL S-00	308.44	3,084.40	
FICA-HI	27.53	275.30	
COUNTY MDMONT	144.31	1,443.10	
POS PRE TAX	21.66	216.60	
LOUDOUN ED ASSO	22.00	220.00	
NET PAY	1,276.85	12,768.47	
Leave Accrual			
Description	Balance		
Annual Leave	14.00		
Sick Leave	51.25		
Personal Leave			
Employee Statement of Earnings and Deductions: Any Errors Should Be Brought Promptly to the Attention of the Payroll Division (571) 252-1260 Payroll Division Main Line			

Diagram F



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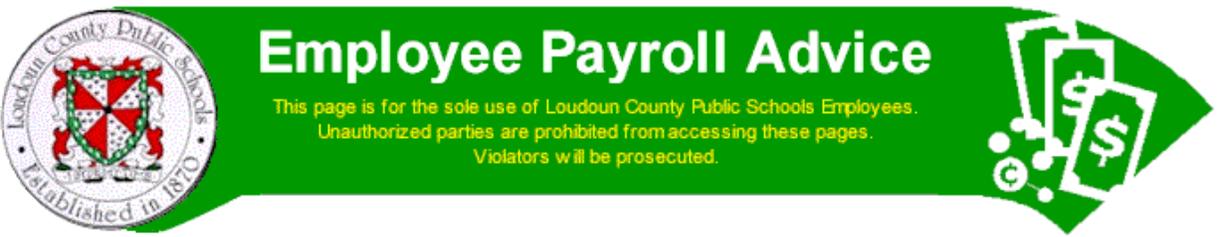
Select a Pay Date

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Pay Date - Check or Deposit No:

Diagram G

→ Be sure to click on the “Sign Out” button when you’ve finished.



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Loudoun County Public Schools - Exit Page

You have signed out of your payroll page.

PLEASE CLOSE THIS WINDOW TO ENSURE THAT ALL TRACES OF YOUR INFORMATION ARE REMOVED

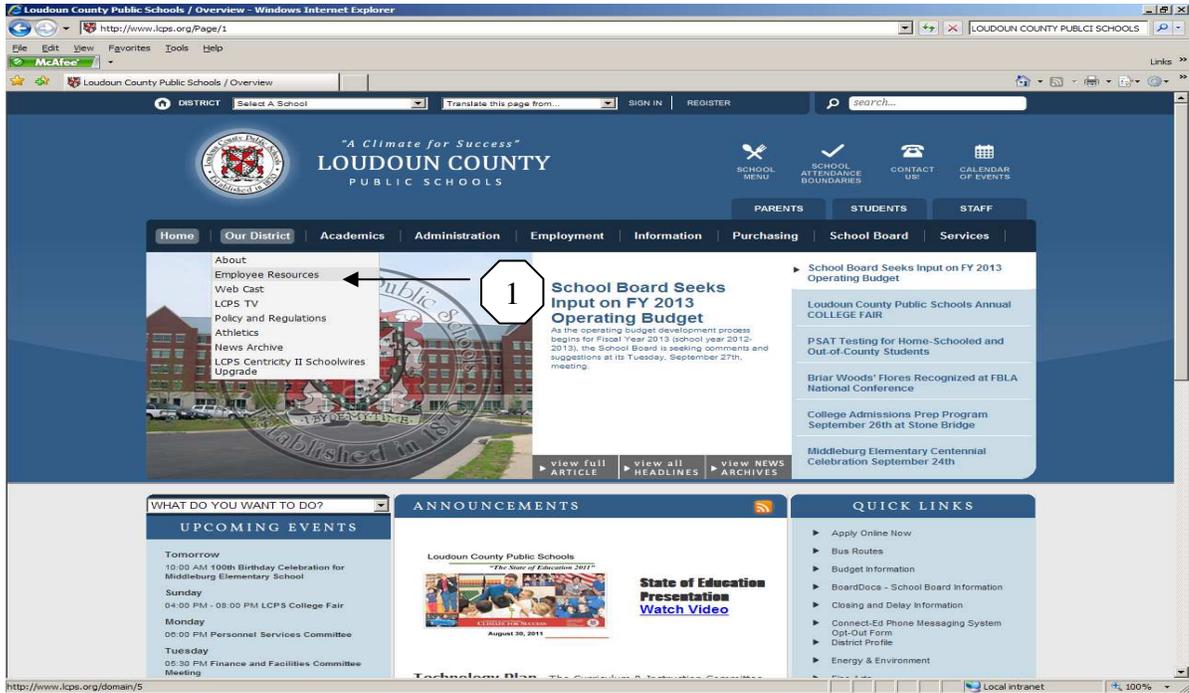
Diagram H

You’ve successfully signed out of EPay!

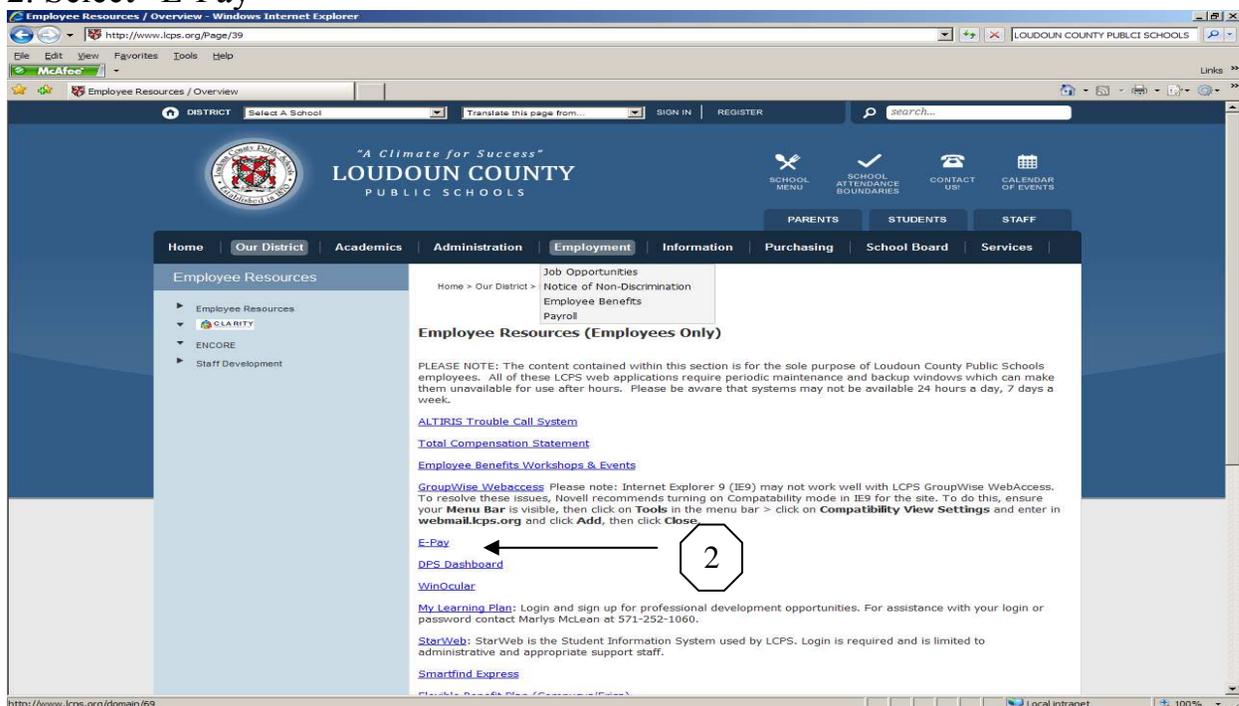
TO VIEW PAY STUBS FROM HOME VISIT THE LCPS WEBSITE:

www.lcps.org/

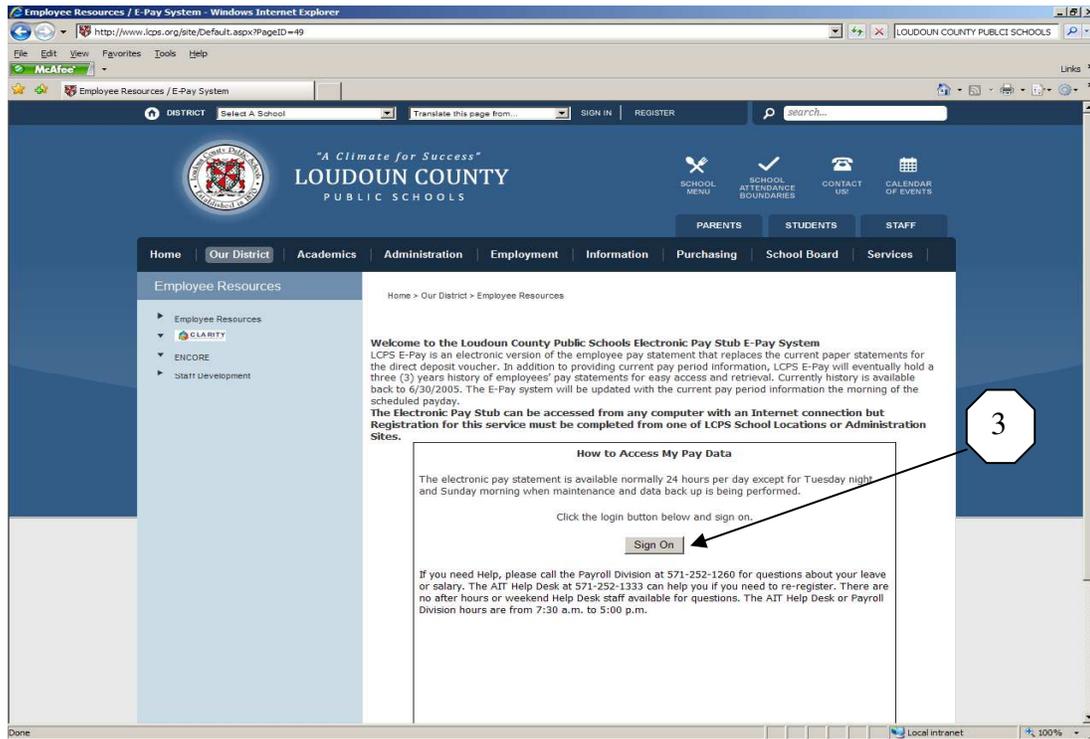
1. Under Our District Select “Employee Resources”



2. Select “E-Pay”



3. Click “Sign On”



You will then login with your social security number (include dashes) and password (case sensitive). Remember to log out when you are done.