Online Payroll Check Stub
EMPLOYEE PORTAL
FREQUENTLY ASKED QUESTIONS

Is online payroll check stub participation mandatory?
Yes

Why is the district moving to online payroll check stubs?
We are going Green with payroll.

When will I first be able to view my payroll check stub online?
Online viewing will be available with the 11/13/2009 pay date.

When will the last paper stub be distributed?
The last paper stub will be distributed with the 11/13/2009 pay date.

How do I access the website?
You can access from the Internet at www.lakeview.misd.net/departments/businessoffice.htm

Can I access this website from home?
Yes, as long as you have an internet connection.

How will I obtain a logon and password?
The payroll check stub of 11/13/2009 will have the website, user name, and password information. The password will be computer generated and you will be required to change it, enter an email address, and answer a series of security questions after you initially access the system. Keep your password in a safe place.

What if I forget my password?
Click on "Forgot my Password" and follow the prompts.

What do I do once I am on the website?
Follow the steps in the "First Time Use of the Online Pay Stub Application" provided on the Business Office Internet site. The "Quick Reference Guide" provides instructions for viewing your stub.

Can I save my payroll check stub information on my computer?
Yes, as long as you have Adobe.

Can I print my online payroll check stub?
Yes, as long as you have a printer connection.

How long will my information be available online?
Two years.

Is this system secure so my fellow employees will not be able to view my information?
Yes, and it is your responsibility to keep your password private and secure.

What if I am unable to print my payroll check stub?
The information is available for two years so you can print any time you are able to access a computer with a printer connection. The Payroll Department is unable to access your information as it is password protected.