

Viewing Your Paycheck

You will receive an email that your paycheck is ready to view late in the afternoon the day before payday. However, money will not be posted to your bank account until payday (payday schedules are available on the [payroll website](#)). The payroll email you receive will not include the deposited amount in the message. The information below describes how to view the details of your paycheck.

Your paycheck information is available from both an LPS location and from home via CORE Document Self Service (DSS).

To access Document Self Service from the Portal (lps.org; keyword Portal)

- Log into the [portal](#) and sign into CORE DSS
- Click on “Pay” in the left menu
- Click on “My Pay Documents.”



Once in Document Self Service:

- Click on “My Payroll” in the left-hand menu
- Under “My Payroll Documents” filter by year for which year the paycheck you wish to view is in. Next you will click on the magnifying glass after the desired paycheck document date you would like to view.



Document Self-Service

Welcome

- [Home](#)
- [My Delivery Settings](#)
- Payroll
- W2
- Authorized
- 1095C
- Authorized

[Home > My Payroll Documents](#)

Please click the Preview icon to view your pay stub. If there is a disclosure available, it will display before your pay stub opens the first time. You may review the disclosure in the future by selecting the disclosure link at any time.

[Delivery Options](#)

Filter By Year:

| Document Date | Document # | Doc Type | View |
|---------------|------------|----------------|------|
| 11/15/2019 | 00016827 | Direct Deposit | |
| 10/31/2019 | 00015853 | Direct Deposit | |
| 9/30/2019 | 00007874 | Direct Deposit | |

Document Self-Service powered by:

ADA/REV May 13, 2025

Paycheck Details

Page 1 includes:

1. Advice Amount which is the net payment amount.
2. Federal and State withholding selection, number of exemptions, and any additional amount specified on your W4.
3. The Earnings section includes a description of each item paid on your paycheck, hours associated with the pay, pay rate associated with the pay, and current and year to date (YTD) amounts for each description of pay.
 - a. The Contract description is included for all employees with a set work schedule. Employees with contract pay are paid a set amount each month based on their work schedule, hours worked per day, and hourly rate.
 - b. All supplemental assignments/extra standards will have their own descriptor along with the dollar amount paid on this check.
 - c. Hourly pay descriptions (are included in this section)
 - d. A leave type descriptor will show in this section if any leave was used within the WFM payroll period for this paycheck.
 - e. An Offset Contract descriptor will appear when an employee on a contract uses leave. The leave row shows as additional earnings so the offset contract line balances the leave so the employee does not receive additional pay. This is used to avoid an overpayment.
4. The Pre-Tax Deductions and After Tax Deductions sections include the deduction descriptions, current amount withheld, and year to date amount withheld.
5. The Taxes section includes federal (FED), medicare, state (NE), and social security (FICA) taxes. Each tax description includes the current amount withheld and year to date amount withheld.
6. The Direct Deposit section includes the description you entered when adding your direct deposit information, a truncated account number, and the net pay amount for this paycheck.
7. The Company Paid Deductions section includes any company paid deduction descriptions along with the current and year to date amounts withheld. These are not deducted from your Gross pay as they are company paid deductions.
8. The last section on this page is the Summary section. This section gives a brief summary of this paycheck including current and year to date amounts. The descriptions include Gross Earnings, Pre Tax Deductions, After Tax Deductions, Taxes, Net Pay and W2 Wages.


PAYROLL ACCOUNT
 LANCASTER COUNTY SCHOOL DISTRICT #0001
 (LINCOLN PUBLIC SCHOOLS)
 P.O. BOX 82889 LINCOLN, NE 68501-2889

 Union Bank
 Lincoln, NE
 76-1079
 1049

DATE 11/27/2019

VOID AFTER 90 DAYS

Amount Deposited

PAY * VOID * DIRECT DEPOSIT * VOID *

| |
|------------------|
| Advice Amount |
| \$ *****3,902.37 |

 PAY
 TO THE
 ORDER OF

 Not Negotiable
 Net check deposited directly to your account

State & Federal Additional Withholdings

| Federal Married 00 | | Additional Withholding \$15.00 | | Employee Name | | Employee ID | |
|-----------------------|----------------|-----------------------------------|----------------------------|---------------|-------------|--------------------------|----------------------|
| State Married 00 | | Additional Withholding \$0.00 | | | | Check Date 11/27/2019 | Check No 00020512 |
| Earnings | | | | | | | |
| Description | Hours | Rate | Current | YTD | Description | Current | YTD |
| Contract | 111.41 | 47.30 | 5,269.59 | 15,808.79 | Health | 54.84 | 603.24 |
| Team Ldr | 345.12 | 345.12 | 121,284 | 1,035.36 | Retirement | 556.42 | 5,830.64 |
| Annual Lv | 4.50 | 47.30 | 212.84 | 603.05 | Vision | 12.91 | 142.01 |
| Class Cover | 2.00 | 37.33 | 74.67 | 149.33 | | | |
| Offset Contract | -4.50 | 47.30 | -212.84 | -603.05 | | | |
| Base Pay Historical | | | 39,324.58 | | | | |
| Allowance Historical | | | 3,118.48 | | | | |
| CL SUPP Stip | | | 350.00 | | | | |
| Other Pay Historical | | | 181.56 | | | | |
| Deductions | | | | | | | |
| Description | | | | | Description | Current | YTD |
| Health | | | | | Disability | 45.32 | 491.08 |
| Retirement | | | | | EDRR | 1.00 | 17.00 |
| Vision | | | | | | | |
| Taxes | | | | | | | |
| Description | | | | | Description | Current | YTD |
| FED | | | | | FED | 472.49 | 4,952.32 |
| Medicare | | | | | Medicare | 81.51 | 858.73 |
| NE | | | | | NE | 213.98 | 2,200.39 |
| FICA | | | | | FICA | 348.54 | 3,671.82 |
| Direct Deposit | | | | | | | |
| Description | Direct Deposit | | Company Paid Contributions | | | | |
| | Amount | | Description | Current | YTD | | |
| Checking | 3,902.37 | | Health | 613.66 | 1,840.98 | | |
| | | | Retirement | 561.99 | 5,888.97 | | |
| Details | | | | | | | |
| Summary | | Current | YTD | | | | |
| Gross Earnings | | 5,689.38 | 59,968.10 | | | | |
| Pre Tax Deductions | | 624.17 | 6,575.89 | | | | |
| After Tax Deductions | | 46.32 | 508.08 | | | | |
| Taxes | | 1,116.52 | 11,683.26 | | | | |
| Net Pay | | 3,902.37 | 41,200.87 | | | | |
| W2 Wages | | 5,065.21 | 53,392.21 | | | | |

- An Offset Contract line will appear when an employee on contract uses leave. The leave row shows as additional earnings, so the offset contract line balances the leave so the employee does not receive additional pay.

Page 2 includes a detailed breakdown of earnings (contract or supplemental assignments will not show):

- The detailed breakdown of earnings will have separate sections for hourly pay and leave pay. It will include date paid/leave used, pay type (Hourly or Leave), a short description, location, hours, rate of pay, and the total amount.

| Federal Single 00 | | Additional Withholding \$0.00 | | Employee Name Mickey Mouse | | Employee ID 3007845 | |
|----------------------|-------------|----------------------------------|--------------------------------|-------------------------------|-------|--------------------------|---------------------|
| State Single 00 | | Additional Withholding \$0.00 | | Net Pay \$2,708.37 | | Check Date 06/30/2020 | Check No 0004563 |
| Date | Day of week | Pay Type | Position Description | Location | Hours | Rate | Amount |
| 05/17/2020 | Sunday | Hourly | Call Back | Beattie Elementary | 1.63 | 21.38 | 52.27 |
| 05/17/2020 | Sunday | Hourly | Overtime 1.5 | Beattie Elementary | 2.58 | 21.38 | 82.74 |
| 05/17/2020 | Sunday | Hourly | Overtime 1.5 | Beattie Elementary | -1.63 | 21.38 | -52.27 |
| 05/24/2020 | Sunday | Hourly | Overtime 1.5 | Beattie Elementary | -1.66 | 21.38 | -53.24 |
| 05/24/2020 | Sunday | Hourly | Overtime 1.5 | Beattie Elementary | 2.00 | 21.38 | 64.14 |
| 05/24/2020 | Sunday | Hourly | Call Back | Beattie Elementary | 1.67 | 21.38 | 53.55 |
| 05/25/2020 | Monday | Hourly | Call Back | Beattie Elementary | 1.60 | 21.38 | 51.31 |
| 05/29/2020 | Friday | Hourly | Additional Time - straight tim | Beattie Elementary | 0.40 | 21.38 | 8.55 |
| 05/30/2020 | Saturday | Hourly | Additional Time - straight tim | Beattie Elementary | 0.42 | 21.38 | 8.98 |
| 05/30/2020 | Saturday | Hourly | Additional Time - straight tim | Beattie Elementary | 0.36 | 21.38 | 7.70 |
| 05/30/2020 | Saturday | Hourly | Call Back | Beattie Elementary | 1.63 | 21.38 | 52.27 |
| 06/07/2020 | Sunday | Hourly | Call Back | Beattie Elementary | 1.58 | 21.38 | 50.67 |
| 06/07/2020 | Sunday | Hourly | Additional Time - straight tim | Beattie Elementary | 0.41 | 21.38 | 8.77 |
| 06/07/2020 | Sunday | Hourly | Additional Time - straight tim | Beattie Elementary | 0.38 | 21.38 | 8.12 |
| Total Hourly | | | | | 11.37 | | 343.56 |
| Date | Day of week | Pay Type | Position Description | Location | Hours | Rate | Amount |
| 05/25/2020 | Monday | Leave | Holiday Pay | Beattie Elementary | 8.00 | 21.38 | 171.04 |
| 06/04/2020 | Thursday | Leave | Vacation | Beattie Elementary | 3.50 | 21.38 | 74.83 |
| Total Leave | | | | | 11.50 | | 245.87 |

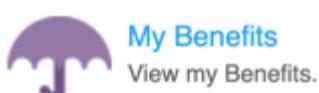
*A complete listing of the available earnings and deductions can be found in the following link:
[Paystub Descriptions](#)

Additional Information

Additional details related to your pay can be found in CORE while connected to the LPS network:

Benefit Information

- Sign into CORE, click on the “My Benefits” icon in Employee Space.



Compensation Information

- Sign into CORE, click on the “Edit Profile” quick link

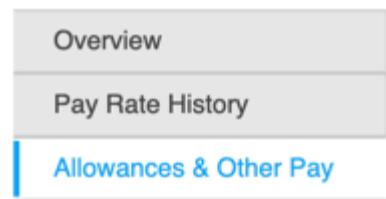
**Edit Profile**

Change contact information, edit emergency contacts and request a name change.

- Click on Compensation



- *Double click* on your work assignment line
- Click on “Allowances & Other Pay” to view other pay rates for classified staff, such as longevity, 2000 Meal stipend, paraeducator education stipend, etc.



Extra Standard Information

To view your extra standard pay (optional period, coaching, team leader, etc)

- Go to the Information Center for Employees (ICE). The following link will take you to this webpage: [ICE](#)
- Click on My Pay Information, then Extra Standard