

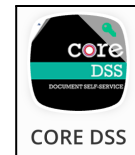
Viewing Your Paycheck

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

Home

My Delivery Settings

Payroll

W2

✓ Authorized

1095C

✓ Authorized

View My Documents

My Payroll

My W2

My 1095C

Logout

Document Self-Service powered by:

Welcome




[Home](#) > [My Payroll Documents](#)

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: 2019

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

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				Pre-Tax Deductions		After Tax Deductions		
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	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				
Earnings				Deductions				
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.				Taxes				
				Taxes				
				Direct Deposit Details				
Summary				Company Paid Contributions				
		Current	YTD	Description	Amount	Description	Current	YTD
Gross Earnings		5,689.38	59,968.10	Checking	3,902.37	Health	613.66	1,840.98
Pre Tax Deductions		624.17	6,575.89			Retirement	561.99	5,888.97
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					

Deductions

Taxes

**Direct Deposit
Details**

- 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:

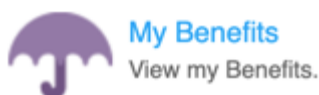
[Paystub Descriptions](#)

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

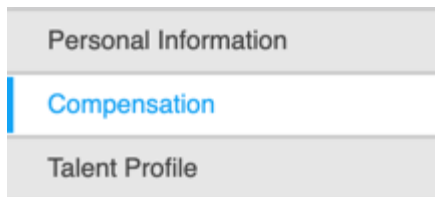
- Sign into CORE, click on the "Edit Profile" quick link



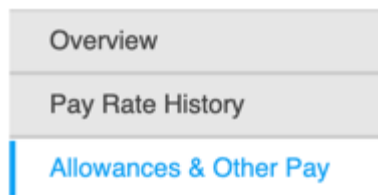
Edit Profile

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