

TO: Lakeland Community College Employees

RE: Frequently Asked Questions About:
* **Direct Payroll Deposit** ***Electronic Pay Stubs** ***Getting Your Lakeland ID Number (LID)**

Q. What is direct payroll deposit?

A. Direct payroll deposit is the regular and automatic depositing of your paycheck into any standard checking and/or savings account, or combination of both at the financial institution so long as it is a member of the Automated Clearing House. (You will be notified if your institution is not a participant.) You cannot deposit into money market fund accounts.

Q. When will direct deposit begin?

A. After all employment forms are completed and returned, you will be entered into the payroll system. Direct deposit will begin with the first payroll that you are eligible to be paid. Payroll dates are the 15th and last day of the month. The hours worked from the first of the month through the 15th are paid on the last day of the month. The hours worked from the 16th through the last day of the month are paid on the 15th of the month.

Information about each direct deposit can be found on the college's intranet ('myLakeland') using your Lakeland identification number or LID. To access the information, follow the instructions on the enclosed sheet, "Employee Instructions for Pay Information".

Q. How do I get my Lakeland ID number?

A. All students and employees of the college are issued an eight digit identification number, or LID. For employees, this eight digit number is used for accessing computer systems, getting an identification card, discounts in the bookstore, etc. If you were a student here prior to employment, you will continue to use your previously assigned LID. If you are new to the college, we will assign your LID a few days after you've returned all of your completed employment forms. At that time, your department supervisor (or his/her designee) may be able to provide your LID (this is generally the case for part-time faculty), but most employees wanting their LID within a few days of starting to work will need to request it, in-person and with photo identification:

- at the Human Resources Office (Room C-2089), Monday – Friday from 8:00 a.m. to 5:00 p.m., **OR**
- at the Customer Service Help Desk (Room C-2060), Monday – Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Saturday from 9:00 a.m. to 4:00 p.m.

Note: If you are a new employee paid on an hourly basis and using timesheets to report hours worked, you will complete a blank 'temporary' timesheet for at least the first pay reporting period. For the second pay reporting period, and in time to check the first direct deposit, you will receive a personalized timesheet that includes your LID.

Q. What happens if I change my financial institution?

A. If you change financial institution(s), or an account within a financial institution, it is **IMPERATIVE** that the Payroll Department is notified immediately of the change.

Q. When I print out my direct deposit or payroll information, my name and LID do not appear on the document and therefore, it will not be accepted by various agencies, banks, etc., as proof of income. How can I obtain an official earnings statement with my name on it?

A. If you have an official need for an earnings statement, please bring the form to be completed or the instructions for obtaining the information to the Payroll Department in Room A-2004, or have the institution or agency fax the request to the Payroll Department at 440-525-7610. Note: This is reserved for those instances where an official earnings statement is required.

Q. Where do I call if I have questions or problems about direct payroll deposit?

A. Contact the Payroll Department at ext. 7240 or ext. 7061.