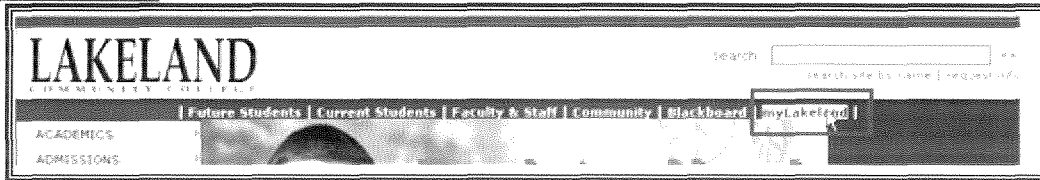


Employee Instructions for Pay Information

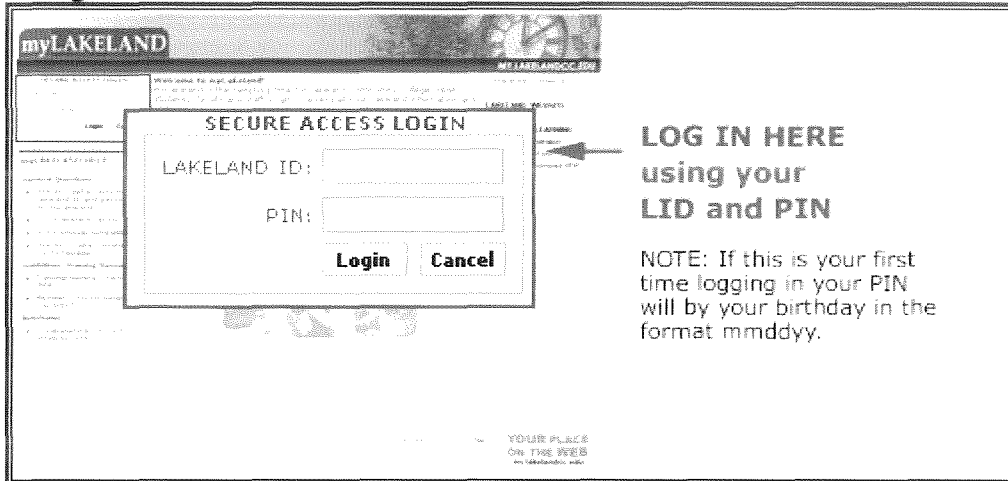
Pay stubs will be available electronically only starting with the September 15 pay date

Step 1: Go to myLakeland Homepage.

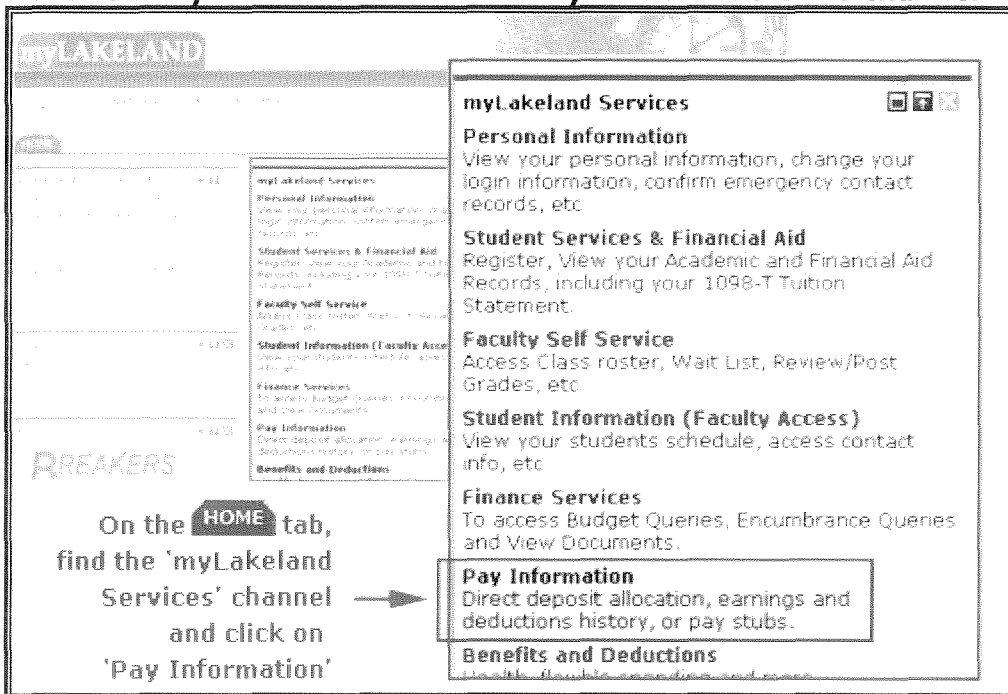
Access myLakeland from the Lakeland homepage (www.lakelandcc.edu) or directly at my.lakelandcc.edu



Step 2: Log In



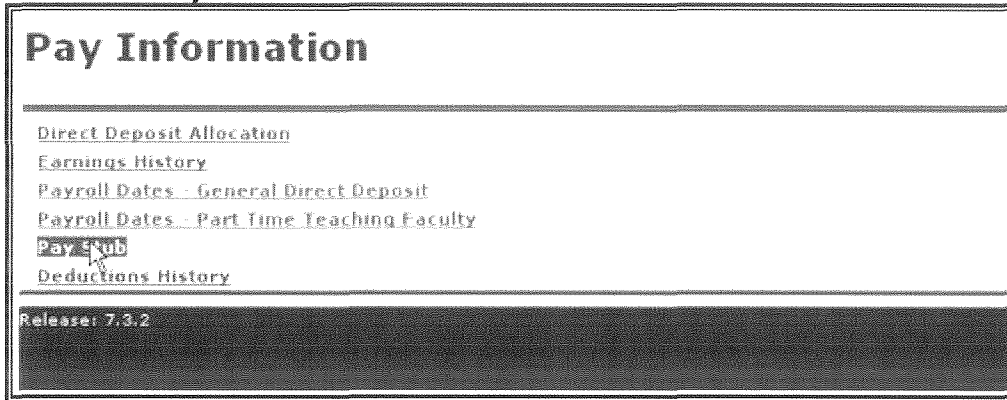
Step 3: Click on Pay information from the myLakeland Services channel



GETTING HELP

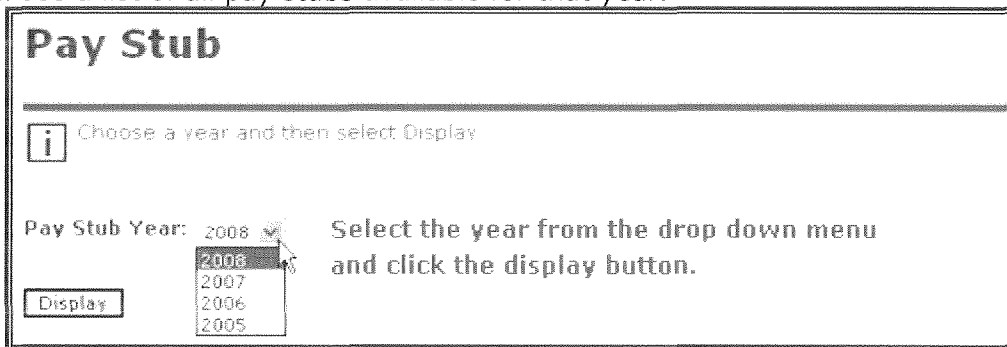
If you need help please contact the Help Desk at 440.525.7570 (x5112 on campus) or email them at <mailto:lcchelpdesk@lakelandcc.edu>. Help Desk hours are from Monday – Thursday 8AM to 8PM, Friday from 8AM to 5PM and Saturday From 9AM to 4PM.

Step 4: Click on Pay Stub

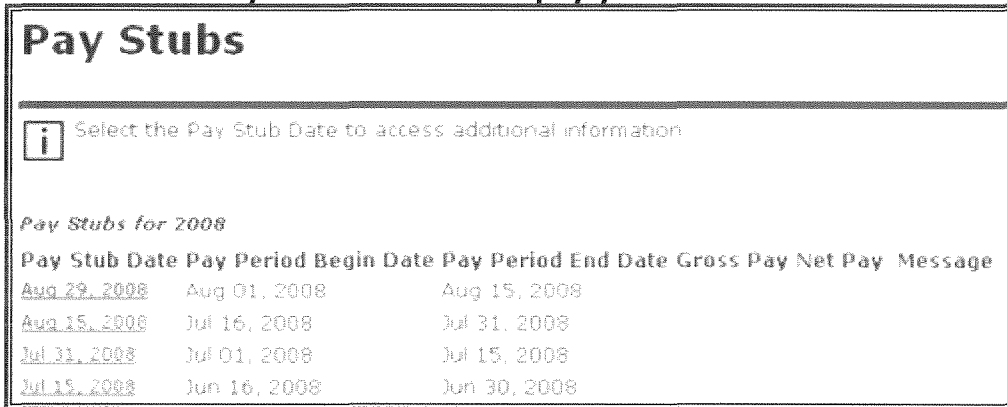


Step 5: Choose year and click display.

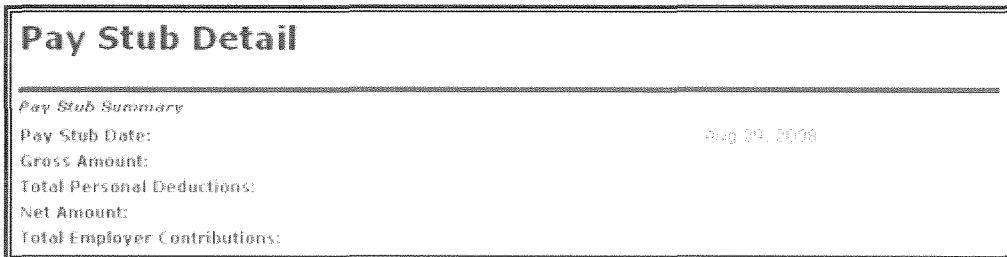
You will see a list of all pay stubs available for that year.



Step 6: Click on the Pay Stub date for the pay you want to view.



DETAIL YOU WILL SEE WHEN DATE CLICKED:



GETTING HELP

If you need help please contact the Help Desk at 440.525.7570 (x5112 on campus) or email them at <mailto:lcchelpdesk@lakelandcc.edu>. Help Desk hours are from Monday – Thursday 8AM to 8PM, Friday from 8AM to 5PM and Saturday From 9AM to 4PM.