

**Lincoln Public Schools
Paycheck On-Line Lookup Instructions**

1. Open your web browser (for example: Internet Explorer, Mozilla Firefox, Netscape).
2. Access the LPS website by entering <http://www.lps.org> in the address line. Press Enter or click on the “Go” button. On the LPS home page, click on the Staff tab under the Popular Pages section on the left side of the page. Click on **Paycheck Lookup**.
3. Enter your email username and password. (These are both case sensitive.) Click on the “Submit” button.

Please Log In

User Name: @lps.org

Password:

4. Click on the check date of the paycheck stub you want to view from the list of available paychecks (the most recent check is always at the top). The details of the selected check display.

Lincoln Public Schools Payroll Information Page

Welcome Employee A

Click on a check date to see the detailed information regarding that particular check.

Check History Listing		
Check Date	Check Number	Net Pay
09/30/2004	588131	\$ 3,196.02
08/31/2004	582568	\$ 2,868.42
07/30/2004	576982	\$ 2,722.66
06/30/2004	571245	\$ 3,011.13
05/28/2004	565892	\$ 3,043.19

Links

- Next are links that you can click on to move around the page to specific areas that you would like to see.

[Pay Information](#)

[Deductions](#)

[Insurance Costs](#)

[Leave Balances](#)

[W4 Information](#)

Hourly Rates

- For employees who are paid on an hourly basis for their “regular” job, the “**Hourly Rates**” section contains the hourly job and the rate of pay. This will only be displayed if the employee is paid for that hourly job on that pay check.

Hourly Rates	
Job	Rate
Employee	\$ 22.45

Pay Information

- The “**Pay Information**” section contains information on the different types of wages you are being paid. You can click on any word in the “Description” column to receive a more detailed explanation of what type of pay you are receiving.

Pay Information			
Description	Current	Calendar Year to Date	Fiscal Year to Date
Additional Hours	\$ 998.00	\$ 9,507.33	\$ 998.00
Insurance Refund	\$ 16.47	\$ 16.47	\$ 16.47
Employee Wages	\$ 3,891.33	\$ 34,411.85	\$ 3,891.33
Deduction For Insurance	\$ -119.84	\$ -5,453.33	\$ -119.84

-The “Current” column displays any pay or pre-tax wage deduction received on this check.

-The “Calendar Year to Date” column displays the accumulative amount of wages or pre-tax wage deductions you have received since January 1 of this year.

-The “Fiscal Year to Date” column displays the accumulative amount of wages or pre-tax wage deductions you have received since September 1 of the current school year.

Pay Information Detail

- If “**Pay Information Detail**” is displayed on the screen, you may click on the type of pay listed in the “Type of Pay” column. A list of the dates for which you are being paid, for that particular type of pay, displays in a new window. After viewing that time, click on “Close Window” to return to your paycheck detail.

Pay Information Detail				
Job	Type of Pay	Hourly Rate	Quantity	Amount
ADDITIONAL HOURS	Over Time	\$ 33.67	11.50 Hours	\$ 387.25
ADDITIONAL HOURS	Over Time	\$ 33.01	18.50 Hours	\$ 610.75
			Total	\$ 998.00

The Pay Information Detail screen displays:

- The job for which you were paid.
- The type of pay you received.
- The hourly rate you were paid.
- The number of hours you were paid.
- The amount you were paid for each job.

Deductions

- The “**Deductions**” section displays the amounts withheld from your pay for taxes and state retirement.

Deductions		
Description	Current	Calendar Year to Date
STATE RETIREMENT	\$ -354.48	\$-3,184.15
MEDICARE TAX	\$ -69.40	\$ -557.98
FEDERAL INCOME TAX	\$ -504.97	\$-3,856.97
NEBRASKA TAX	\$ -230.59	\$-1,755.35
SOCIAL SECURITY	\$ -296.73	\$-2,385.91

Deductions (After-Tax)

- The “**Deductions (After-Tax)**” section displays other after tax deductions like United Way, After-Tax Disability Insurance, or College Savings Plan of Nebraska.

Deductions (After-Tax)		
Description	Current	Calendar Year to Date
UNITED WAY	\$ 0.00	\$ -100.00
DISABILITY INSURANCE	\$ -33.77	\$ -310.57
COLLEGE SAVINGS PLAN OF NE	\$ -100.00	\$ -900.00

Insurance (Pre-Tax)

- The “**Insurance (Pre-Tax)**” section displays your health insurance information. It shows you how the “Deduction for Insurance” or “Fringe to Salary” in the Pay Information section is determined. It displays your fringe allocation if you are certificated staff and your super fringe amount if you take health insurance through the district.

The types of insurance that you take and the cost for each insurance display. The “Total Fringe” minus the “Total Insurance Cost” is either the “Deduction for Insurance” or the “Fringe to Salary” shown in the Pay Information section above.

Insurance (Pre-Tax)			
Description	Fringe Allowance	Insurance Deduction	Totals
Super Fringe	\$ 240.00		
Total Fringe			\$ 240.00
BC/BS PPO SINGLE \$100 DED		\$- 317.85	
DENTAL - FAMILY		\$- 41.99	
Total Insurance Cost			\$- 359.84
Deduction for Insurance			\$ -119.84

Leave Balances

- If your check displays any number in the “Used” or “Used YTD” columns in the “**Leave Balances**” section, you may click on that number. A list of the dates on which you were absent, for that particular leave, display in a new window. After viewing that time, close the window to return to your paycheck detail.

Leave Balances							
Description	Beginning Balance	Used	Earned	Adjusted	Lost	Current Balance	Used YTD
WAREHOUSE PERSON 3							
VACATION	151.0000	-37.0000	12.0000	0.0000	0.0000	126.0000	37.0000
SPECIAL LEAVE	16.0000	0.0000	0.0000	0.0000	0.0000	16.0000	0.0000
SICK LEAVE	1215.2500	0.0000	8.0000	0.0000	0.0000	1223.2500	0.0000
EMERGENCY LEAVE	24.0000	-14.5000	0.0000	0.0000	0.0000	9.5000	14.5000

-The “**Beginning Balance**” column displays the number of leave hours started with this pay period.

-The “**Used**” column displays the hours for each type of absence code reported for this pay period. Normally these absences are from the 11th day of the prior month to the 10th day of the current month.

-The “**Earned**” column displays the number of hours of leave earned during this pay period for each leave type listed. Some leave types have all leave accrued at the beginning of the school year and are reported only on your September paycheck. Other

types of leave do not accrue at all, such as bereavement leave or professional leave, and never show an amount in the earned column.

-The “**Adjusted**” column displays hours needed to adjust your balance during this pay period. This could happen if you start late in the month or you leave the district during the middle of the month. This column is also used if you donated some of your sick leave to someone else.

-The “**Lost**” column displays hours that you lost during this pay period. This happens if your leave balance is more than is allowed in the negotiated agreement. For example, if you are only allowed to earn one-year’s worth of sick leave, this may equal 2080 hours. If your leave balance is greater than this amount, there is a number in the Lost column.

-The “**Current Balance**” column displays the Beginning Balance – Used + Earned +/- Adjusted – Lost.

-The “**Used YTD**” column displays all of the absences you have taken from the absences displayed on your September 30th check to the current check.

W-4 Information

➤ The “**W4 Information**” section displays your W-4 information for tax withholding. This includes:

-Whether you chose Married or Single. Claiming “Married, but withholding at a single rate” will show as “Single”.

-The number of exemptions you are claiming

-Any additional amount you have told payroll to withhold for federal or state taxes

W4 Information		
W4 Status:	Single	
Number of Exemptions:	4	
Additional Federal Tax:	\$0.00	per pay period
Additional State Tax:	\$0.00	per pay period

You may click on the “**Return to Check Listing**” button at the bottom of the page if you wish to view the details of a different paycheck that is listed.

[Return to Check Listing](#)

To keep your pay stub information secure, **always** click on the “Logout” button or close the web browser by clicking the “X” in the upper right-hand corner when you are finished viewing your paycheck stub.



- ✓ Everyone has access to a computer and printer at your work location. If you are unsure of the location of a computer you may use, contact your supervisor.
- ✓ You will be sent an email notification each time a check has been generated for you and money has been deposited into your account. The notification will be sent to your LPS email address.
- ✓ If you have problems accessing or logging into the web site, call the Computing Services Help Desk at 436-1735. If you have questions concerning the information on your paycheck stub, please contact the Payroll Department at 436-1710.