



Viewing Paycheck on a Mobile Device

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Training Guide
Viewing Paycheck on a Mobile Device

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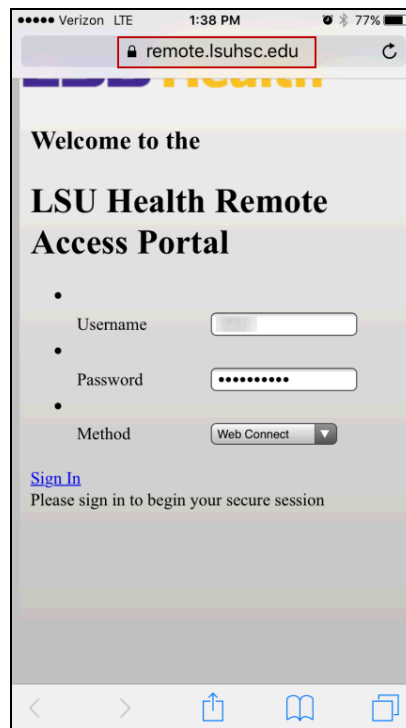
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Viewing Paycheck

View Employee Paycheck

Procedure

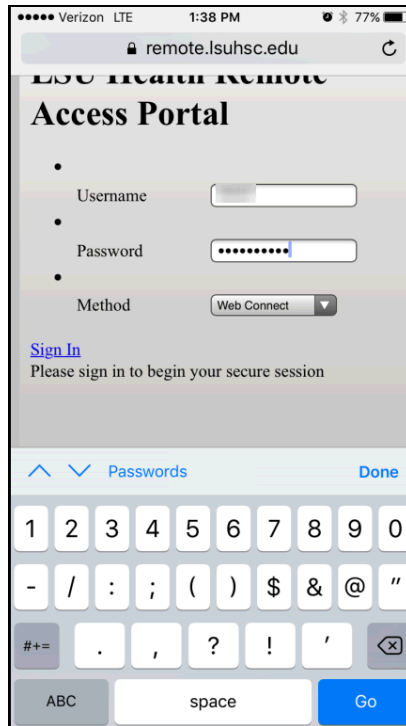
In this topic you will learn how to [View Employee Paycheck on a Mobile Device](#).




Step	Action
1.	<p>Click the Internet Browser on your remote device.</p> <p>Type in: https://remote.lsuhscc.edu</p> <p><i>NOTE: Please be aware that depending on the mobile device that you are using, your screen may appear slightly different than the ones you will see in this documentation. There may also be a difference when holding your device landscape versus portrait mode. With this in mind, please note that your selection choices are the same.</i></p>

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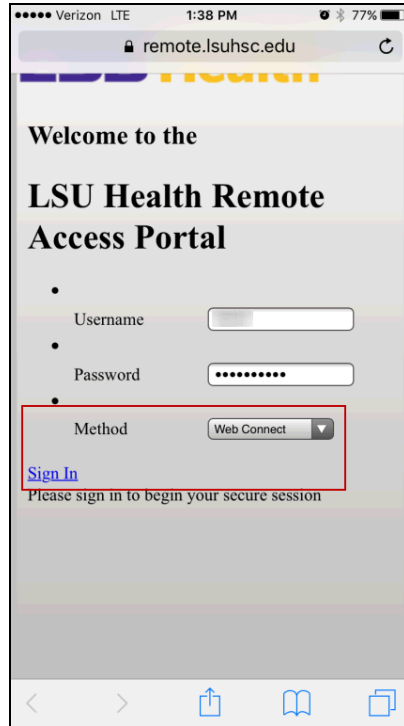
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Step	Action
2.	<p>Enter the desired information into the Username field. Enter "Your Network User ID".</p> <p>Enter the desired information into the Password field. Enter "Your Network Password".</p> <p><i>NOTE: The User ID and Password are the same as you use at work.</i></p> 

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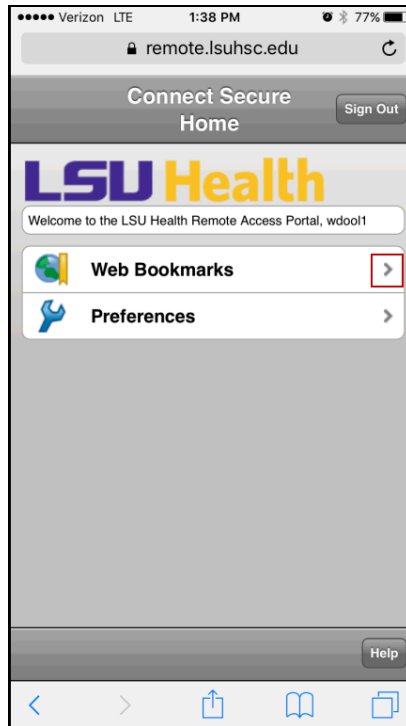
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Step	Action
3.	<p>Make sure that the Method is Web Connect.</p> <p>Click the Sign In button.</p> <p>Sign In</p>

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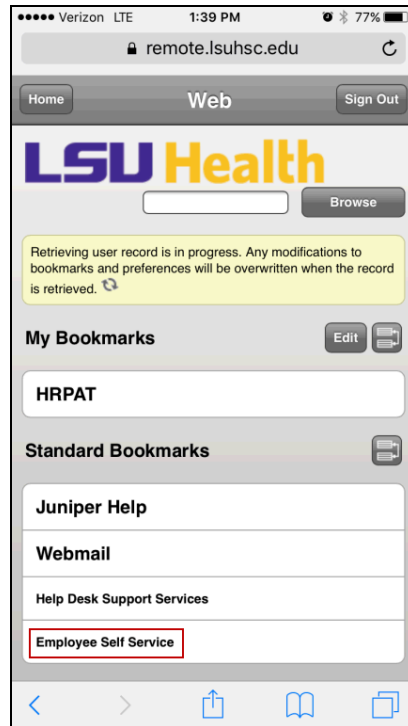
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Step	Action
4.	Click the Web Bookmarks option. >

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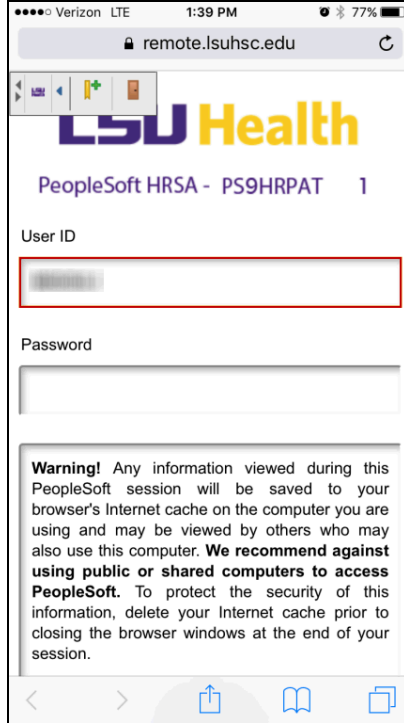
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Step	Action
5.	<p>The Remote Access Portal Bookmarks are displayed. <i><u>The menu options you see will depend on your network access.</u></i></p> <p>Click the Employee Self Service link.</p> <p>Employee Self Service</p>

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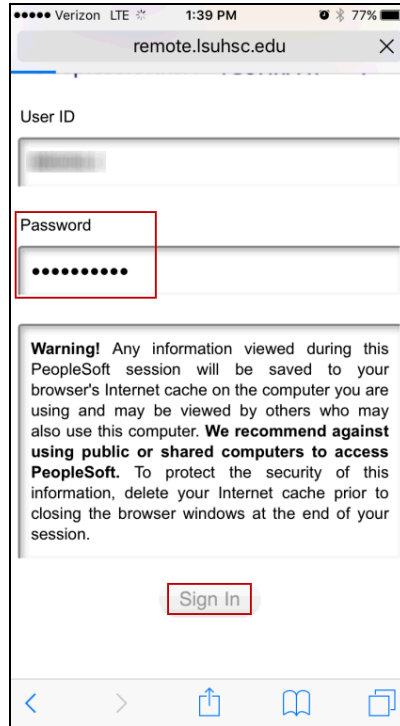
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Step	Action
6.	<p>The PeopleSoft sign on screen will appear.</p> <p><i>NOTE: Your User ID should default into the User ID field. If it does not, enter it. The User ID is the same as the ID you used to logon to the Remote Access Portal. The User ID is not case sensitive and the system automatically converts it to Uper Case.</i></p> <p><i>Passwords <u>are</u> case sensitive.</i></p>

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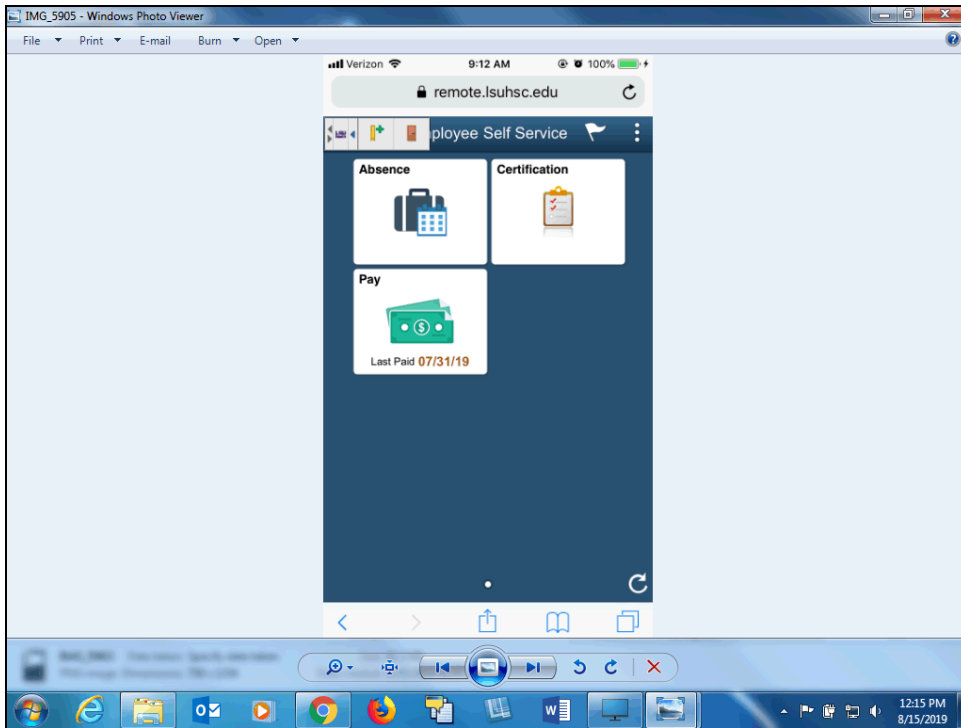
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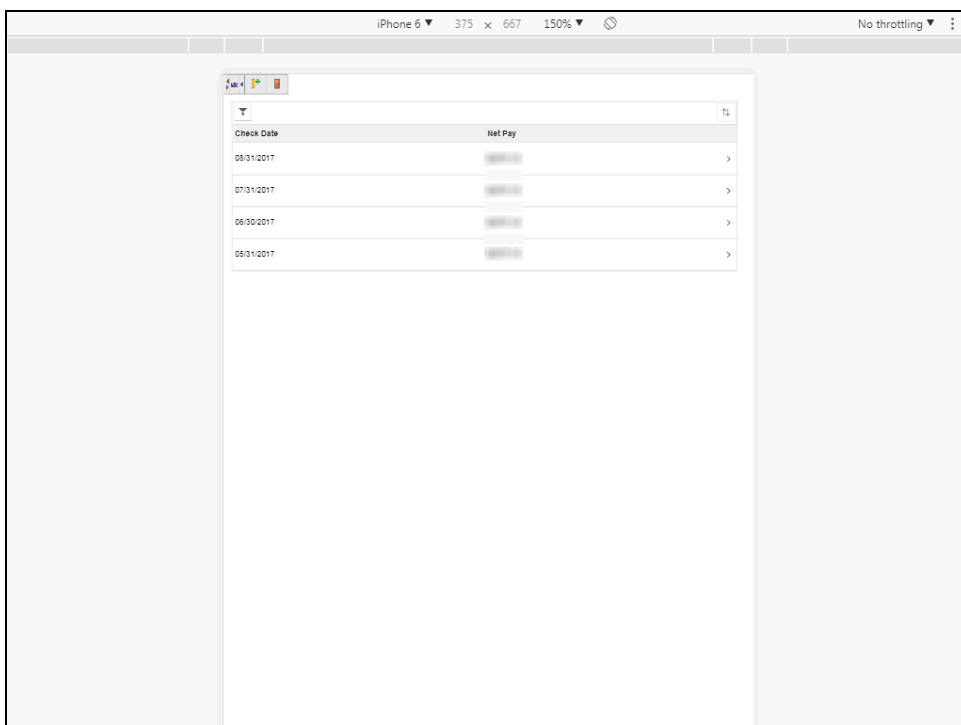
Step	Action
7.	Enter the desired information into the Password field. Enter " Your Password ". Click the Sign In button. 

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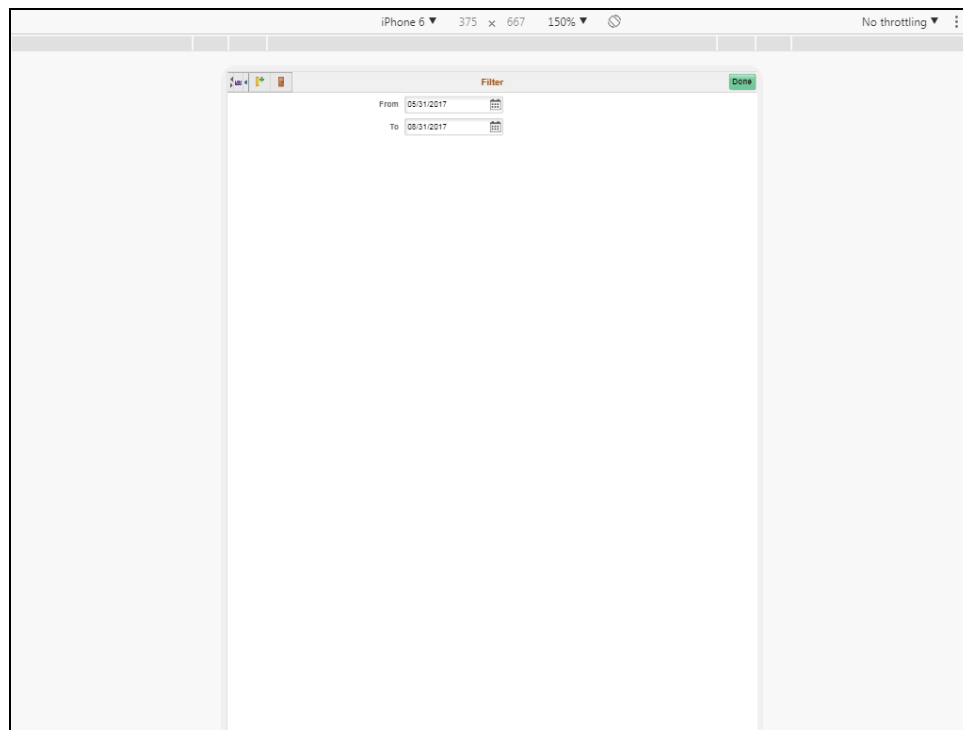



Step	Action
8.	Click the Pay tile. Pay



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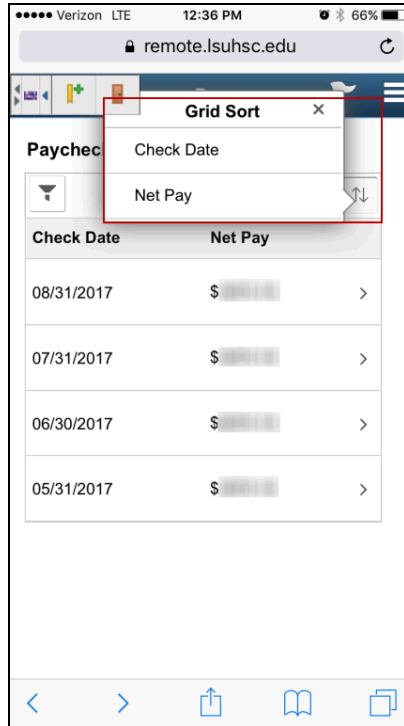
Step	Action
9.	<p>Once you select the Pay tile, a list of your Paychecks will be displayed.</p> <p>By clicking the Funnel/Filter icon on the left, above Check Date, you may select a different date range of paychecks; as shown below.</p> <p>By clicking the Double Arrows on the right, you may perform a Grid Sort by Check Date and Net Pay, as shown below.</p>



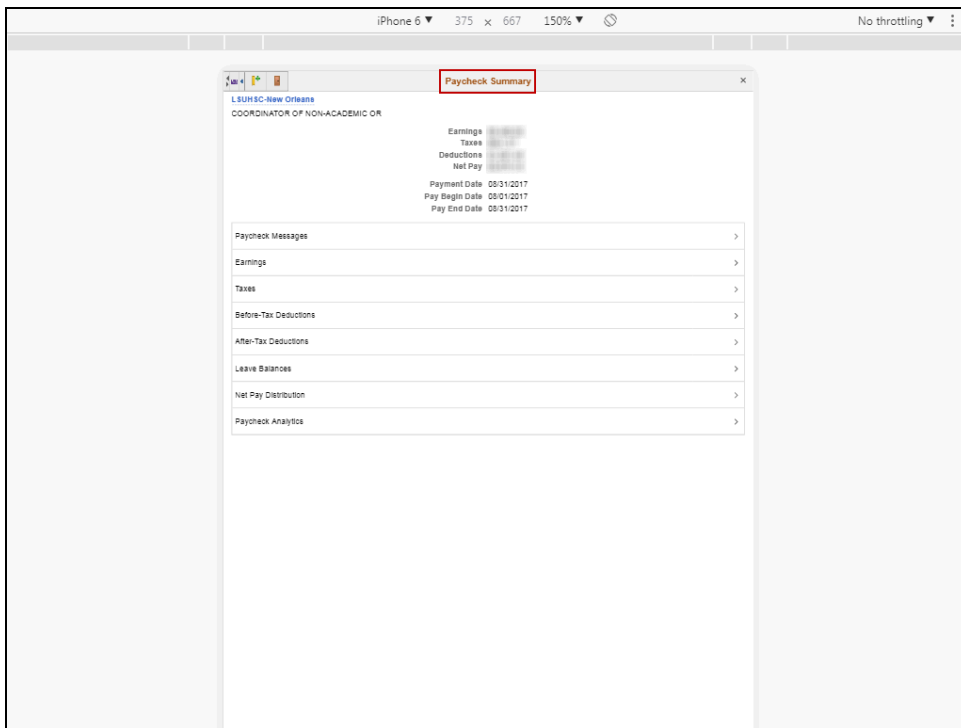
Step	Action
10.	<p>You may click the Calendar Page to change your From and To Dates for the paycheck you wish to display.</p> 

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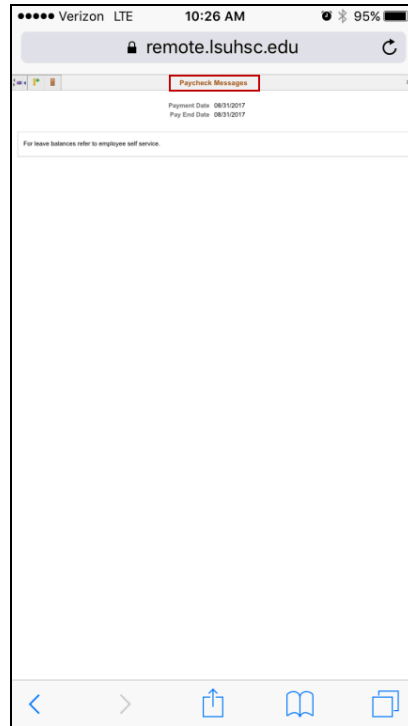


Step	Action
11.	You may resort the grid by either Check Date or Net Pay .



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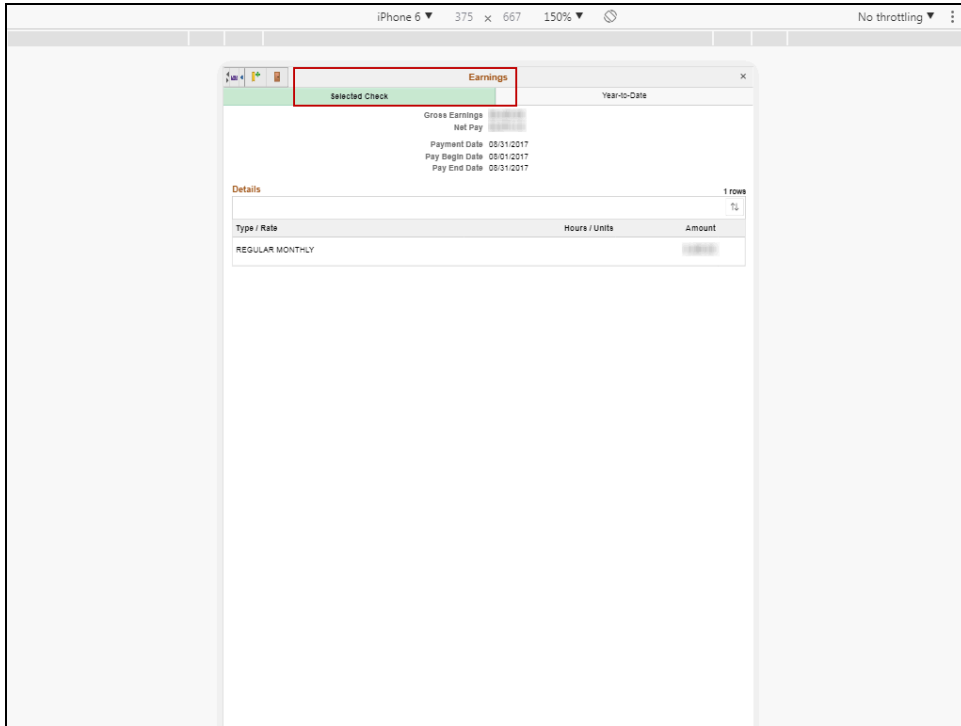
Step	Action
12.	Once you select the specific Paycheck, the Paycheck Summary will display. To view the details of the Selected Check , click on the desired item listed.



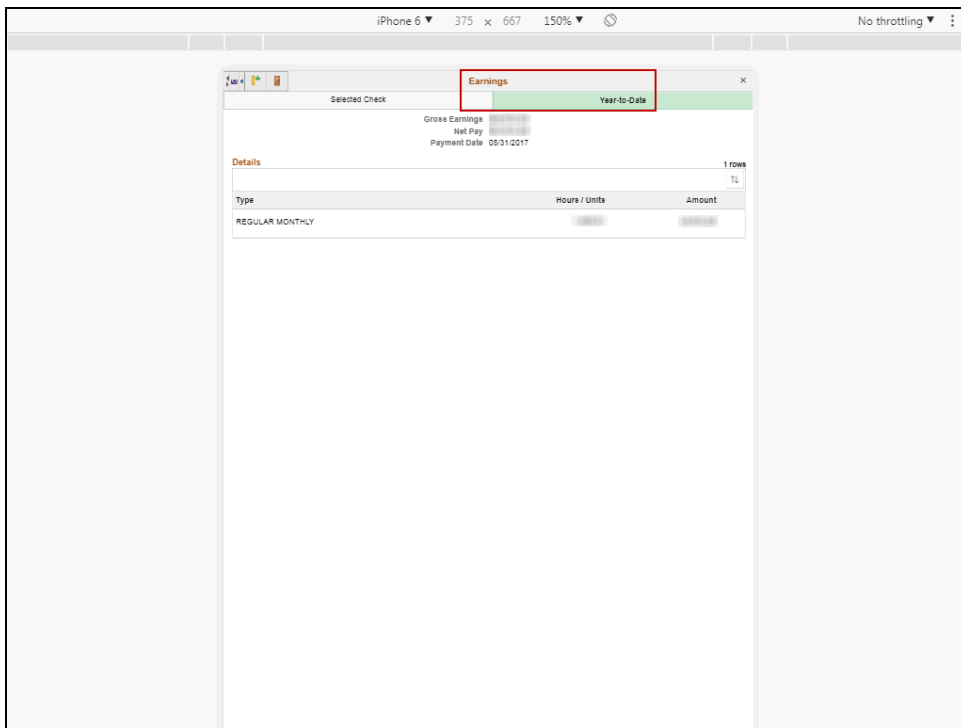
Step	Action
13.	Any Paycheck Messages will display.

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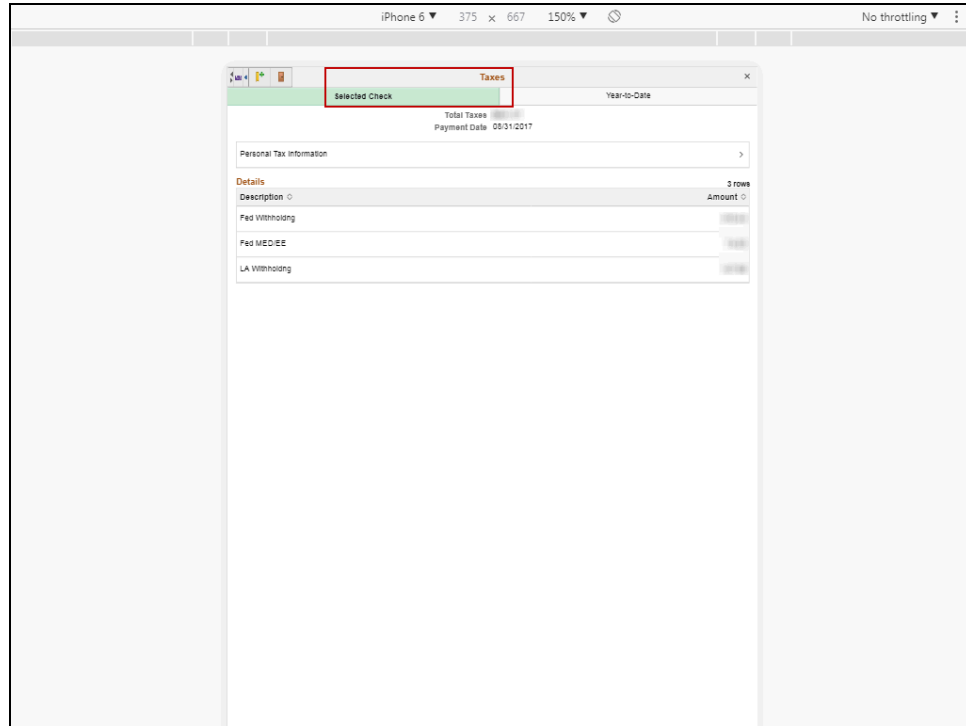
Step	Action
14.	Earnings for the Selected Check will be displayed.



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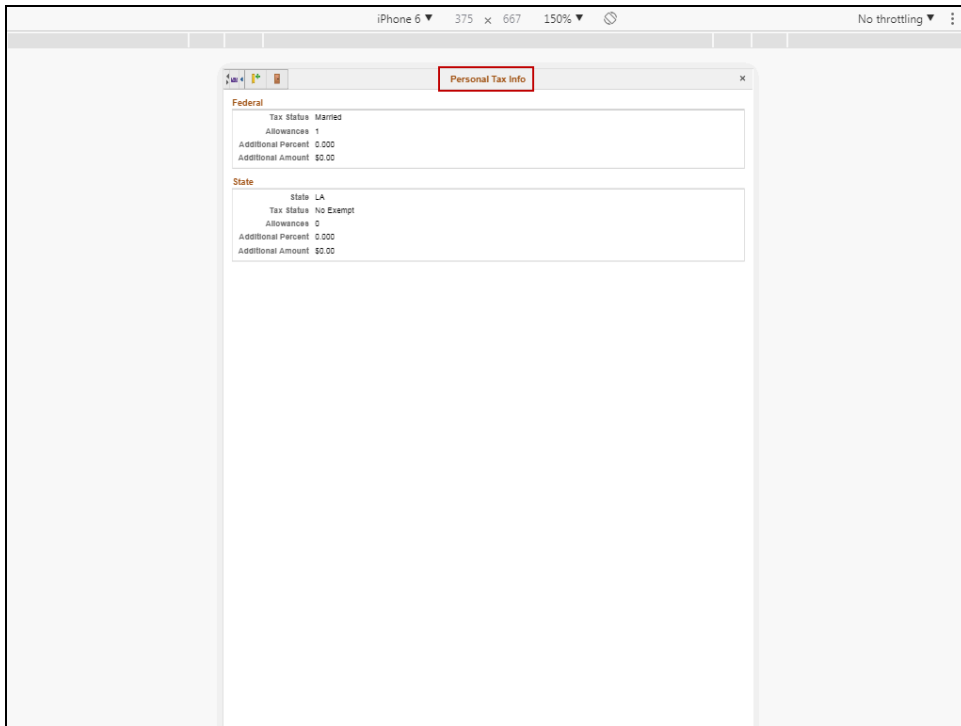
Step	Action
15.	Earnings for Year-To-Date will be displayed, as of the Payment Date .



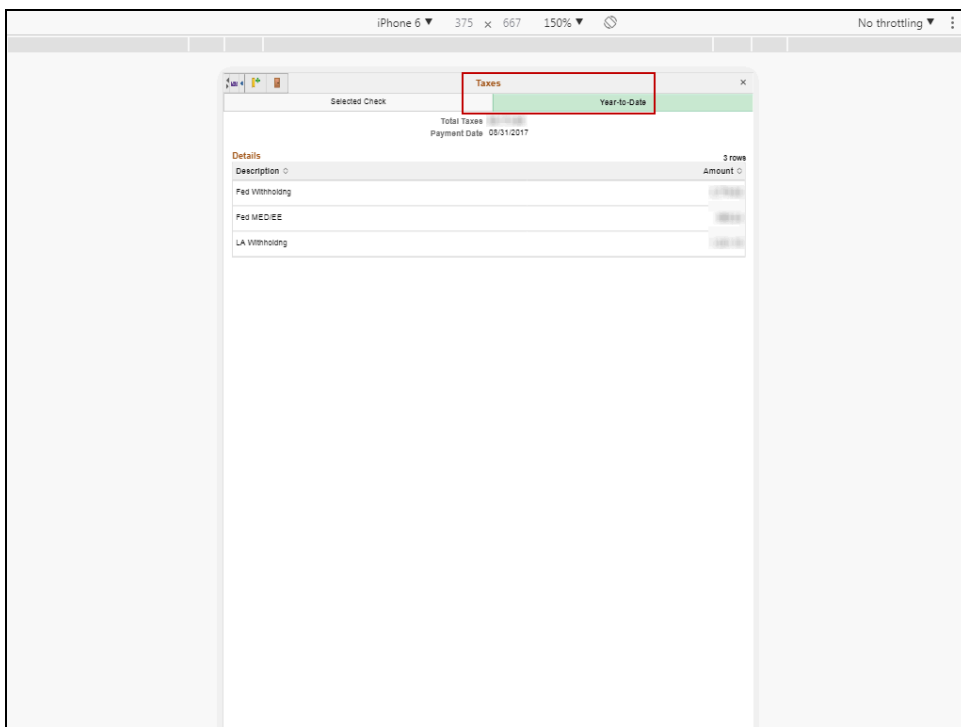
Step	Action
16.	Taxes withheld for the Selected Check .

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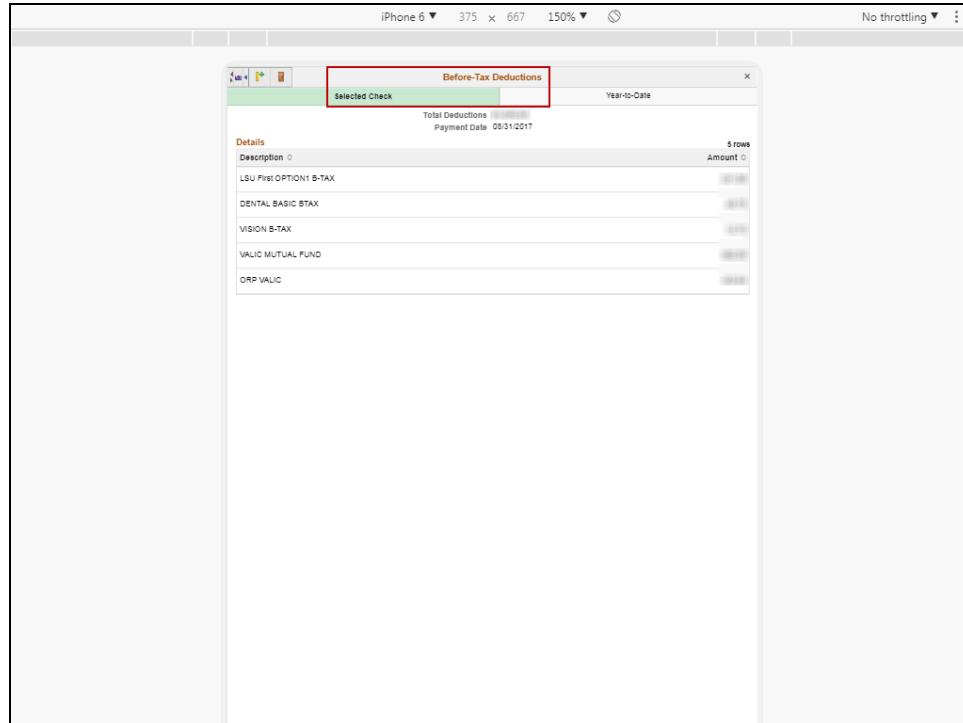
Step	Action
17.	Your Personal Tax Information displays.



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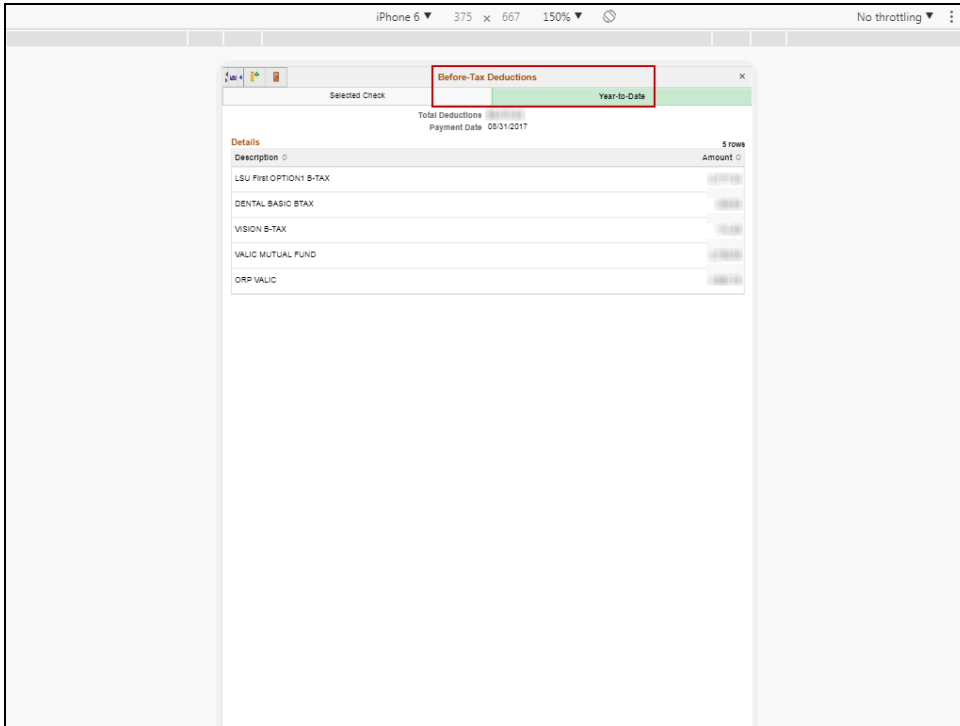
Step	Action
18.	Taxes withheld Year-To-Date will display.



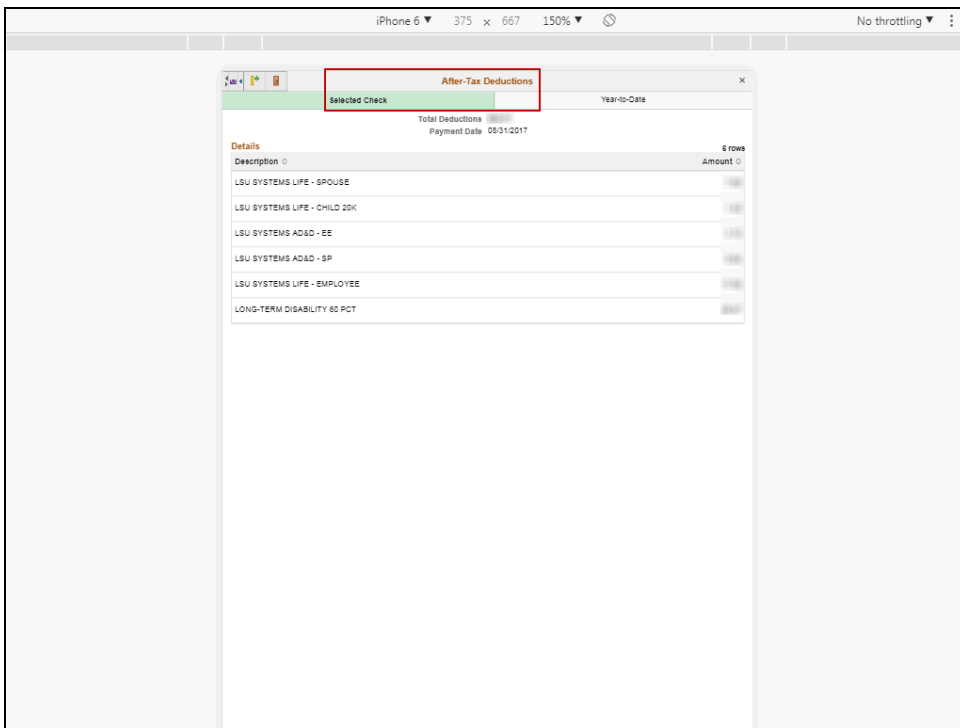
Step	Action
19.	Before-Tax Deductions for the Selected Check will be displayed.

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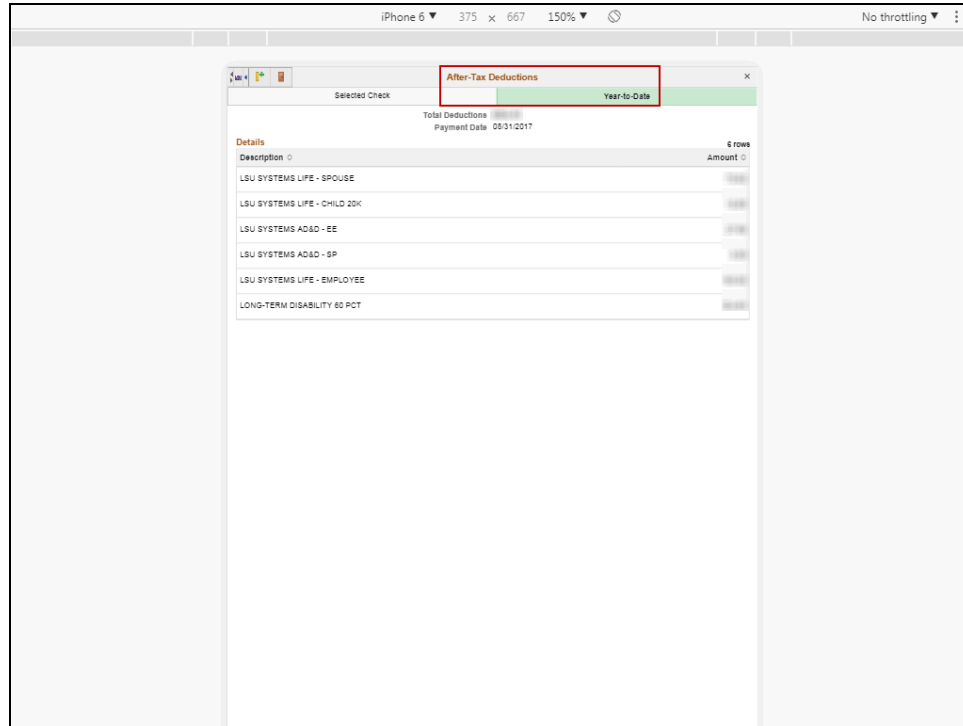
Step	Action
20.	Year-To-Date Before-Tax Deductions are displayed.



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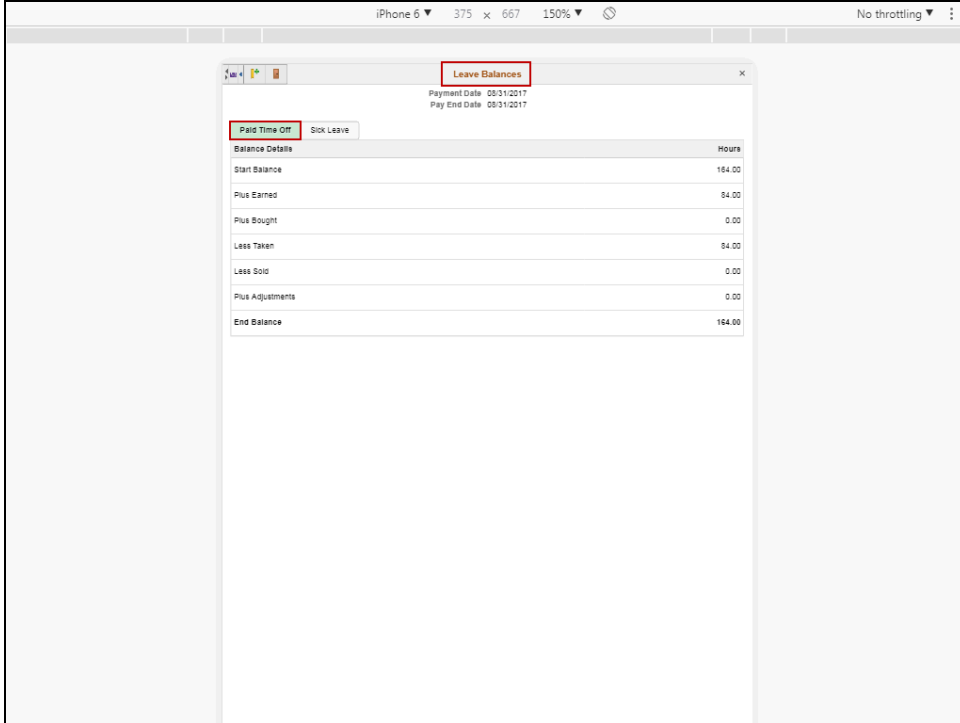
Step	Action
21.	After-Tax Deductions for the Selected Check will be displayed.



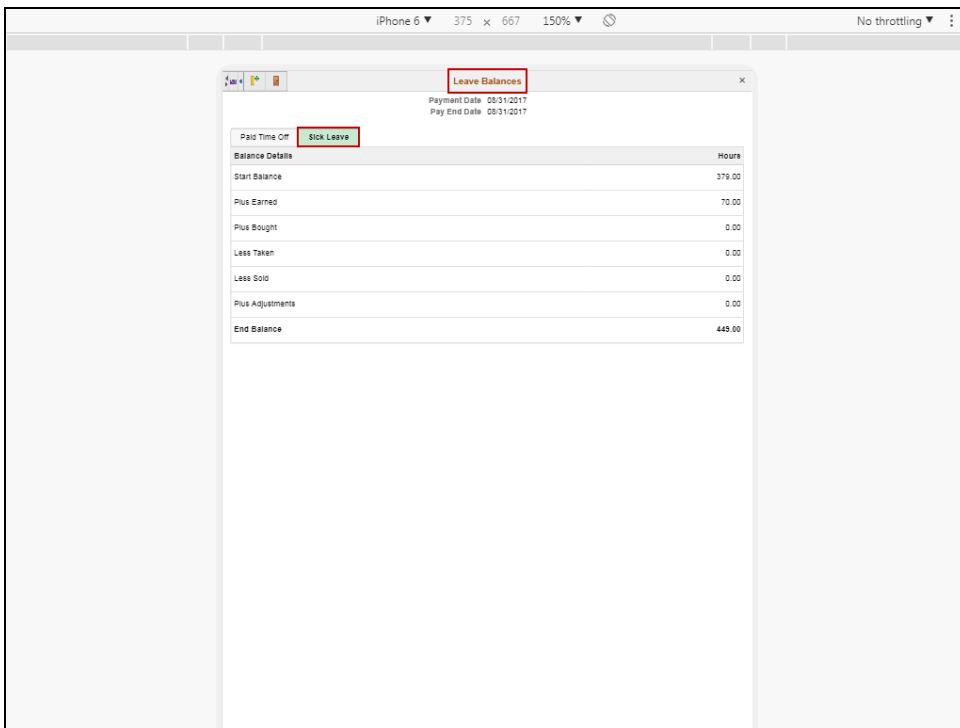
Step	Action
22.	Year-To-Date After-Tax Deductions are displayed.

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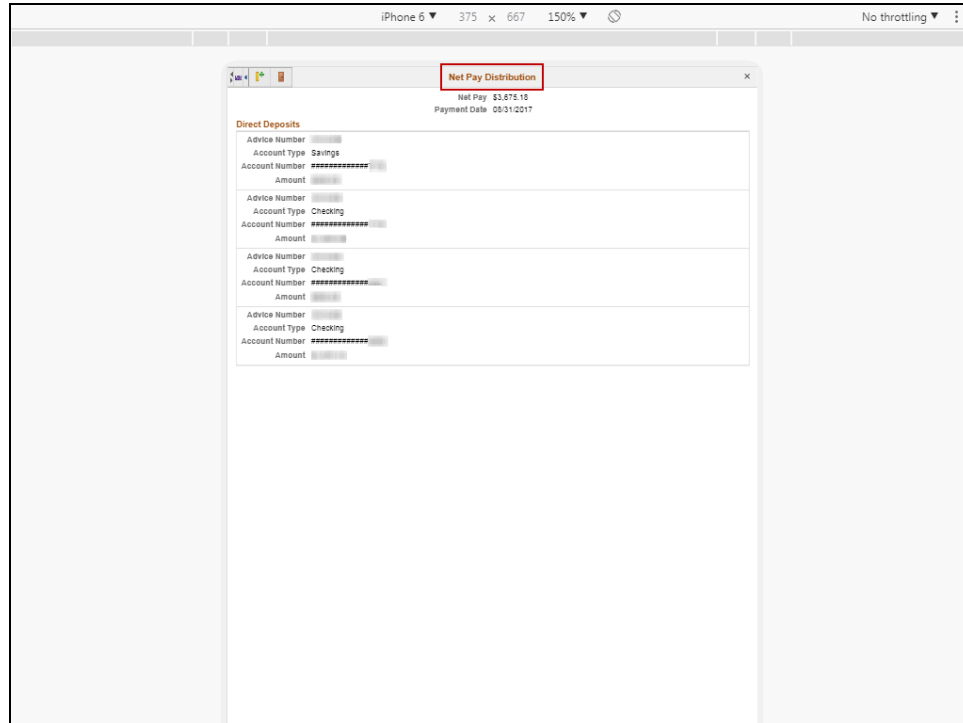


Step	Action
23.	Leave Balance for your Paid Time Off displays.



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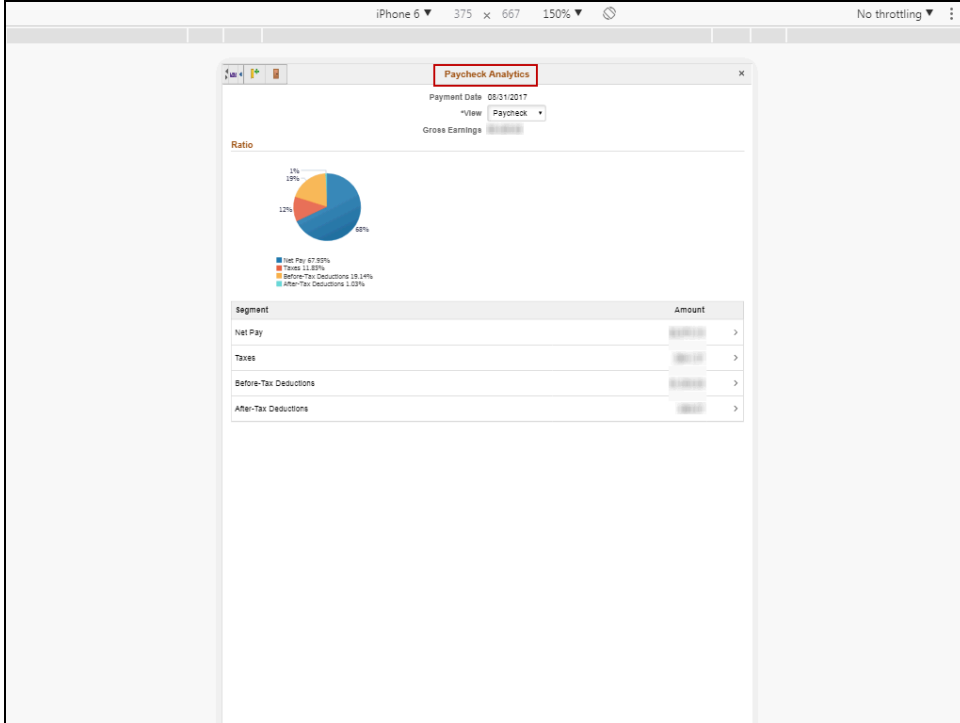
Step	Action
24.	Leave Balance for your Sick Leave displays.



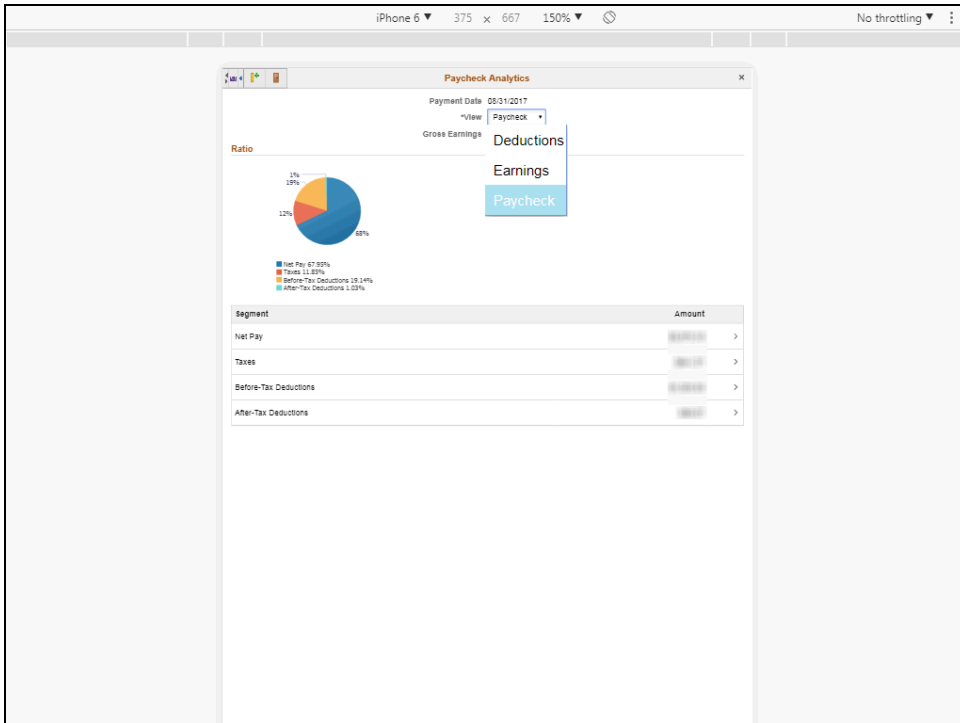
Step	Action
25.	On the Net Pay Distribution screen, all Direct Deposits that are currently set up will be displayed.

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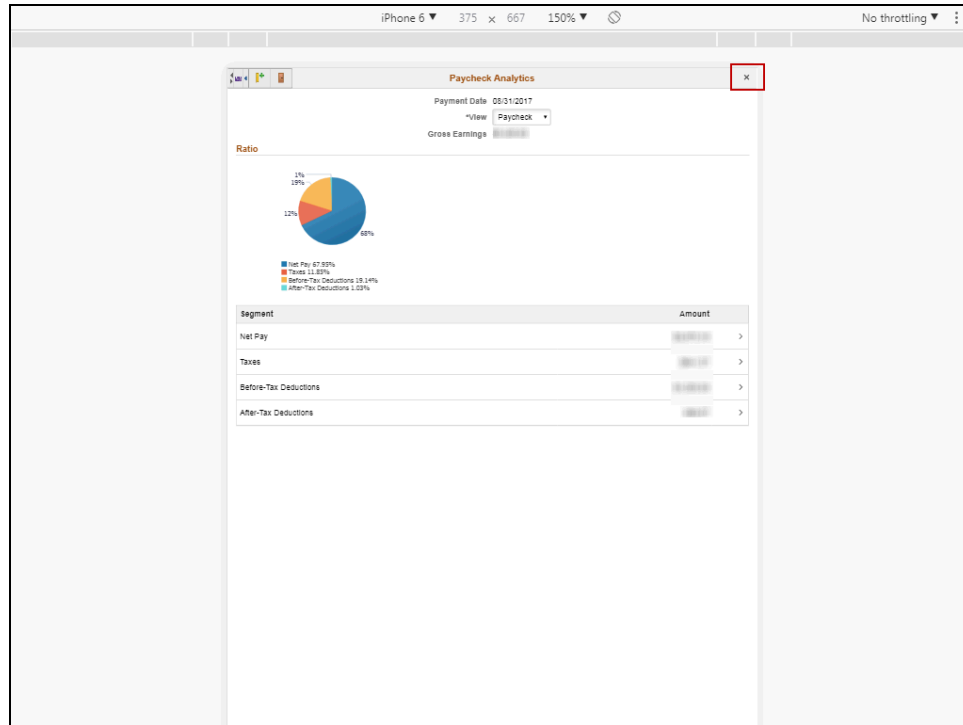
Step	Action
26.	Paycheck Analytics displays a pie chart of the distribution ratios for the selected check, as well as lists the dollar amounts.



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Step	Action
27.	The Paycheck Analytics may be view by Deductions , Earnings , or Paycheck .

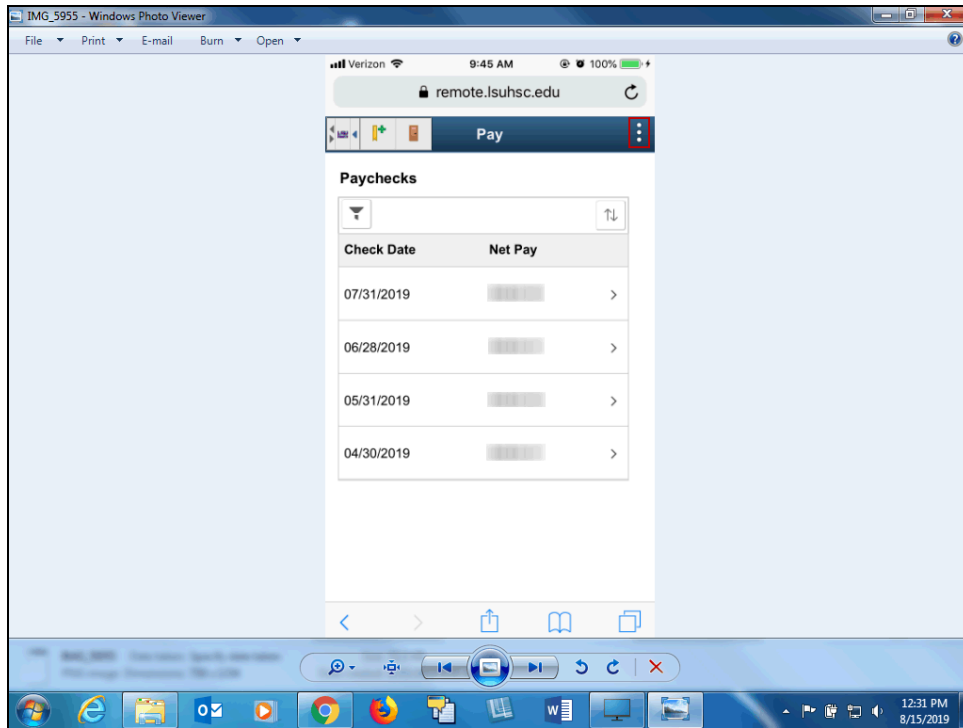



Step	Action
28.	Click the Close button.



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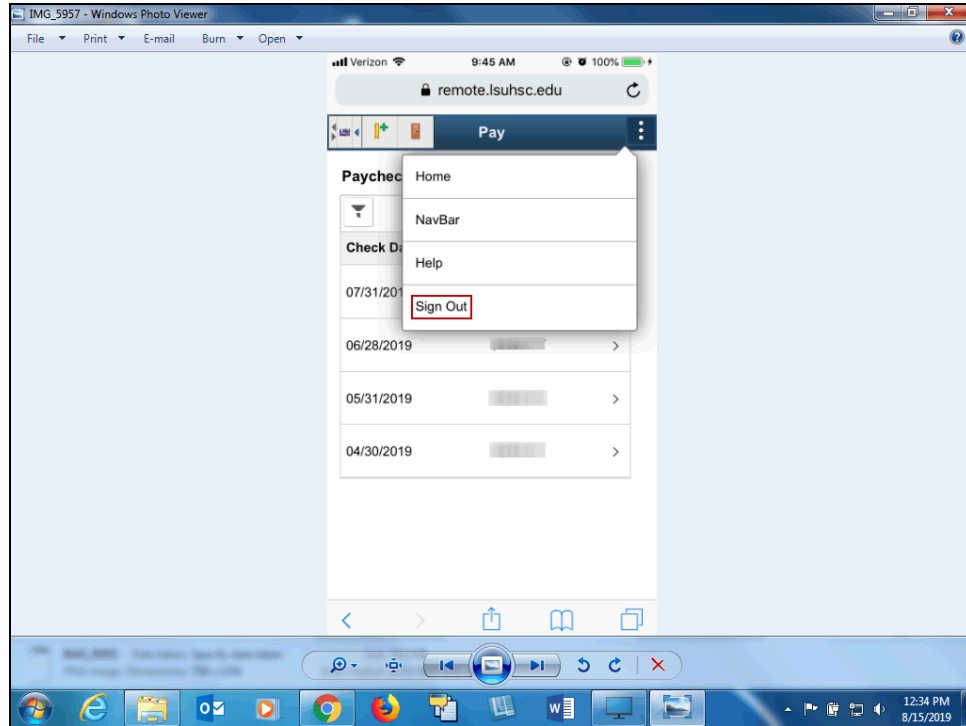
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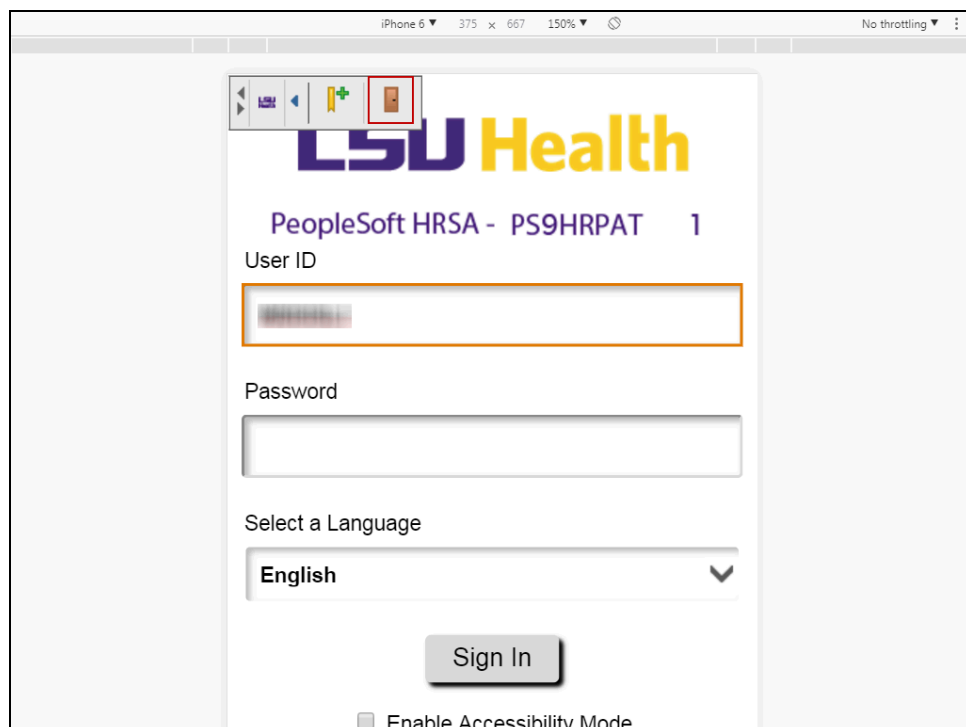
Step	Action
29.	To Sign Out , click the Actions List <i>(the three dots) in the upper right corner.</i> 

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Step	Action
30.	Click the Sign Out link. Sign Out



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Step	Action
31.	Click the Log Off button to exit the Remote Access Portal. 
32.	This completes <i>View Employee Paycheck on a Mobile Device</i> . End of Procedure.