ONLINE PAYSTUB ACCESS INSTRUCTIONS

- From your Web browser, log in to the myLBUSD Portal at http://myLBUSD.lbschools.net (Note: while tested with numerous Internet web browsers, we cannot guarantee that every browser will function as expected. To date, issues have been reported with Google Chrome and Safari below version 1.3.)
- Log in by using your Novell Username and Password.



• Select "Applications" tab and then click on "Paystub Access."



From the "Employee Paystub Access" screen you may:

- 1) View your paystub Click "View"
- 2) Print your paystub Click "Print" next to the desired date
- 3) Change your paystub delivery status
 - a. To Opt-In (to receive a paper copy of Direct Deposit paystub) Select "Yes" Click "Update" An e-mail confirming your status change will be sent.
 b. To Opt-Out (go paperless) Select "No" Click "Update"

An e-mail confirming your status change will be sent.

🖉 Long Beach Unified School District - LYP1 - Windows Internet Explorer										
		long unified school district	LYP1 Long Beach Unified School District Employee Paystub Access			03-20-2 14:26	012 5:38			
	Employee Information		Name Check Stub Provided by District Effective Date:			No Yes Xit	12			
	Pay Stubs for E	Doe, John	Warrant 0381084 0372484 0368426	Issue Date 03/16/2012 03/02/2012 02/17/2012	From 01/29/2012 01/29/2012 01/01/2012	To 02/25/2012 02/25/2012 01/28/2012	Print Print Print	View View View		

• Click "Exit" to leave the program.