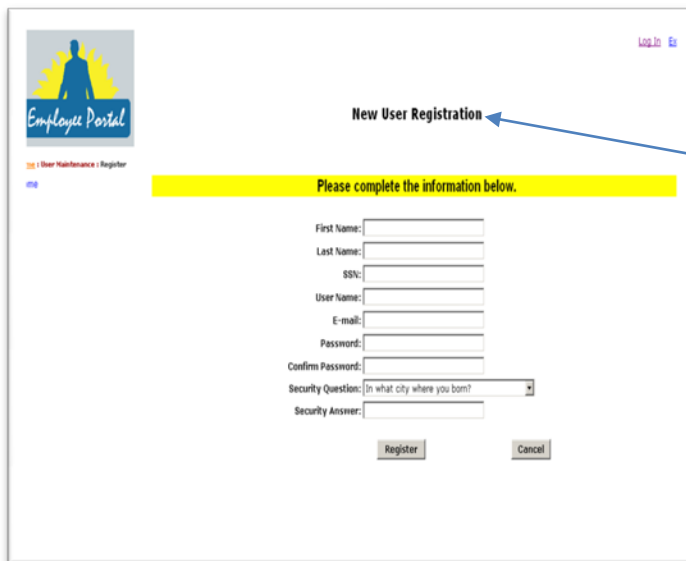


Directions to Access Employee Portal



1. Go to web address – <https://lcsportal.lee.k12.nc.us//SunpacEP/UserForms/Login.aspx>
2. Make sure you are typing an “s” after the http
3. Click on the blue link – “Register with Employee Portal”



3. Complete the registration information.
 - A. Use your first and last name exactly as it appears on your pay stub.
 - B. No middle name or initial is necessary
 - C. Key your entire SSN **without** the dashes
 - D. User Name will be what you use to log on to the system
 - E. Password must be at least 5 characters long and must contain one non-alphanumeric special character (i.e. !@%*# \$ % ^ *).
 - F. Type the e-mail address you would like password information sent to if you forget your password.
 - G. Pick a Security Question and type your answer. This will be used if you need to reset or retrieve your password
 - H. 1-1. Click Register
4. A screen will appear that your account has successfully been created. Click Continue. This will take you back to the initial log in screen. You can now log in using the user name and password you created during registration. You can also create a shortcut on your desktop by right clicking in the white area and choosing create shortcut.

**Your password can be changed at any time by clicking on user maintenance when you are logged into the Employee Portal.

Showing checks for employee:

Check List

View	Check Date	Check Number	Amount	Check Type	Direct Deposit	Status	View as PDF
View	9/30/2010	17739	\$639.54	Payroll	<input checked="" type="checkbox"/>	Posted	View as PDF
View	9/30/2010	18792	\$1,430.82	Payroll	<input checked="" type="checkbox"/>	Posted	View as PDF
View	8/31/2010	17218	\$918.92	Payroll	<input checked="" type="checkbox"/>	Posted	View as PDF
View	6/25/2010	0	\$0.00	Payroll	<input checked="" type="checkbox"/>	Posted	View as PDF
View	6/25/2010	15027	\$142.12	Payroll	<input checked="" type="checkbox"/>	Posted	View as PDF
View	6/25/2010	15377	\$1,179.56	Payroll	<input checked="" type="checkbox"/>	Posted	View as PDF

1 2 3

[Back](#)

The following home screen will appear when you log into the system. You will see pay stubs beginning in October 2009. Any pay stubs prior to this date will still need to be requested from the payroll Department. You can now view and/ or print your pay stub.

Click on View as PDF to see your actual check.

Lee County Schools

DEPOSITED: EXACTLY *1,205 DOLLARS AND 33 CENTS

PAYEE: John Doe
PO Box 123
Sanford, NC 12345

No. 18036

DATE	CHECK NUMBER
9/30/2010	18036

CHECK AMOUNT: \$1,205.33

VOID

NON-NEGOTIABLE
(THIS IS NOT A CHECK *DO NOT CASH)

Click on the printer image in the top right corner of the paycheck stub to print. You can also export the pay stub into a PDF file and save it or print it. **When printing for the first time, you may be asked to install an SQL Active S control. Click on install to let this software update to your computer.**