NEW ONLINE LOCATION TO VIEW YOUR PAYSLIP & W-2

AS OF August 1, 2019

1 From the LCPS Homepage, go to **Find It Fast** then **Employee Self-Service Portal**

2 This will take you to Oracle. **Click here to log in**

3 **Log in to Oracle**

   **Current users** use the same User ID and password.

   **New Employees** hired after 9/26/2017 use LEAD User ID and Welcome$ plus last 4 digits of your SSN

   Example: Welcome$1234

4 **Go to LCPS Employee Self-Service, then click on “Payslip” or ”W-2”**

   Note: paystubs are viewable the Thursday before the pay date.

   Current employees who have not previously accessed Oracle or do not remember password (leave the User Name and Password fields blank) click on **Login Assistance**. Enter your LEAD user name and click **Forgot Password**. An email will be sent to your LCPS email with directions on resetting your password.

   You will then be prompted to change your password.

FYI: Payslips prior to October 2017 will still be available through EPAY.