



Now you can go out to the college intranet and check your earnings history and leave balances anytime, day or night. The Employee Earnings History screens lets you check:

- Earnings, deductions, and contributions associated with a given check.
- Current year-to-date balances.
- Previous year-to-date balances.
- Leave balances for vacation and sick leave.

How do I access this great feature?

- 1) Log on to the college intranet at <http://intranet.lwtech.edu/Pages/Home.aspx>.
- 2) Enter your user name and password to access the intranet.
Note: If you're accessing the intranet from your home computer, enter exchange\firstname.lastname@lwtech.edu at the login prompt.
- 3) Once you login, click on "Divisions" then "Human Resources". Then, click on "Employee Earnings" under the Common Resources section.
- 4) Enter your SID and PIN numbers to access the Employee Earnings History screens.
Note: You may get a message that says the system is busy. If so, just try again.

What if I don't remember my SID number?

If you have taken any classes at LWIT, you can also log into the college website at www.lwtech.edu. Go to:

- 1) "Students".
- 2) "Student Toolbox".
- 3) "SID, Display my" (in the left-hand column).

You can also contact your payroll office for help.

Why would I need to access this information?

You may be away from the college and need immediate access to check information that was misplaced or isn't readily available. You may also want to check on your leave balances, leave max month, or year-to-date totals for tax purposes.

How can I access a check that's a year old?

Once you're in the main Employee Earnings History Screen, you'll see a display of check dates on the left side of the screen. Just scroll down until you find the check you'd like to view and click on the check date.

If I'm having trouble, who do I call?

Call your Payroll Services staff: Vera at ext. 8468, or Tish at ext. 8529. We're here to help you.