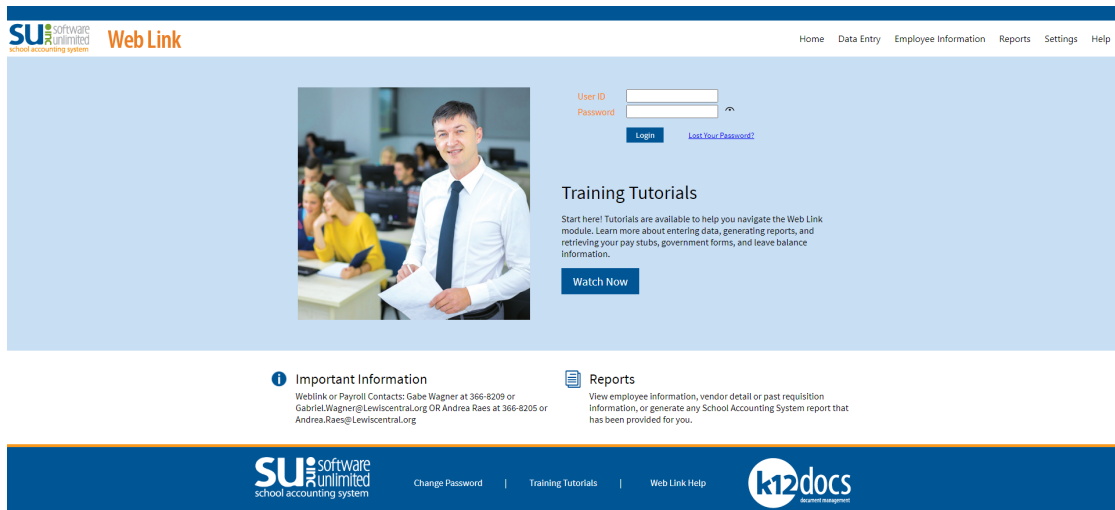
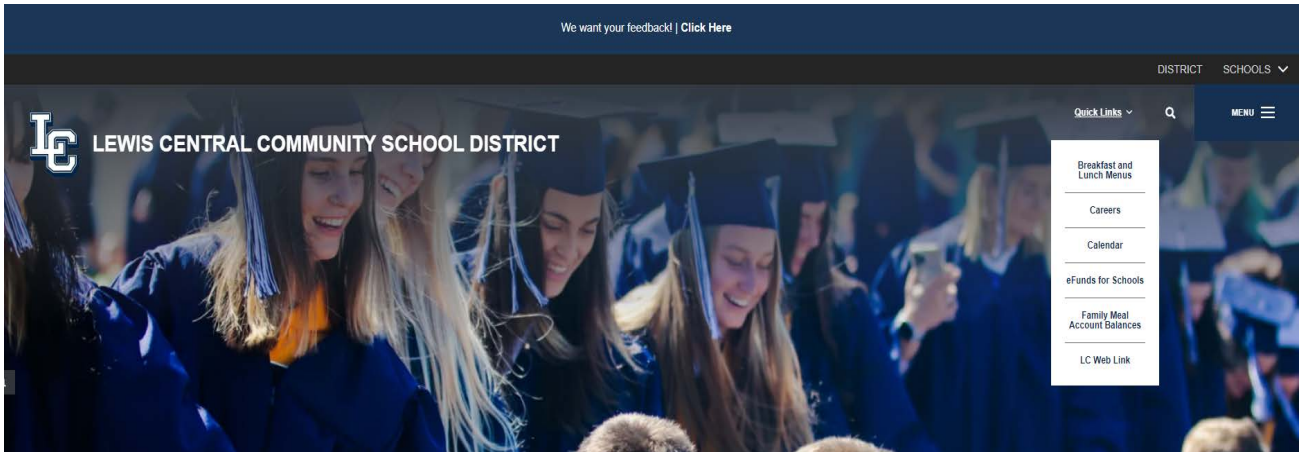


Web Link Instructions

Retrieving Pay Stubs

www.lewiscentral.org



User ID – First 4 of last name + first 3 of first name

(If there are not enough characters in your first or last name or another employee has the same first 4 and first 3 as you, please confirm with the Business Office on your User ID)

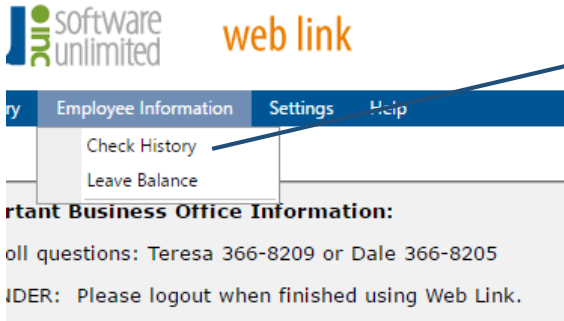
Example: Joe Jones = JONEJOE

Password – Last 4 of your social for initial log-on (Option to change this under settings once you are logged in)

If you forget your password or are having difficulties logging on, you can contact the Business Office 712-366-8209 or 712-366-8204.

Web Link Instructions

Retrieving Pay Stubs



Hover over "Employee Information" then select "Check History" from the options

Check History



Click on view next to the pay stub you wish to see.

(You do have to have Adobe Reader to be able to view your stub. Click on the Adobe Reader box above your listed checks to get Adobe Reader.)

Checks		
Check Number	Check Date	Amount
57520	11/01/2016	View
57250	10/14/2016	View
10726	10/14/2016	View
56708	10/03/2016	View
10292	09/21/2016	View
56421	09/15/2016	View
56019	09/01/2016	View

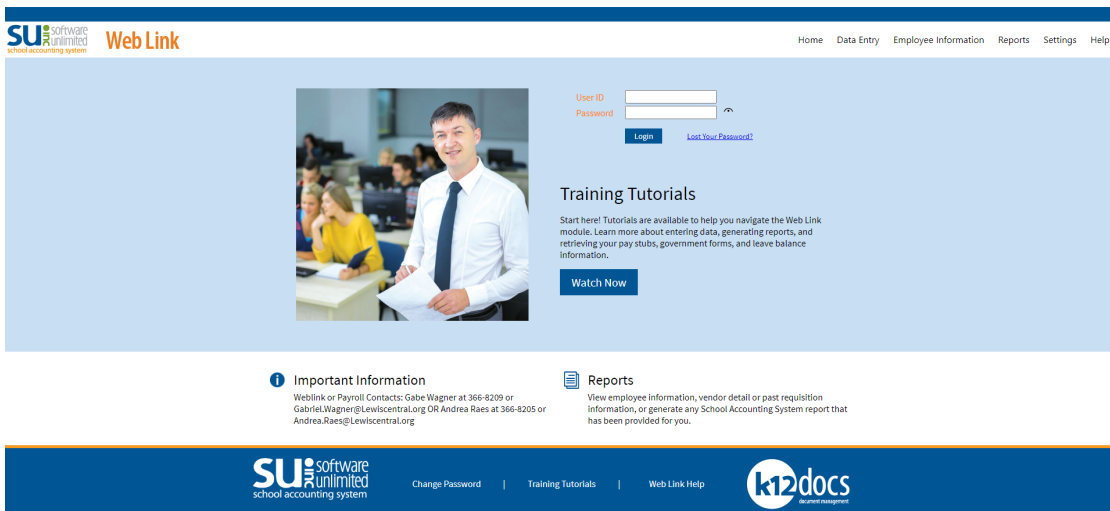
Web Link Instructions

Retrieving W2s

lewiscentral.org



LC Weblink



User ID – First 4 of last name + first 3 of first name

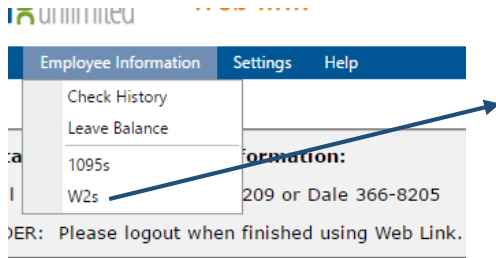
(If there are not enough characters in your first or last name or another employee has the same first 4 and first 3 as you, please confirm with the Business Office on your User ID)

Example: Joe Jones = JONEJOE

If you forget your password or are having difficulties logging on, you can contact the Business Office 712-366-8209 or 712-366-8204.

Web Link Instructions

Retrieving W2s



W2 Consent Terms

The Internal Revenue Service (IRS) requires that you provide the District with your consent in order to receive your W2 in electronic format using Web Link.

You are able to consent to view and receive your W2 electronically using Web Link and no longer receive a paper copy, or consent to view your W2 electronically but still receive a paper copy. If you do not consent to view (or view and receive) your W2 electronically using Web Link, you will continue to receive a paper copy of the W2.

Electronic W2s will be posted in Web Link on or before January 31 of each calendar year and be accessible at least through October 15, as required by the IRS. If applicable, paper copies will be distributed by January 31 of each calendar year, as required by the IRS.

Consent to receive your W2 using Web Link and no longer receive a paper copy can be withdrawn by selecting the "I want to continue receiving my W2 in paper form but would like to view my W2 through Web Link" option below and clicking the Continue button. Withdrawing consent must be done prior to December 31 and is applicable only to W2s not yet issued.

The option to receive a W2 electronically using Web Link is valid for the duration of your employment unless revoked by you, you are no longer employed by the District, or if this service

I agree to the above Consent Terms and want to view and receive my W2 through Web Link only (no paper copy).

I want to continue receiving my W2 in paper form but would like to view my W2 through Web Link.

Continue

Print W2s

Year:

2015
2014

View/Print W2

Save W2

