



How to View/Print Your Pay Stub Information

Sign onto my.lssu.edu, click on Anchor Access, then Employee, then Pay Information, then Pay Stub, then Display, and then click on the pay date. There is a printer friendly button at the bottom of the Pay Stub Detail if you want to print a copy of your pay stub.

How to Check Your Leave Balances

Sign onto my.lssu.edu, click on Anchor Access, then Employee, then Leave Balances. Your available balance is the last column on the right titled "Leave Balance as of". If you would like more detailed information click on SICK LEAVE or VACATION under the first column on the left titled "Type of Leave".

How to View Your Benefit Summary

Sign onto my.lssu.edu, click on Anchor Access, then Employee, then Benefits and Deductions, then Benefit Statement, then Current.

How to View Your Direct Deposit Allocations

Sign onto my.lssu.edu, click on Anchor Access, then Employee, then Pay Information, then Direct Deposit Allocation.

If you would like to change your Direct Deposition Allocation you must submit a new Paper Direct Deposit Form to the Payroll Office.

How to View/Change your Federal W-4 Information

To View: Sign onto my.lssu.edu, click on Anchor Access, then Employee, then Tax Forms, then W-4 Tax Exemptions or Allowances. To change your information, click on UPDATE near the bottom of the same page, make the changes you are requesting, and then click Certify Changes.