Direct Deposit Set Up

Login to LOIS using your XID and PIN number

Welcome to LOIS!

Register for Classes, verify your Student Email address, view your Class Schedule, verify Financial Aid Status, and Account Balances.

To log in, enter your user Identification Number (X ID) and your Personal Identification Number (PIN). When finished, click Login.

Need Help with your User ID or PIN?
For assistance in determining your User ID and PIN or for instructions on how to Reset your PIN, please view the LOIS Pin Look Up Video or consult the Student ID and PIN Information page. For assistance with adding or dropping classes in LOIS, please consult our current Course Registration Guide available at Academic Advising Services.

Please use a capital "X" when inputting your XID

User ID: X00123456
PIN: *******

Login  |  Forgot PIN

Click the “Employee” tab, then “Pay Information”

Employee

My Leave Report
Enter leave taken (full-time employees)

Time Sheet and Approvals
Enter hours worked (part-time employees) and approve time sheets and leave reports (supervisors)

LSSC’s Benefit Management Center
Click on this link to elect your 2018 benefits.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Click “Direct Deposit Allocation”

Direct Deposit Allocation
Earnings History
Pay Stub
Deductions History
Administrative Pay Stub Employee Selection

 RELEASE: 8.8.3

At the bottom of the screen, click “Update Direct Deposit Allocation” or “Add New Direct Deposit”
To set up a new primary account –
(If you have an existing primary account, you must first make it inactive, prior to setting up a new account)

To set up a specific amount or percentage of each paycheck to be deposited in to a new account, other than your primary account (example below shows $50 per pay period to a savings account) –

*Your routing and account number can be found at the bottom of your personal checks*
If you do not have personal checks, you may contact your bank to obtain this information
To make changes to an existing account, click the bank name for the account you wish to change.

<table>
<thead>
<tr>
<th>Payroll Allocation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Name</strong></td>
</tr>
<tr>
<td>Wells Fargo Bank (Wachovia, Leesburg) (Minneapolis)</td>
</tr>
<tr>
<td>Bank of America</td>
</tr>
</tbody>
</table>

To **inactivate** an existing account –

To change the **amount or percentage** being deposited into an existing account –

For questions, or if you need assistance, please email payroll@lssc.edu