

TO: All Staff

FROM: Business Office/Payroll - Erin Miracle

DATE: November 17, 2017

SUBJECT: Payroll through our new software system

The district has been working for the last several months, in collaboration with our ISD, to convert to a new Human Resource/Finance software system. We are now live with the new system, with the 7/8/17 pay being the first result of this collaboration.

Please be aware that there are a few things that will be different.

1. Your pay voucher will have a slightly different look, but contain similar items as before.
2. **The system default is to send the payroll vouchers via your LCS email account.** However, the system has the ability to send them to a personal email if you prefer. More information regarding how to update your email address will be provided shortly.
3. Payroll Inquiry via our LCS.org website will only contain historical information. It will only reflect payroll information through the 6/23/17 pay. Later this year we will be rolling out the new Employee Access Center which will allow you access to your payroll information by logging in to the Employee Access Center portal.

Please contact Erin Miracle at emiracle@lapeerschools.org or call 810-538-1610 if you have troubles receiving or viewing your pay voucher.

[Click here to continue on to the old Payroll Inquiry website.](#)