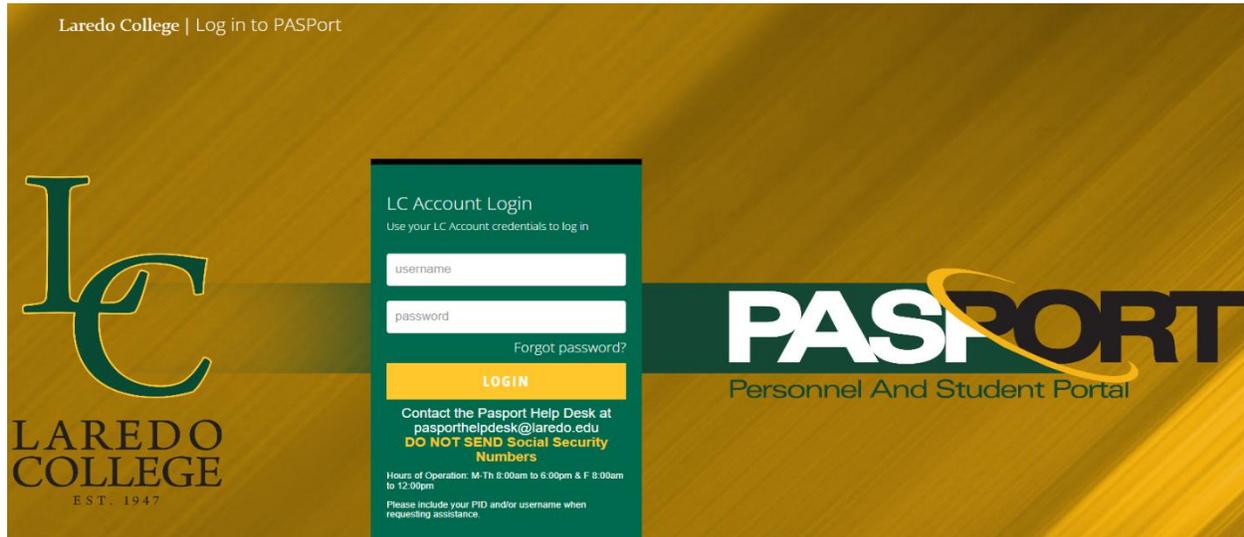


HOW TO ACCESS YOUR PAY STUB

1. Log in to your PASPORT account

Laredo College | Log in to PASPort



LC Account Login
Use your LC Account credentials to log in

username

password

[Forgot password?](#)

LOGIN

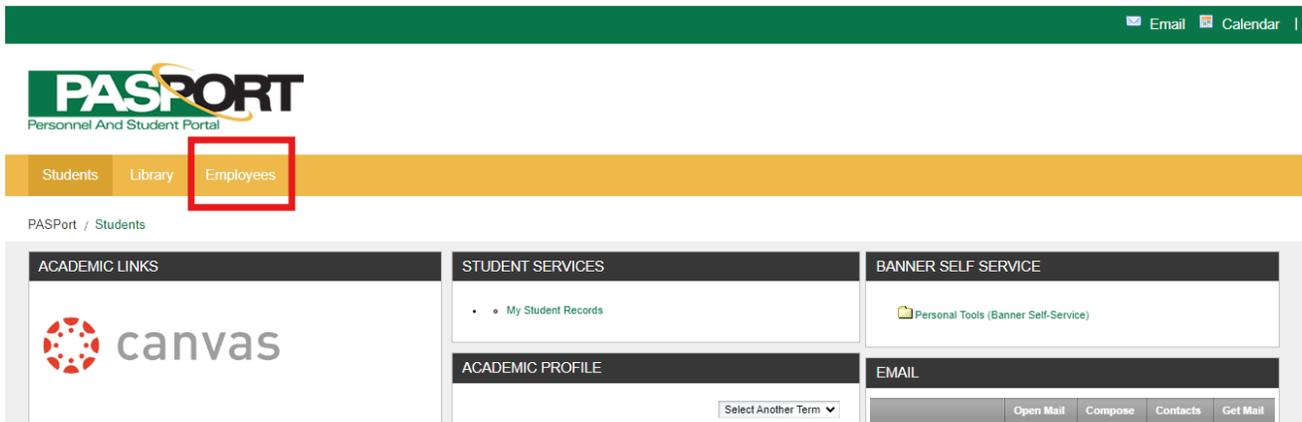
Contact the Passport Help Desk at
pasporthelpdesk@laredo.edu
DO NOT SEND Social Security Numbers

Hours of Operation: M-Th 8:00am to 6:00pm & F 8:00am to 12:00pm

Please include your PID and/or username when requesting assistance.

PASPORT
Personnel And Student Portal

2. Select the “Employees” tab



Email Calendar

PASPORT
Personnel And Student Portal

Students Library **Employees**

PASPort / Students

ACADEMIC LINKS

canvas

STUDENT SERVICES

- My Student Records

ACADEMIC PROFILE

Select Another Term

BANNER SELF SERVICE

Personal Tools (Banner Self-Service)

EMAIL

Open Mail Compose Contacts Get Mail

3. Select the “Self-Service Banner (SSB)” in the Banner Links

The screenshot shows the PASPORT Personnel And Student Portal interface. At the top, there is a navigation bar with 'Students', 'Library', and 'Employees' tabs. Below this, the breadcrumb 'PASPort / Employees' is visible. The main content area is divided into three columns: 'HUMAN RESOURCES', 'EMPLOYEE LINKS', and 'BANNER LINKS'. The 'BANNER LINKS' column contains a list of links, with 'Self-Service Banner (SSB)' highlighted by a red box. Below this list is a section titled 'BANNER SELF SERVICE' which includes a link for 'Personal Tools (Banner Self-Service)'.

4. Select “Employee”

The screenshot shows the 'Main Menu' section of the PASPORT portal. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below this is a search bar with a 'Go' button. The 'Main Menu' section lists several options: 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. The 'Employee' option is highlighted by a red box. Below the 'Employee' option, there is a description: 'Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.' At the bottom of the page, there is a release notice: 'RELEASE: 8.8.3'.

5. Select "Pay Information"

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

Employee

[Time Sheet](#)

[Leave Report](#)

[Request Time Off](#)

[Pay Information](#)

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

[TAX FORMS](#)

W4 information, W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

[Campus Directory](#)

[Effort Certification](#)

Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

[Labor Redistribution](#)

Allows administrative staff to create and approve labor redistribution transactions.

RELEASE: 8.8.3

6. Select "Pay Stubs"

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

Pay Information

[Direct Deposit Allocation](#)

[Earnings History](#)

[Pay Stub](#)

[Deductions History](#)

[Earnings by Positions](#)

[Administrative Pay Stub Summary](#)

RELEASE: 8.8.3

7. Select year to view pay stubs, then select "Display"

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

Pay Stub

 Choose a year and then select Display.

Pay Stub Year:

8. Selecting any of the dates under “Pay Stub Date” will display the check stub. They are available for viewing or printing.

Pay Stubs

Select the Pay Stub Date to access additional information.

Pay Stubs for 2024

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
May 31, 2024	May 16, 2024	May 31, 2024			
May 15, 2024	May 01, 2024	May 15, 2024			
Apr 30, 2024	Apr 16, 2024	Apr 30, 2024			
Apr 15, 2024	Apr 01, 2024	Apr 15, 2024			
Mar 28, 2024	Mar 16, 2024	Mar 31, 2024			
Mar 08, 2024	Mar 01, 2024	Mar 15, 2024			
Feb 29, 2024	Feb 16, 2024	Feb 29, 2024			
Feb 15, 2024	Feb 01, 2024	Feb 15, 2024			
Jan 31, 2024	Jan 16, 2024	Jan 31, 2024			