

The Office of Payroll

Instructions on How to Download Pay Stub/Direct Deposit Notification

**Email Direct Deposit Notification**: The direct deposit notification will be sent the morning of the pay day to employee's LC student email.

To access your direct deposit notification:

1. Log in to Passport



2. Access your Gmail under the Home Tab:

Personnel And Student Portal		
Home Students Library Employees		
PASPort / Home		
LCC NEWS	LCC EVENTS	PERSONAL ANNOUNCEMENTS
	Category General	Announcements As v You currently have no announcements.
	TOMORROW July 16	GMAIL Open Mail Compose Contacts Get Mail
CARES Act: Higher Education Emergency Relief Fund	No events under the category	Minbox (201) @students.laredo.edu
Posted on July 11, 2022 at 4:35 PM HEERF Quarterly Reporting Click here to view Quarter Reports	More Events 🕨	Califectdeposit@laredo.edu" <directdeposit@laredo.edu> Laredo Celego - Payrol Office - Direct Deposit Notification</directdeposit@laredo.edu>
Read More	FACEBOOK	🖂 "directdeposit@laredo.edu"

3. Look for the <u>directdeposit@laredo.edu</u> email and click on it to open and view the message.





Revised 07/15/22



The Office of Payroll

Instructions on How to Download Pay Stub/Direct Deposit Notification

4. Click on the down arrow to download the direct deposit pdf.

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	Laredo College - Payroll Office - Direct Deposit Notification	Por DirectDeposit.pdf
	directdeposit@laredo.edu <directdeposit@laredo.edu> to me ▼</directdeposit@laredo.edu>	17 KB
	The attached .PDF file is a Direct Deposit Notification from Laredo College.	
	The password to open the file is the first four letters of your last name + last 4 digits of your Social S	
	You will need Adobe Acrobat Reader to view this attachment. You may download the Adob Reader sol	
	CONTACT: the Payroll Office at (956)721-5116 for questions or concerns.	Download
	Encrypted attachment warning – Be carefor with this attachment. This message contains "     confident that this email is legitimate.	1 encrypted attachment that can't be scanned for malicic
	DirectDeposit.pdf	
	Download	
	← Reply → Forward	

5. Upon downloading the pdf, you will be asked to enter your password to open the PDF file. The password to open the file is your **first four letters (lower case)** of your last name plus the **last four digits of your social security number**. These instructions are also in the body of the email.

Enter t	he password to	open this PDF	file.
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6. Print the pay stub/direct deposit notification by clicking on the right-hand corner printer icon.

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	Laredo College - Payroll Account								
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If you need assistance, please contact the Payroll Office at ext. 5116.