

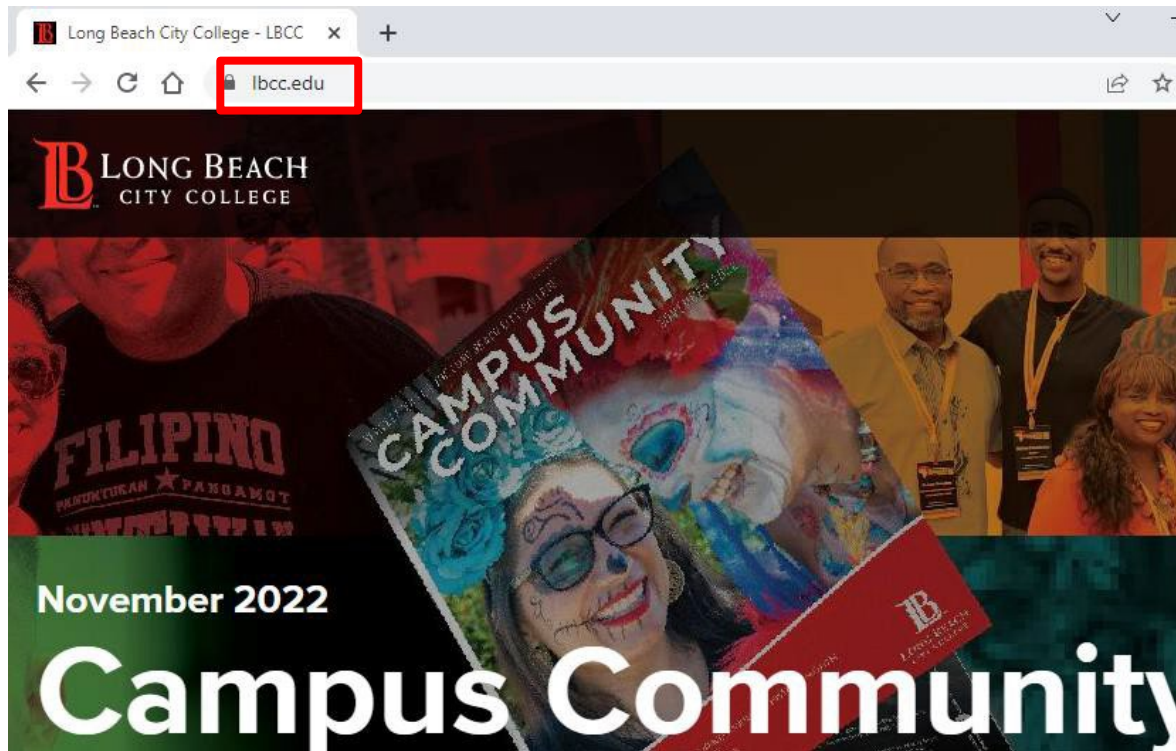
Accessing Employee Paystubs and Personal Info in the Viking Portal

In this guide you will learn:

Here is a guide to accessing your paystubs and personal information via the HR Employee System in the Viking Portal.

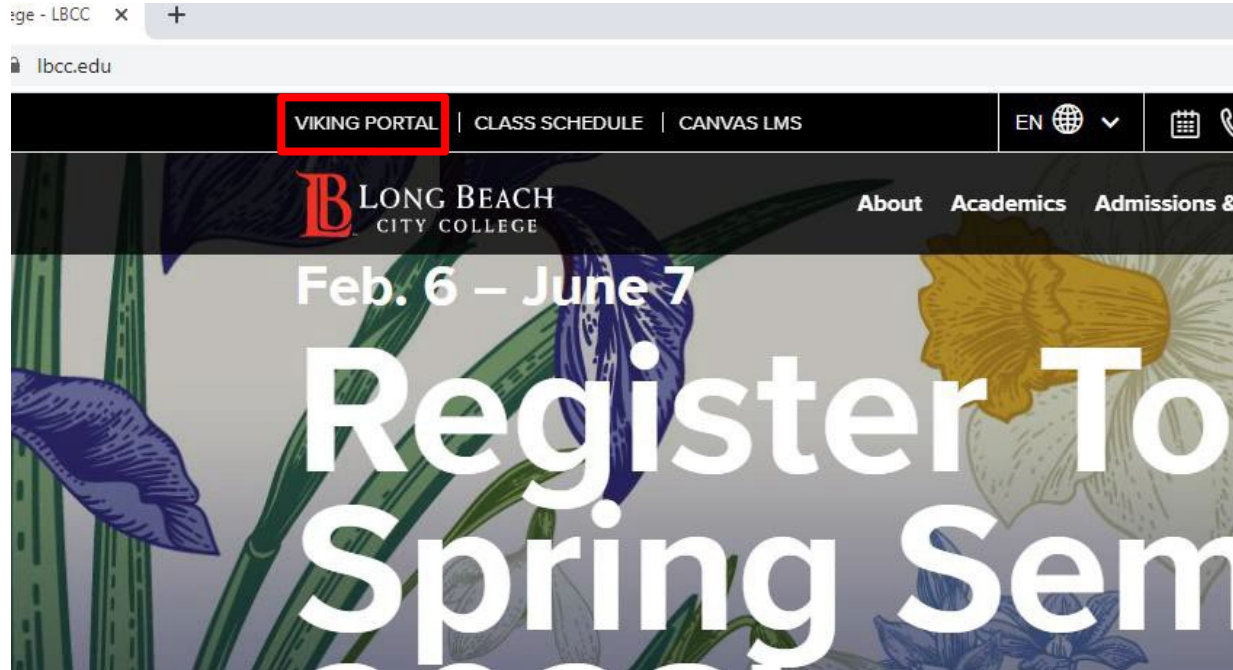
1. Go to "www.lbcc.com"
2. Click on Viking Portal link
3. Select HR Employee System tile
4. Click on Paystubs tile
5. Click on Personal Details tile

Navigate to the Long Beach City College Website



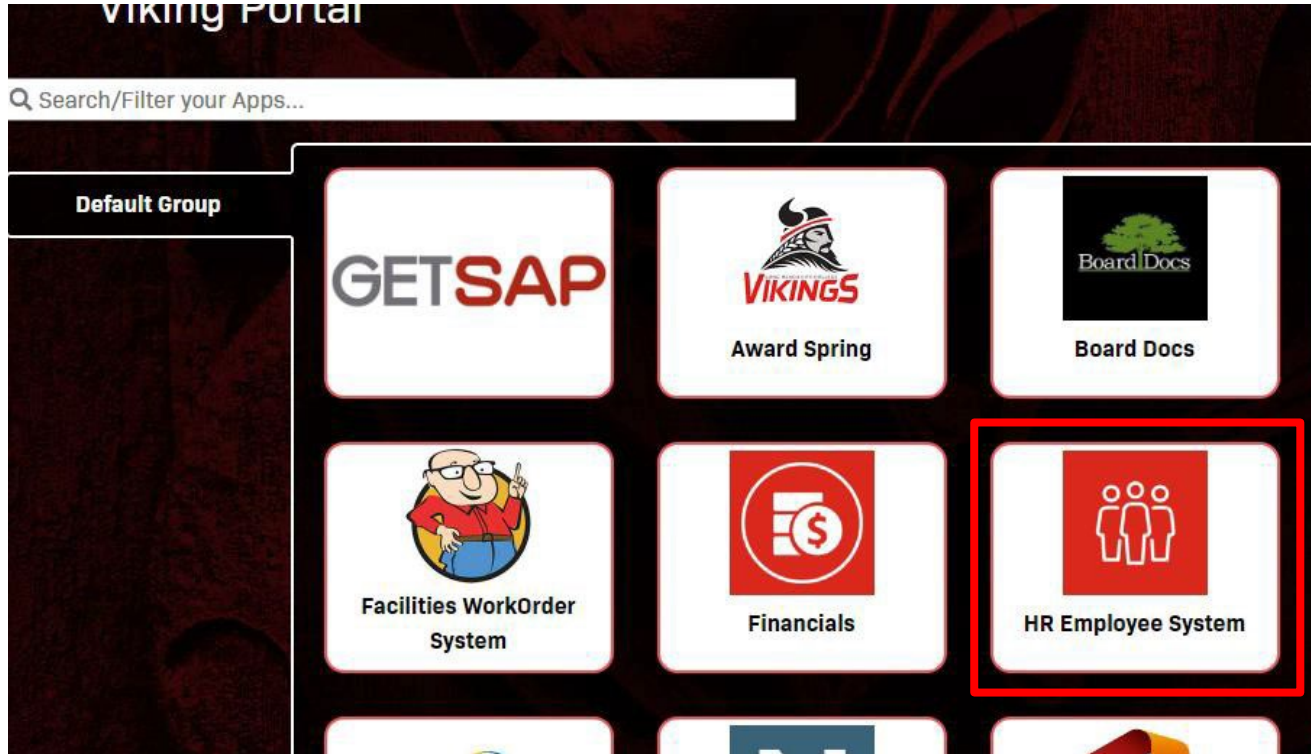
Open a preferred web browser (i.e., Google Chrome, Mozilla Firefox, Safari, etc.) and type "www.lbcc.com" in the address bar.

Click on Viking Portal link



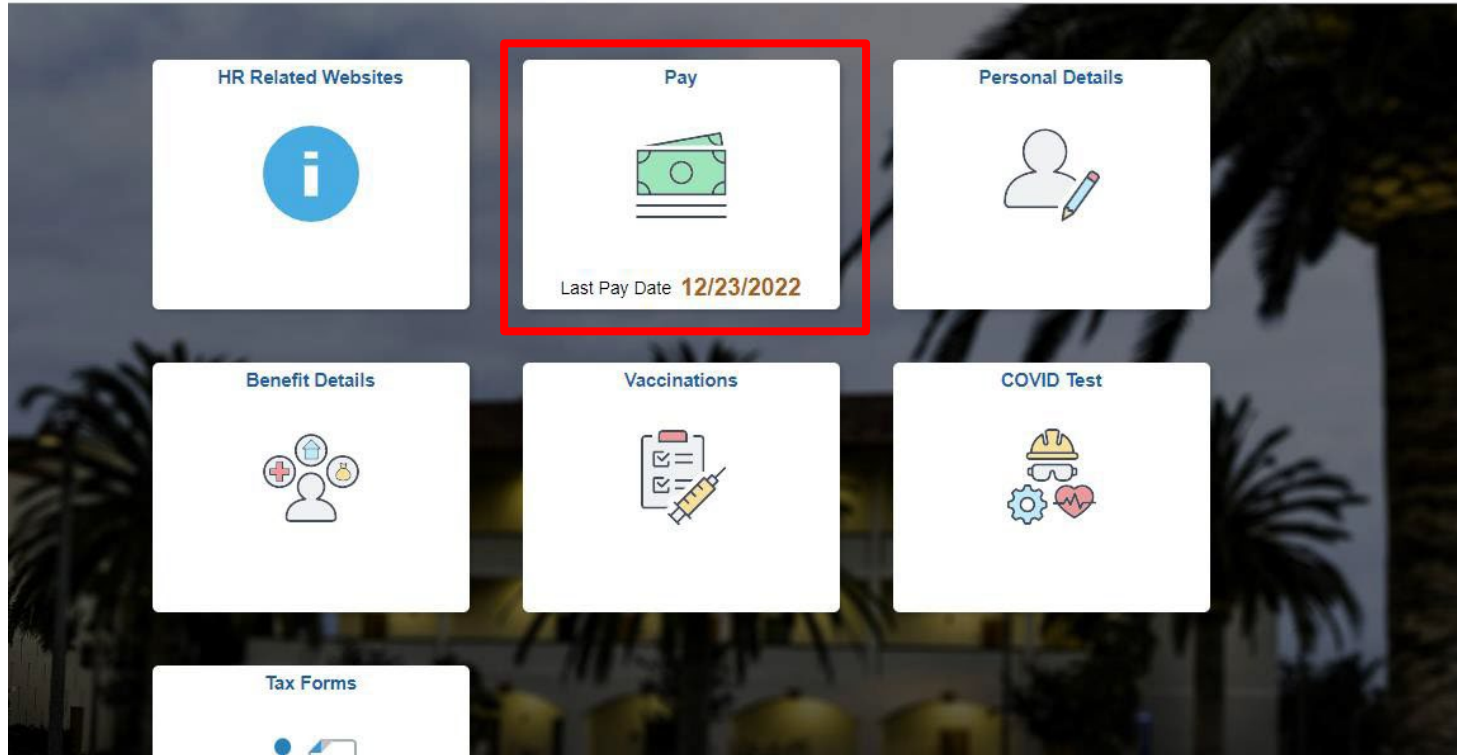
Click on the **Viking Portal** link

Select HR Employee System tile



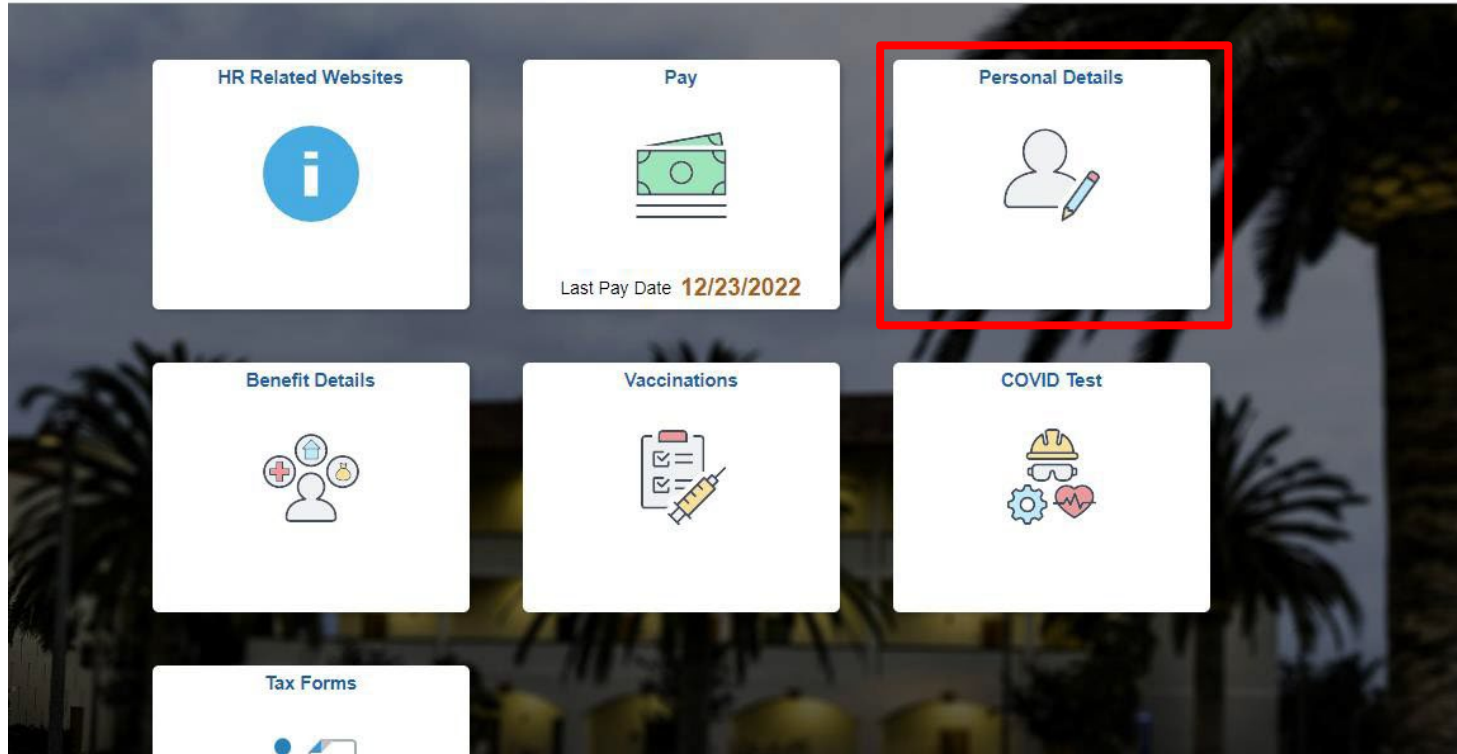
Click on "HR Employee System" tile.

Click on Paystubs tile



Click on **“Pay”** tile. This should allow you to view, download and print your current and past paystubs.

Click on Personal Details



To view your personal information, click on the **Personal Details**. This should allow you to view and update your contact information under 'Contact Details'.

Contact Page

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the ITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu