



On-Line Direct Deposit Pay Stub Instructions

If you are enrolled in direct deposit you will not receive a paper copy of your paystub. Each Friday morning the pay stub data will be uploaded to our secure website that can easily be accessed from any internet enabled PC.

To log on, please go to www.lingostaffing.com and click the *Employee Login Tab*.

Your "User Name" is your full SSN.

Your "Password" for first time log in will be your First name (Capitalized first letter) + last four digits of SSN

Example:

Employee Name: John Smith

Social Security #: 222-33-4455

User Name: 222-33-4455

Password: John4455

***At first login, a screen will pop up asking for an e-mail address. We recommend that this feature be used as this is essential for ability to use the "Forgot Password" assistance feature. However, they may also select NO EMAIL.