ACCESSING EMPLOYEE SELF-SERVICE APPLICATIONS VIA WaveLink

WaveLink is Lake Michigan College’s web portal for accessing a variety of web-based student, faculty, and staff self-service applications. For faculty/staff, this means gaining access to such self-service features as viewing pay stubs, leave balances, W2’s, change of address, etc. Below are instructions on how to log into WaveLink in order to access the employee self-service applications.

I. ACCESSING WaveLink

There are three different ways to access the WaveLink login page. Pick the below option which works best for you:

Option #1 -- Via LMC's website (http://www.lakemichigancollege.edu/):
1. Click on “MyLMC” tab
2. Click on the WaveLink icon
Option #2 - Via LMC’s website (http://www.lakemichigancollege.edu):

1. Click on “Faculty & Staff” at the very bottom of the main page
2. When the “Faculty & Staff” page appears, click the WaveLink icon
3. Click on the WaveLink icon.
Option #3 -- Via Sharepoint ([http://sharepoint.lakemichigancollege.edu/](http://sharepoint.lakemichigancollege.edu/)), click on the WaveLink icon at the top of the page.
II. LOGGING INTO WaveLink

After following one of the above methods for accessing WaveLink, the below WaveLink login screen will appear. In the middle of the screen is where one logs into WaveLink. One uses the same LMC user name and password (like “JDOE”) used to log into their PC (when on campus) as the WaveLink user name/password to log into WaveLink. NOTE: Do NOT precede your username with “LMC\” like you are asked to do when accessing Outlook Web Mail or other LMC applications when off-campus.

NOTE: It is critical that one maintains a high-degree of security/confidentiality with their login ID/password used to login into WaveLink. The employee self-service applications allow access to a lot of personal/private information that one may not want readily shared with others. Thus, keeping one’s login ID/password secure will minimize the risk of someone gaining unauthorized access to another person’s sensitive information.
III. ACCESSING EMPLOYEE SELF-SERVICE APPLICATIONS

Once one is successfully logged into WaveLink, click on the “Employees” tab in order to access a variety of employee self-service applications. It is important to note that when you select a desired application, a separate window opens in your web browser displaying the application. Once done with that particular application, simply close the application window. Return to the window containing the below list of self-service applications in order to select a different application.
IV. EMPLOYEE SELF-SERVICE APPLICATIONS

PAYROLL INFORMATION SELF-SERVICE APPLICATIONS

1. **View/Print Pay Stub** – view/print historical pay stubs
   a. Click “View/Print Pay Stub”
   b. Select desired year and click “Display”
   c. Select desired pay stub date
   d. Pay stub is displayed on screen (close window when done)
   e. To print pay stub, click “Printer Friendly” at bottom of pay stub
   f. Print via web browser (close window when done)

2. **Leave Balances** – view earned/available/used amount of vacation/sick/personal time
   a. Click “Leave Balances”
   b. Summary of current various leave balances is displayed (close window when done)
   c. If desired, click a specific leave type to view historical leave balances for individual pay periods (close window when done)

3. **Year to Date Earnings History** – view past earnings for specified date range
   a. Click “Year to Date Earnings History”
   b. Select desired date range and click “Display”
   c. Summary of earnings history by earning type is displayed (close window when done)
   d. If desired, click on a specific earnings type for a month-by-month break-down (close window when done)

4. **Earnings by Position** – view earnings based on positions held at college
   a. Click “Earnings by Position”
   b. Select desired year and click “Go”
   c. Select desired position and click “Summary”
   d. Summary of earnings by the select position for the selected year will appear (close window when done)

5. **Year to Date Deductions History** – view past payroll deductions for specified date range
   a. Click “Year to Date Deductions History”
   b. Select desired date range and click “Display”
   c. Summary of deductions history by deduction type is displayed (close window when done)
   d. If desired, click on a specific deduction type for a month-by-month break-down (close window when done)
6. **View/Print W-2** – view/print W-2 form
   a. Click “View/Print W2”
   b. Select desired tax year and click “Display”
   c. The W-2 form appears on screen (close window when done)
   d. To print W-2, click “Printable W-2” at bottom of displayed W-2
   e. Print via web browser (close window when done)

7. **Corrected W-2** – view/print corrected W-2 form if applicable (i.e. most folks will not have a corrected W-2)
   a. Click “Corrected W-2”
   b. Most folks will see a “There is no W2c information for you to view” (close window when done)

8. **W4 Federal Withholding Summary** – view various federal tax withholding information
   a. Click “W4 Federal Withholding Summary”
   b. Summary will appear on screen (close window when done)
   c. To print W4, click “Print”
   d. Print via web browser (close window when done)
PERSONAL INFORMATION SELF-SERVICE APPLICATIONS

1. **View/Update Address(es) and Phone(s)** – ability to view/change one’s addresses and phone numbers
   a. Click “View/Update Address(es) and Phone(s)”
   b. Read on-screen instructions on process/steps for updating addresses/phone numbers (close window when done)

2. **View/Update Email Address(es)** – ability to view/change one’s PERSONAL email address (note one cannot change their LMC email address)
   a. Click “View/Update Email Address(es)”
   b. Read on-screen instructions on process/steps for updating email addresses (close window when done)

3. **View/Update Emergency Contacts** – ability to view/change one’s emergency contacts
   a. Click “View/Update Emergency Contacts”
   b. Read on-screen instructions on process/steps for updating emergency contact information

UPDATE PAYROLL INFORMATION SELF-SERVICE APPLICATIONS

1. **View/Update Direct Deposit Allocation** – view status of most recent payroll direct deposit
   a. Click “View/Update Direct Deposit Allocation”
   b. Direct deposit allocations will be displayed (close window when done)
   c. To change direct deposit allocation, click “Update Direct Deposit Information” link at bottom of screen
   d. Make desired changes
   e. Click “Save” (close window when done)

2. **View/Update Consent to receive an Electronic W-2** – allows one to consent whether they wish to receive their W2 electronically or not
   a. Click “View/Update Consent to receive an Electronic W-2 Consent”
   b. Select whether you wish to receive your W-2 electronically or not
   c. Click “Submit” (close window when done)