

VIEWING PAY NOTICE FROM HOME

Access to view/print your pay notice from home is now available.

Go to the Lima Memorial website: www.limamemorial.org

- Scroll to the bottom of the page and click on “Associate Links”
- Click on “Internet Access for Staff (IAS Portal)”

Requirements:

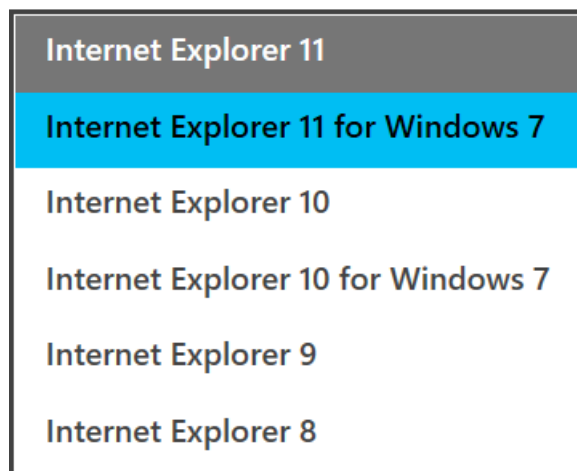
- Must use Internet Explorer in Compatibility View
- Must allow ActiveX Controls add-on to run first time accessing site

For instructions on how to view a website in Compatibility View, please visit the below Microsoft website.

<http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-11-win-7>

The above link applies to a computer with Internet Explorer 11 and Windows 7. If your computer has a different version of Internet Explorer and Windows, click on the down arrow to the right of the screen to select the applicable instructions.

Internet Explorer 11 for Windows 7 



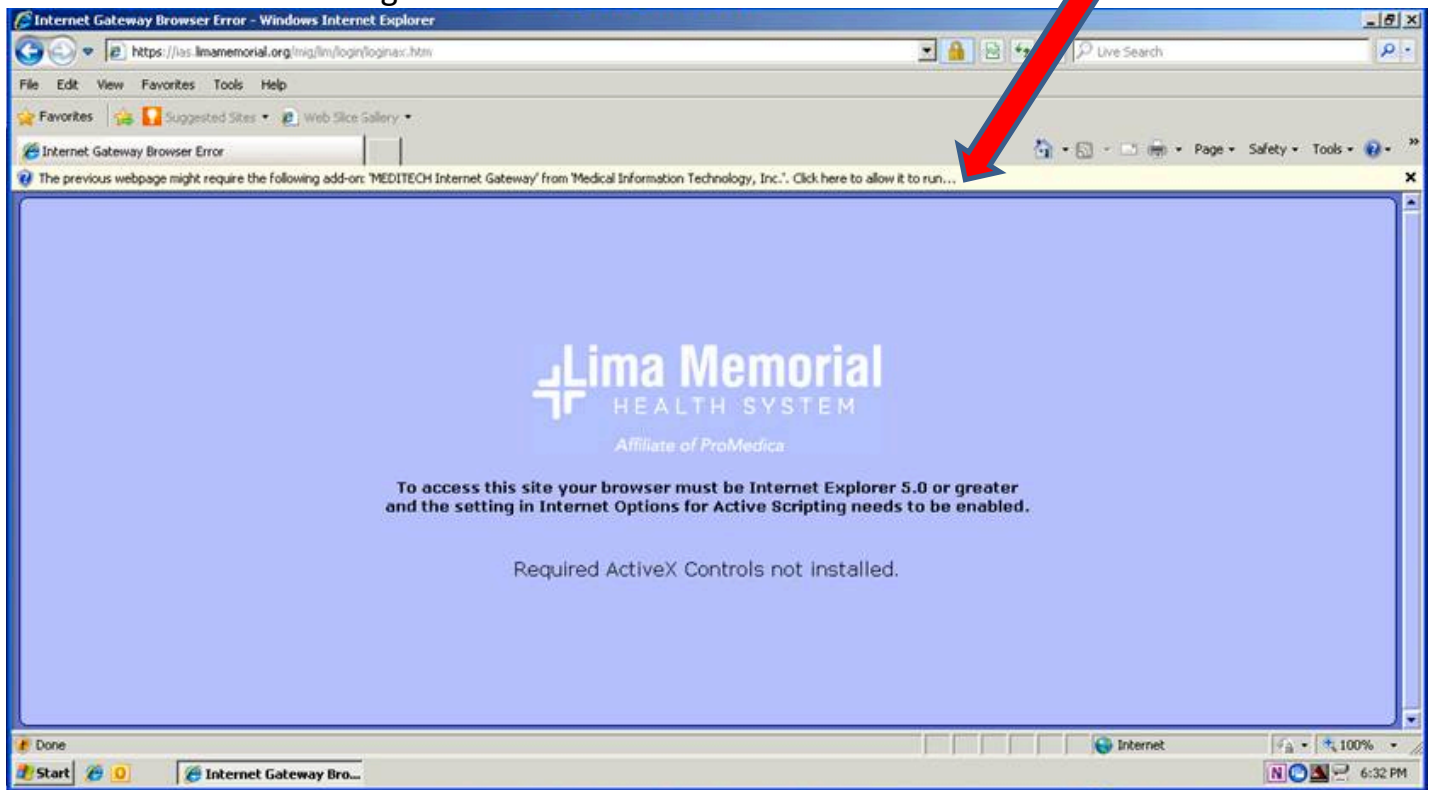
As per policy 210 Payroll Error Correction, report possible pay errors to your department director/manager.

Contact the MIS Helpdesk during normal business hours for technical issues accessing the IAS portal.

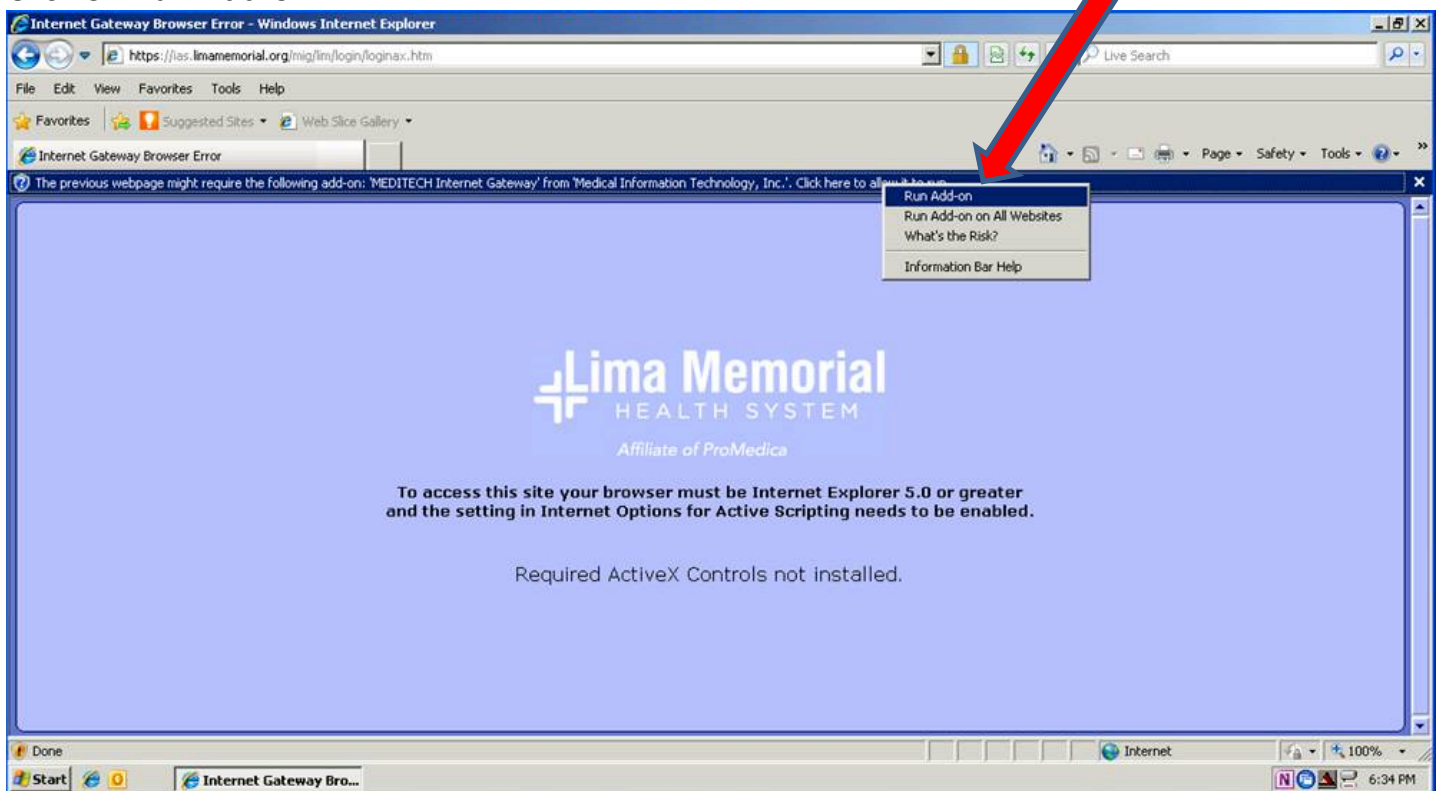
Please see below instructions for allowing the ActiveX Controls add-on. Depending on what version of Internet Explorer you have installed, your screens may look different. The first set of screens is from Internet Explorer 8 and the second set is from Internet Explorer 9. You must allow the add-on for both the MEDITECH Internet Gateway and MEDITECH in order for the Login screen to display.

Internet Explorer 8

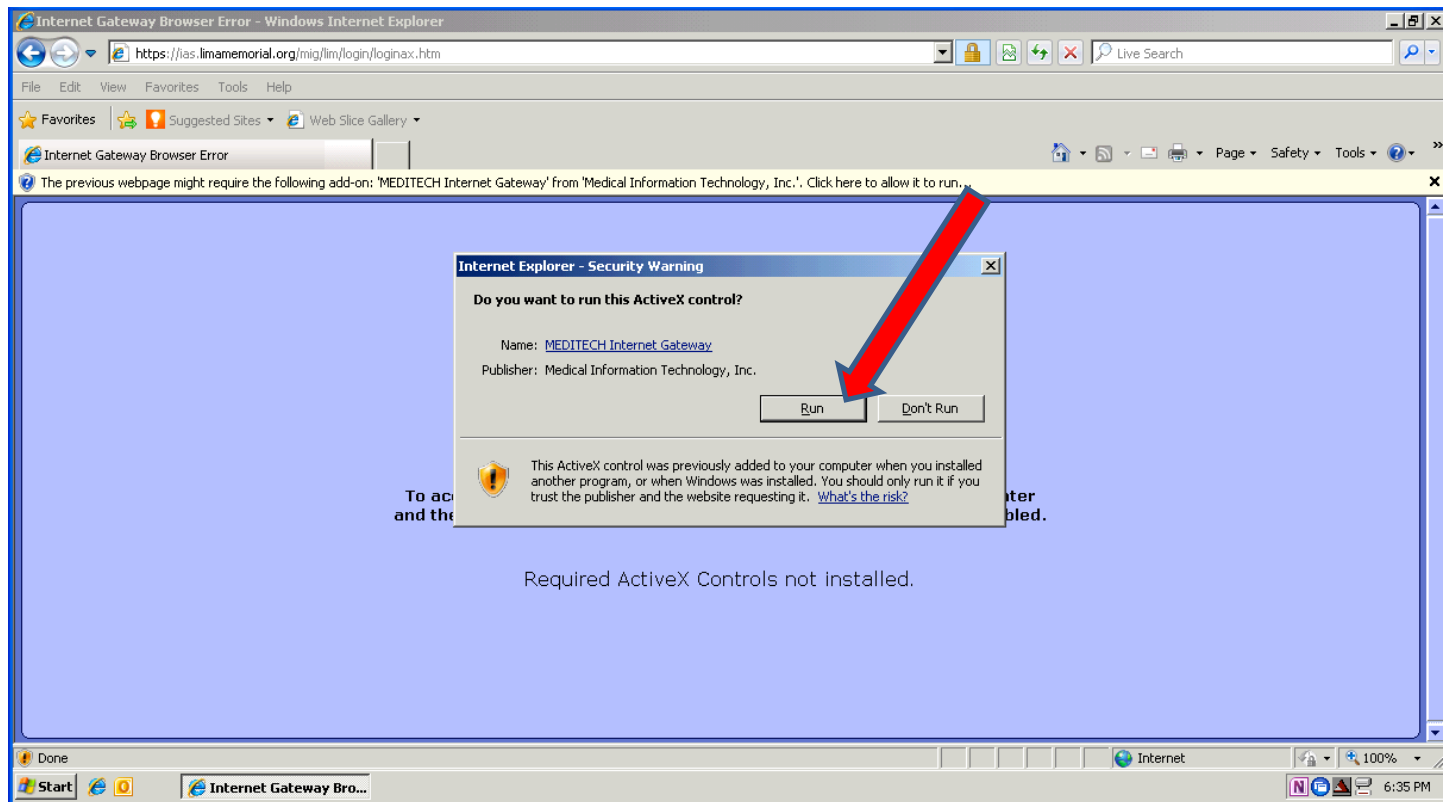
Click on the white message bar to allow the ActiveX Add-on to run.



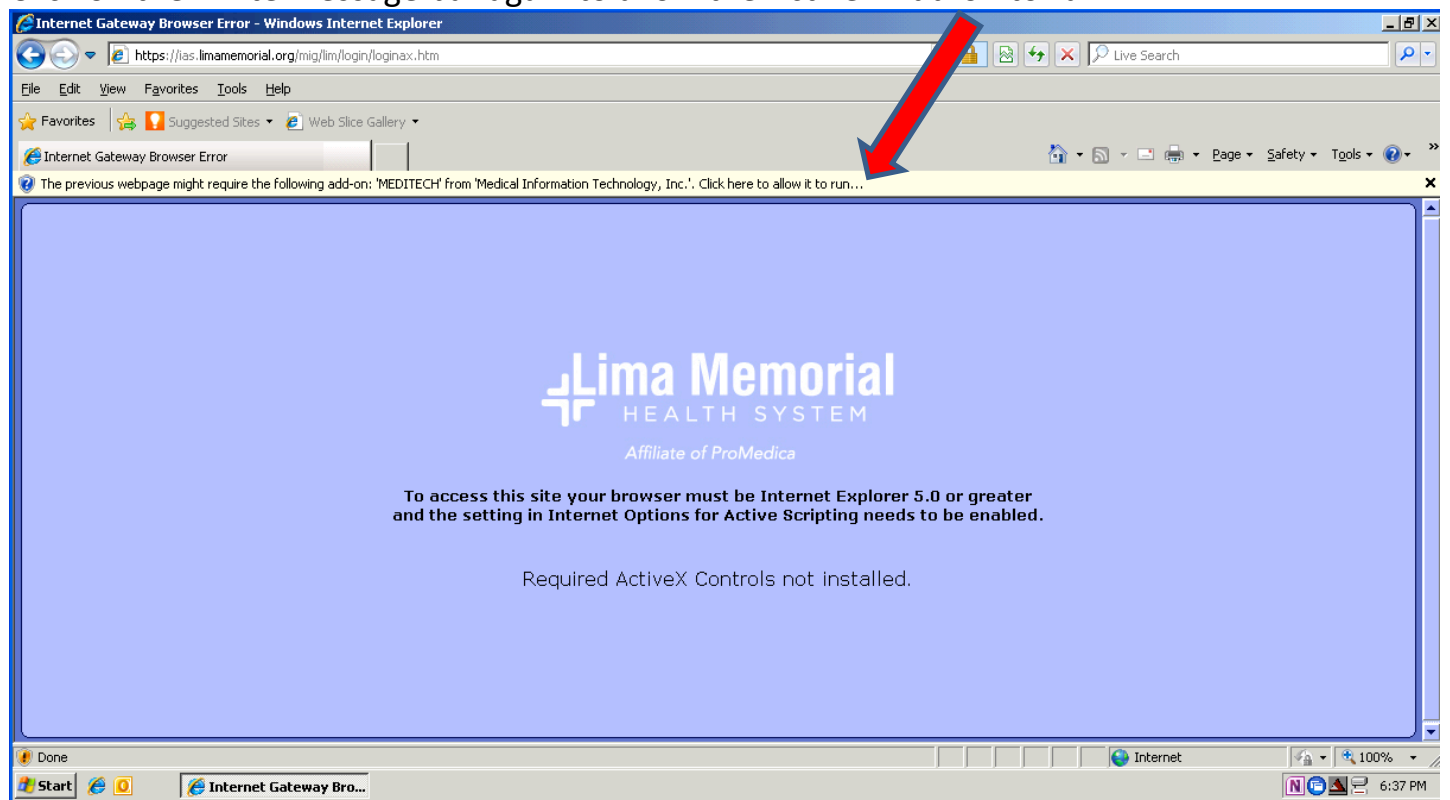
Click on Run Add-on.



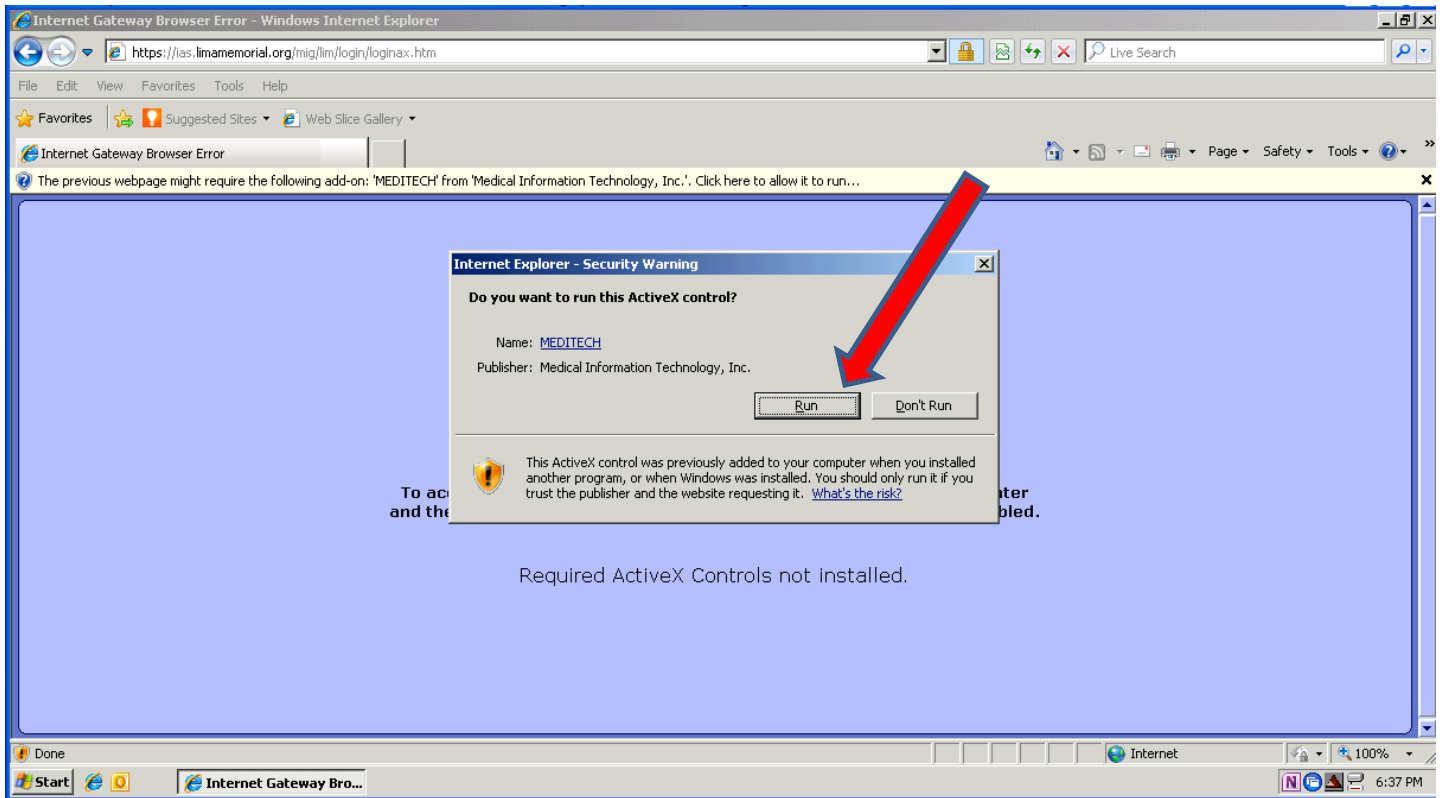
Click on Run.



Click on the white message bar again to allow the ActiveX Add-on to run.



Click on Run.



Internet Explorer 9



Click on Allow.



Click on Allow.