

Introduction

Purpose of this document is to provide you a general guideline for using new employee self-service (ESS) portal. With new ESS you will be able to view paystub, time statement, W2's, enrolled benefit plans and personnel profile.

System Requirements

Following is the supported configuration

	Browser
Windows	IE version 10.0.9 Chrome version 56 Firefox version 51
MAC	Safari version 10.0.2

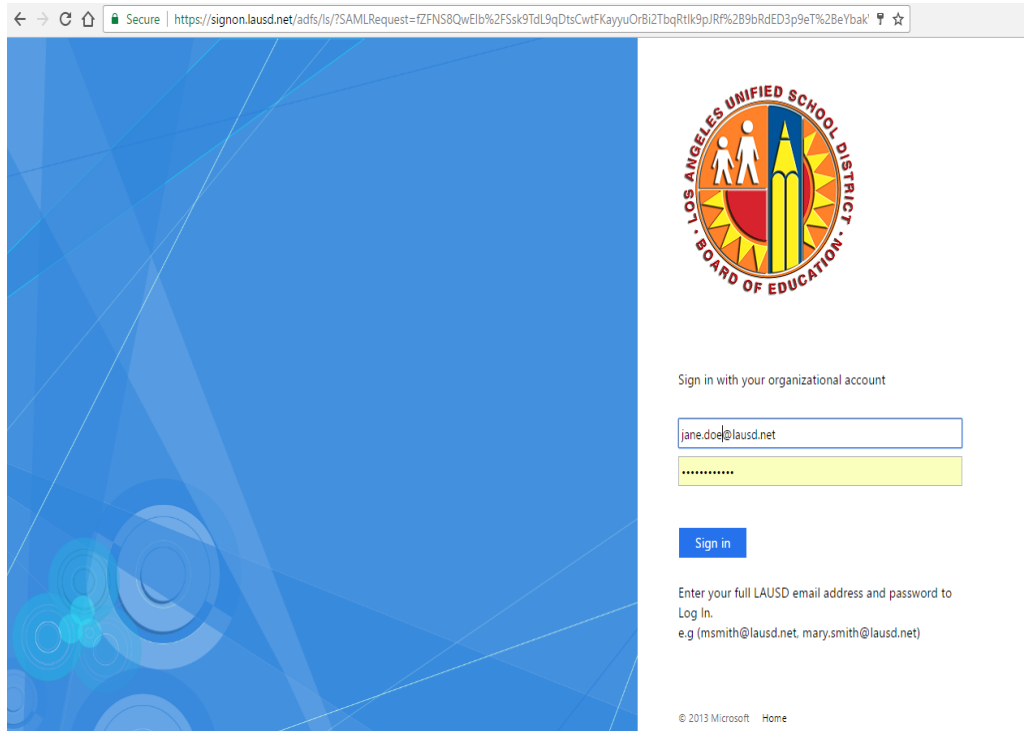
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.
For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

Please contact the ITD-Helpdesk at (213) 241-5200.

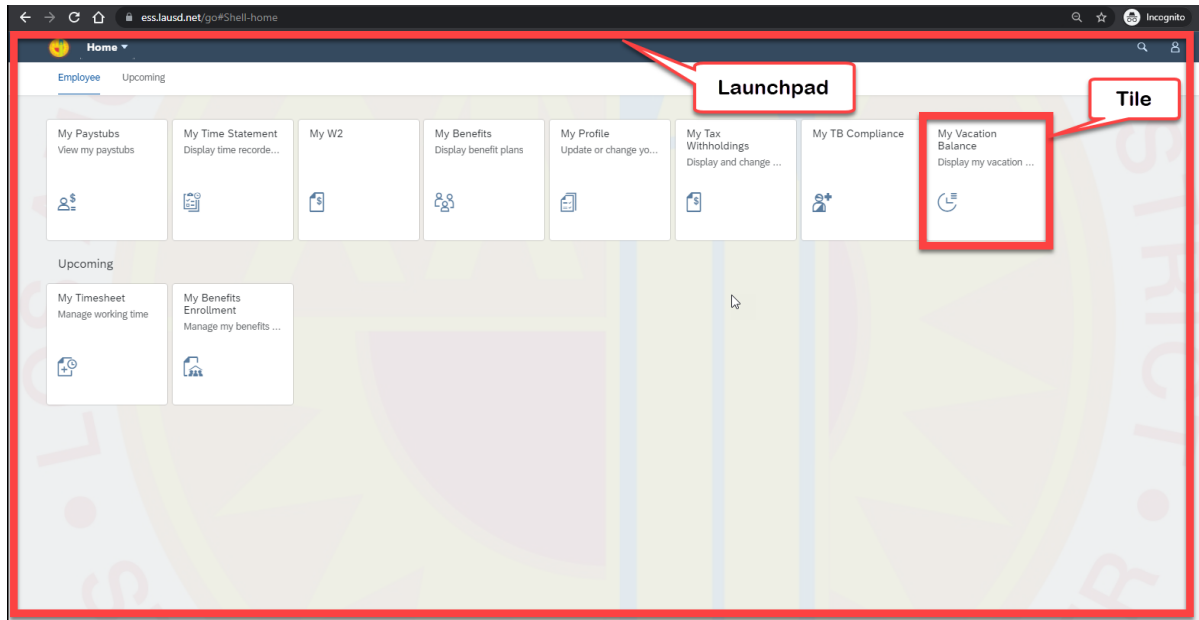
Details

Type the following URL <https://ESS.lausd.net> in your browser to access new ESS, you will see a login screen.



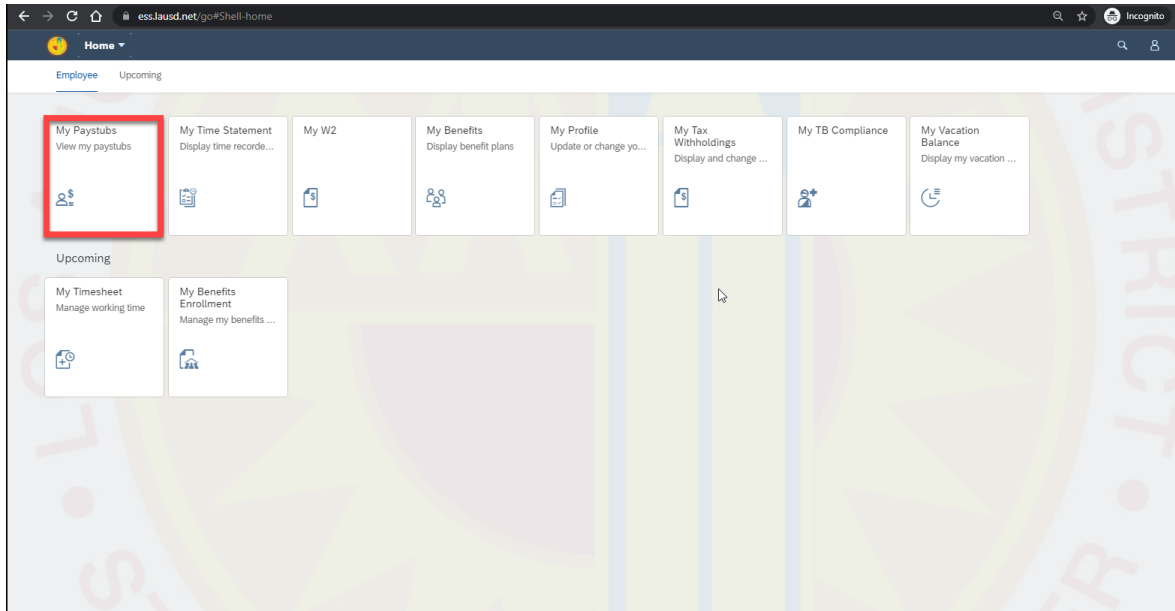
The screenshot shows a web browser window with the address bar displaying a secure URL: `https://signon.lausd.net/adfs/ls/?SAMLRequest=IZFNS8QwElb%2FSsk9TdL9qDtsCwtFKayyuOrBi2TbqRtlk9pJRf%2B9bRdED3p9eT%2BeYbak'`. The page features a large blue abstract graphic on the left. On the right, the LAUSD logo is displayed above the text "Sign in with your organizational account". Below this, there are two input fields: the first contains the email address "jane.doe@lausd.net" and the second is a password field with masked characters. A blue "Sign in" button is positioned below the password field. Further down, there is a section titled "Enter your full LAUSD email address and password to Log In." with examples: "e.g (msmith@lausd.net, mary.smith@lausd.net)". At the bottom left of the page content, it says "© 2013 Microsoft Home".

Enter your LAUSD email address and password, then click Sign in.

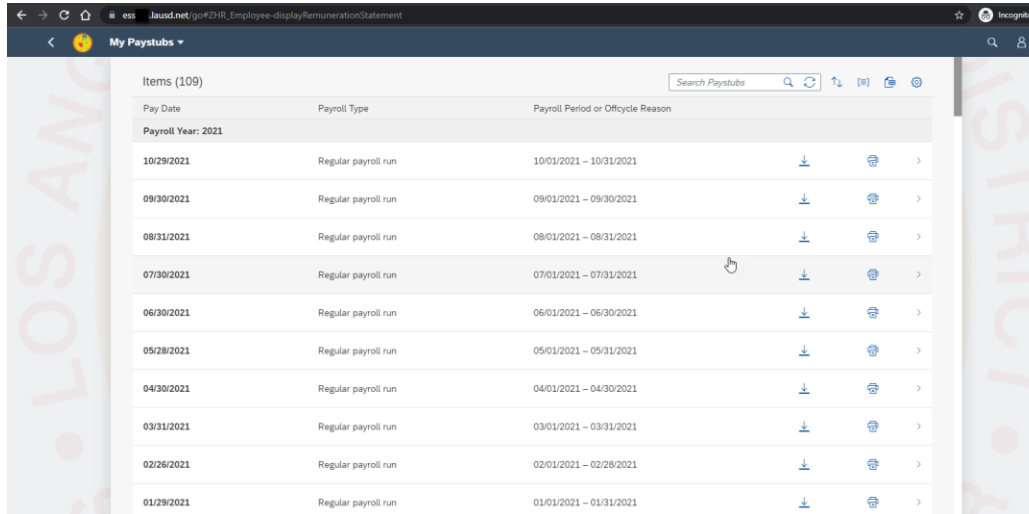


Each tile indicates an application.




My Paystubs

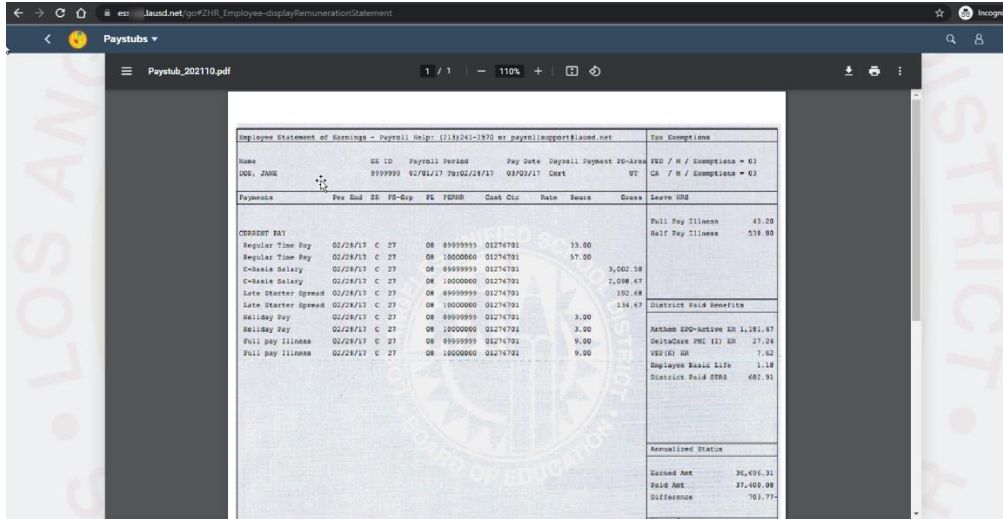


To view your paystubs, click My Paystubs tile.



Pay Date	Payroll Type	Payroll Period or Offcycle Reason
Payroll Year: 2021		
10/29/2021	Regular payroll run	10/01/2021 - 10/31/2021
09/30/2021	Regular payroll run	09/01/2021 - 09/30/2021
08/31/2021	Regular payroll run	08/01/2021 - 08/31/2021
07/30/2021	Regular payroll run	07/01/2021 - 07/31/2021
06/30/2021	Regular payroll run	06/01/2021 - 06/30/2021
05/28/2021	Regular payroll run	05/01/2021 - 05/31/2021
04/30/2021	Regular payroll run	04/01/2021 - 04/30/2021
03/31/2021	Regular payroll run	03/01/2021 - 03/31/2021
02/26/2021	Regular payroll run	02/01/2021 - 02/28/2021
01/29/2021	Regular payroll run	01/01/2021 - 01/31/2021


The screen displays a list of pay dates. Latest pay date is displayed on top. To view additional paystubs you can scroll down the list and click more. There are controls on each row to download PDF (), or print PDF () or view paystub (). You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.




Employee Statement of Earnings - Payroll										Tax Exemptions	
Name	SS ID	Payroll Period	Pay Date	Payroll Payment	PG-Ann	PG / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions
DOR, JANE	999999	02/28/17	02/28/17	02/28/17	02	CA / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions	CA / H / Exemptions
Payments											
Pay Item	Rate	Hours	Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount
REGULAR PAY											
Regular Time Pay	02/28/17	C 27	08	89999999	02/28/17	13.00					
Regular Time Pay	02/28/17	C 27	08	10000000	02/28/17	57.00					
C=Basic Salary	02/28/17	C 27	08	89999999	02/28/17	3,000.58					
C=Basic Salary	02/28/17	C 27	08	10000000	02/28/17	2,098.67					
Late Starter Spread	02/28/17	C 27	08	89999999	02/28/17	102.48					
Late Starter Spread	02/28/17	C 27	08	10000000	02/28/17	134.67					
Holiday Pay	02/28/17	C 27	08	89999999	02/28/17	3.00					
Holiday Pay	02/28/17	C 27	08	10000000	02/28/17	3.00					
Full pay illness	02/28/17	C 27	08	89999999	02/28/17	9.00					
Full pay illness	02/28/17	C 27	08	10000000	02/28/17	9.00					
Deductions											
Full Pay Illness	02/28/17	C 27	08	89999999	02/28/17	43.00					
Half Pay Illness	02/28/17	C 27	08	89999999	02/28/17	539.80					
Half Pay Illness	02/28/17	C 27	08	10000000	02/28/17	539.80					
District Paid Benefits	02/28/17	C 27	08	89999999	02/28/17	1,181.47					
District Paid Benefits	02/28/17	C 27	08	10000000	02/28/17	27.24					
Employee Basic Life	02/28/17	C 27	08	89999999	02/28/17	1.18					
Employee Basic Life	02/28/17	C 27	08	10000000	02/28/17	682.91					
Annualized Status											
Earned Amt						36,496.31					
Paid Amt						37,400.00					
Difference						703.77					

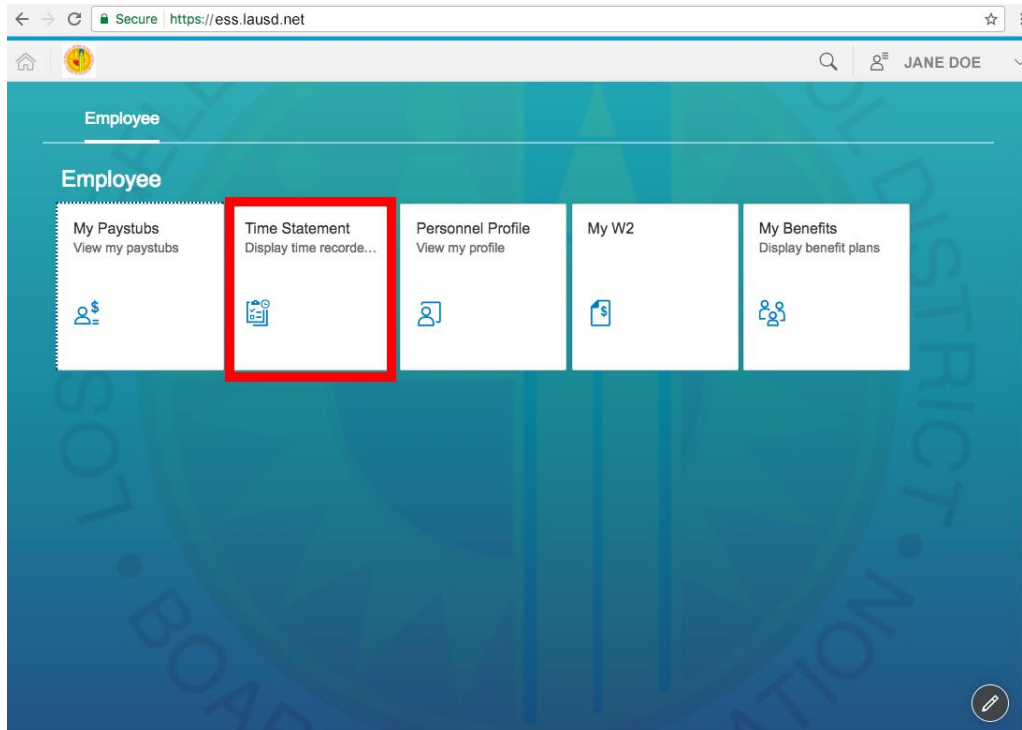
Paystub will be displayed as a pdf.

Downloading paystub or print paystub can be done from here too.

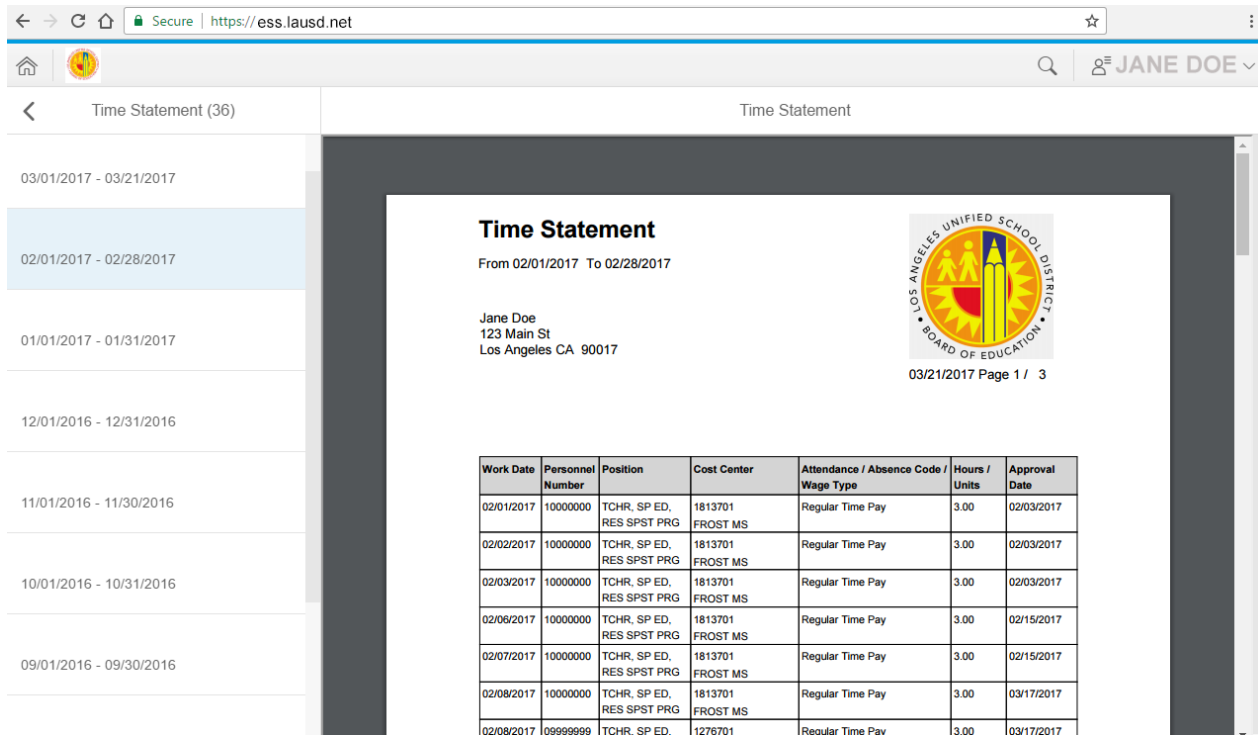
Click  to go back to Paystub list page.

Click  to go back to Launchpad.

Time Statement



To view your time statement, click Time Statement tile.




The screenshot shows a web browser window with the URL <https://ess.lausd.net>. The user is logged in as JANE DOE. The left sidebar shows a list of months for which time statements can be viewed, with 02/01/2017 - 02/28/2017 selected. The main content area displays the Time Statement for Jane Doe, 123 Main St, Los Angeles CA 90017, for the period 02/01/2017 to 02/28/2017. The statement includes a table of work dates, personnel numbers, positions, cost centers, attendance/absence codes, hours/units, and approval dates.

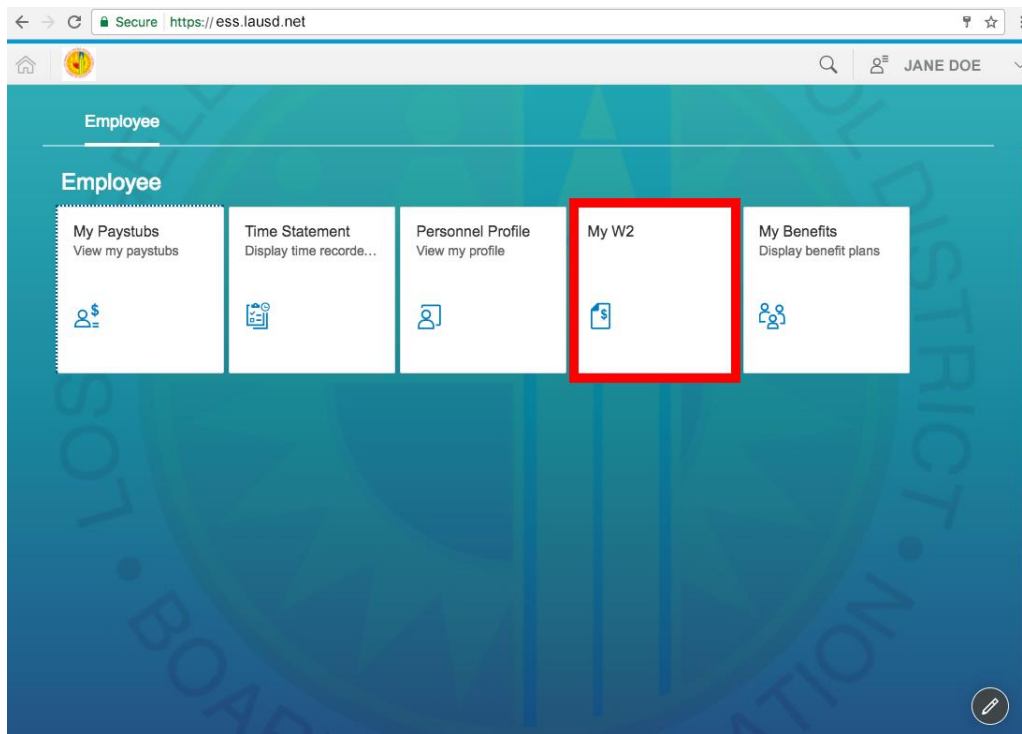
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/03/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/06/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/07/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/15/2017
02/08/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	03/17/2017
02/08/2017	09999999	TCHR, SP ED,	1276701	Regular Time Pay	3.00	03/17/2017

The screen is divided into two sections. Left side of the screen displays a list of months. Right side of the screen displays the time statement. Latest month is displayed on top. To view additional months you can scroll down the list. Up to last 36 months of time statements can be viewed. To view a time statement, click month.

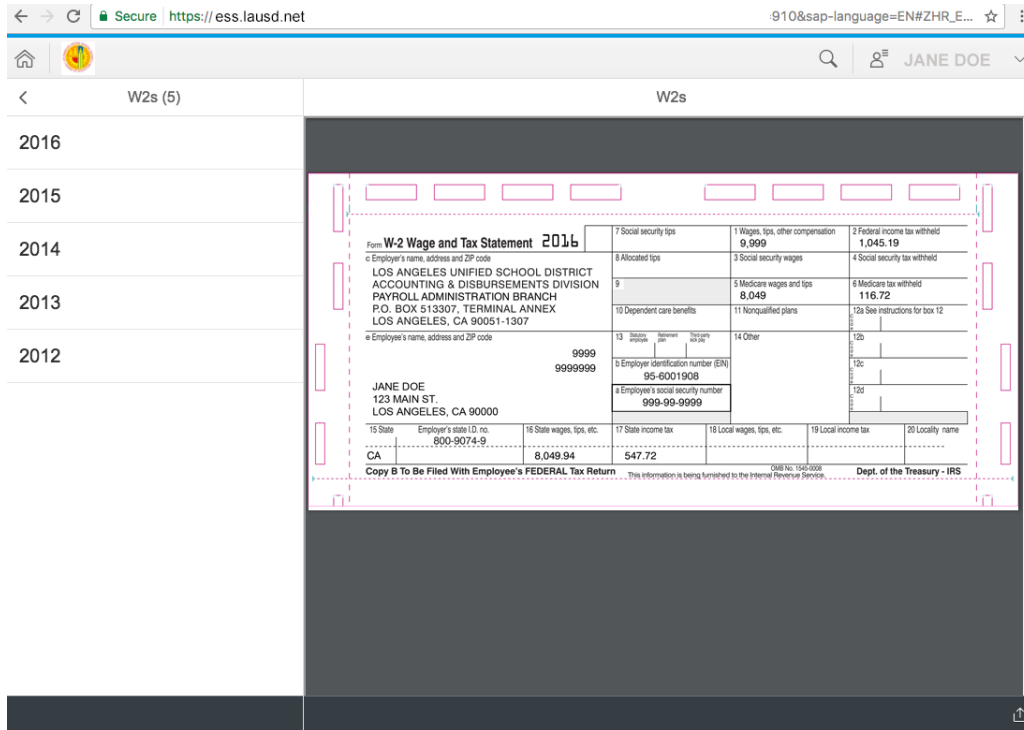
You can save or print time statement.

Click  to go back to Launchpad.

My W2



To view your W2's, click My W2 tile.




The screenshot shows a web browser window with the URL <https://ess.lausd.net>. The user is logged in as JANE DOE. On the left, there is a sidebar with a list of years from 2012 to 2016. The right side displays a detailed W-2 form for the year 2016. The form includes the following information:

Form W-2 Wage and Tax Statement 2016		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld
a Employer's name, address and ZIP code LOS ANGELES UNIFIED SCHOOL DISTRICT ACCOUNTING & DISBURSEMENTS DIVISION PAYROLL ADMINISTRATION BRANCH P.O. BOX 513307, TERMINAL ANNEX LOS ANGELES, CA 90051-1307		8 Allocated tips	3 Social security wages	4 Social security tax withheld
b Employer's name, address and ZIP code JANE DOE 123 MAIN ST. LOS ANGELES, CA 90000		9	5 Medicare wages and tips	6 Medicare tax withheld
c Employer's state ID no. 9999		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
d Employer identification number (EIN) 95-6001908		13 State income tax	14 Other	12b
e Employee's social security number 999-99-9999		15 State wages, tips, etc. CA 8,049.94	16 Local wages, tips, etc.	12c
16 State income tax 547.72		17 State income tax	18 Local income tax	12d
19 Local wages, tips, etc.		19 Local income tax	20 Locality name	

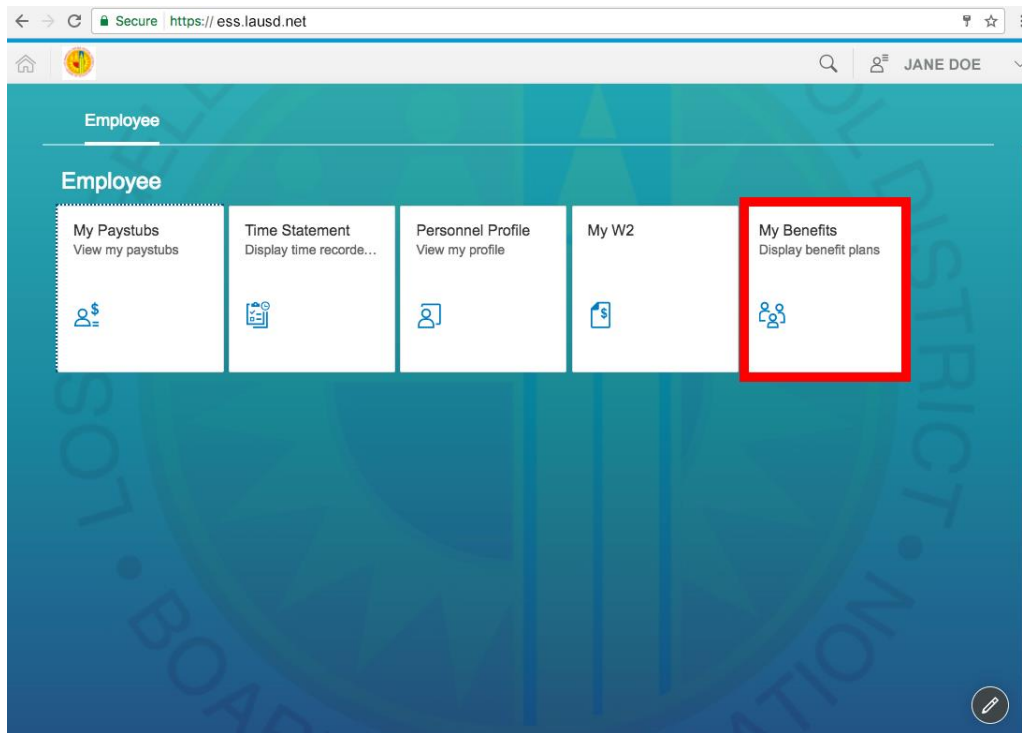
Copy B To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service. Dept. of the Treasury - IRS

The screen is divided into two sections. Left side of the screen displays a list of years. Right side of the screen displays the W2. The last 5 years of W2's can be viewed. To view a W2, click on the year of your interest.

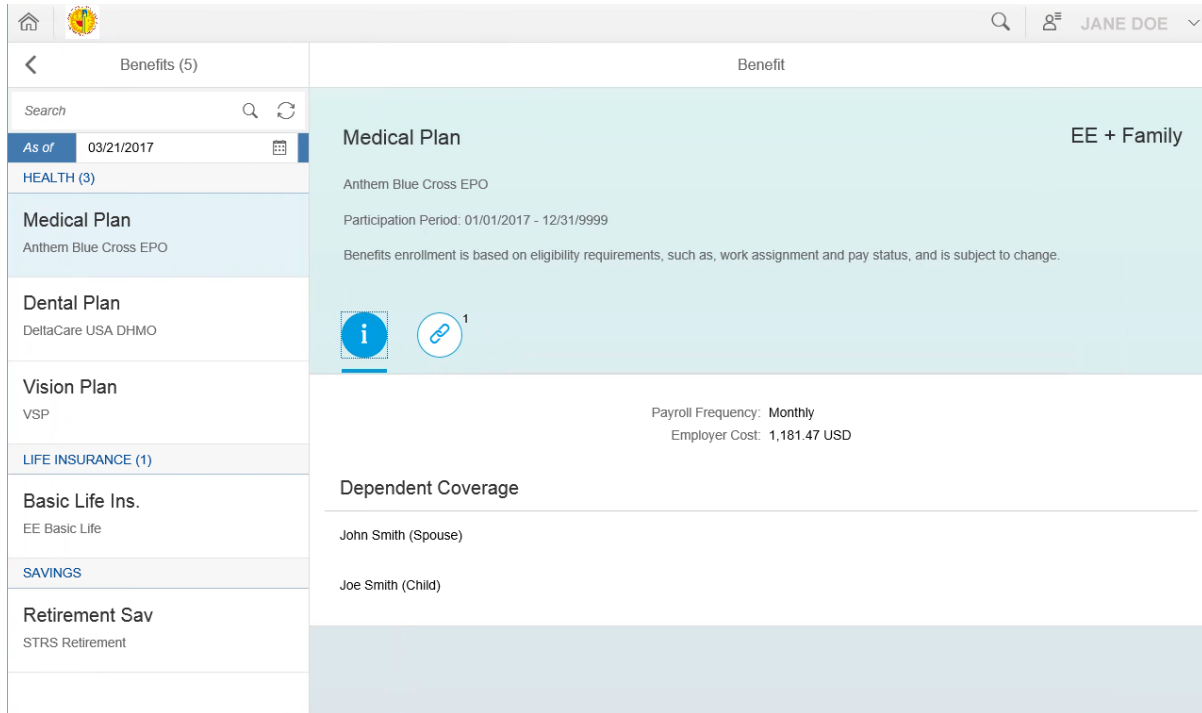
You can save or print W2.

Click  to go back to Launchpad.

My Benefits



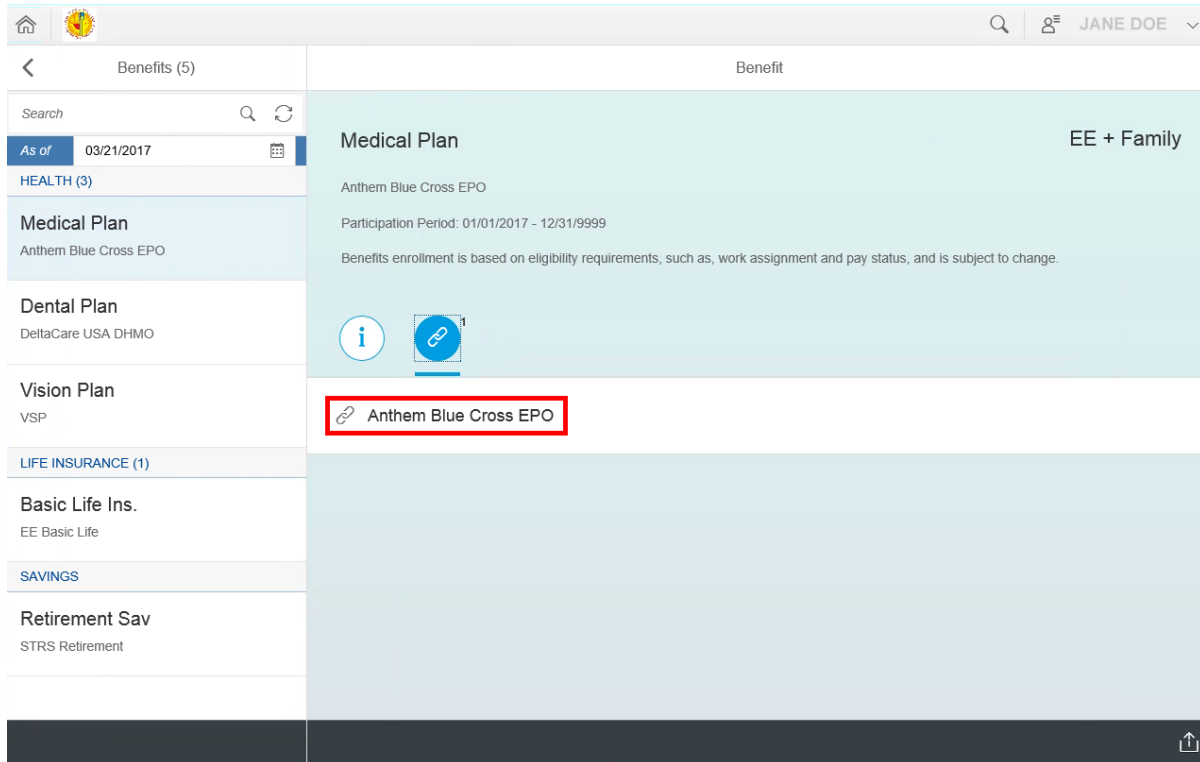
To view benefit plans you are enrolled in, click My Benefits tile.




The screenshot displays the 'Benefits (5)' page for user JANE DOE. The left sidebar lists various benefit categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS. Under HEALTH, the 'Medical Plan' is selected, showing 'Anthem Blue Cross EPO'. Other listed plans include 'Dental Plan' (DeltaCare USA DHMO) and 'Vision Plan' (VSP). Under LIFE INSURANCE, 'Basic Life Ins.' (EE Basic Life) is listed. Under SAVINGS, 'Retirement Sav' (STRS Retirement) is listed. The main content area shows details for the 'Medical Plan' for 'EE + Family'. It includes the plan name 'Anthem Blue Cross EPO', the participation period '01/01/2017 - 12/31/9999', and a note that enrollment is based on eligibility requirements. Below this, there are icons for information and a link. Further down, it shows 'Payroll Frequency: Monthly' and 'Employer Cost: 1,181.47 USD'. The 'Dependent Coverage' section lists 'John Smith (Spouse)' and 'Joe Smith (Child)'.

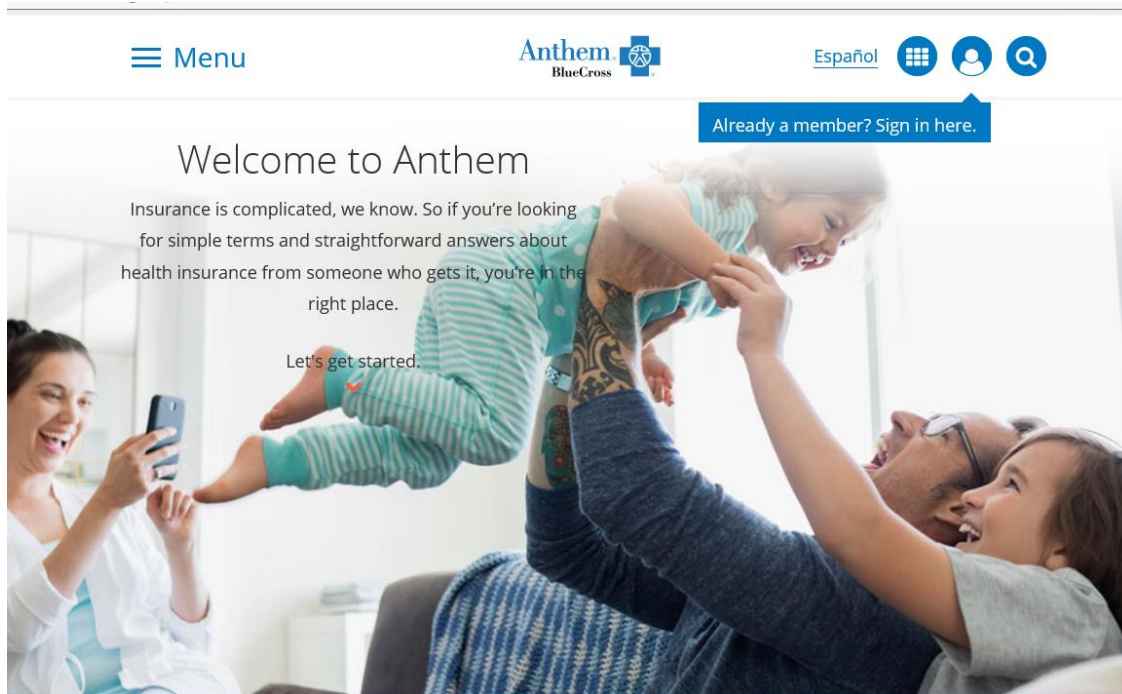
The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled plans. To view plan details, click on the plan.

The cost for your coverage is shown. You can also view dependents enrolled in your plan.

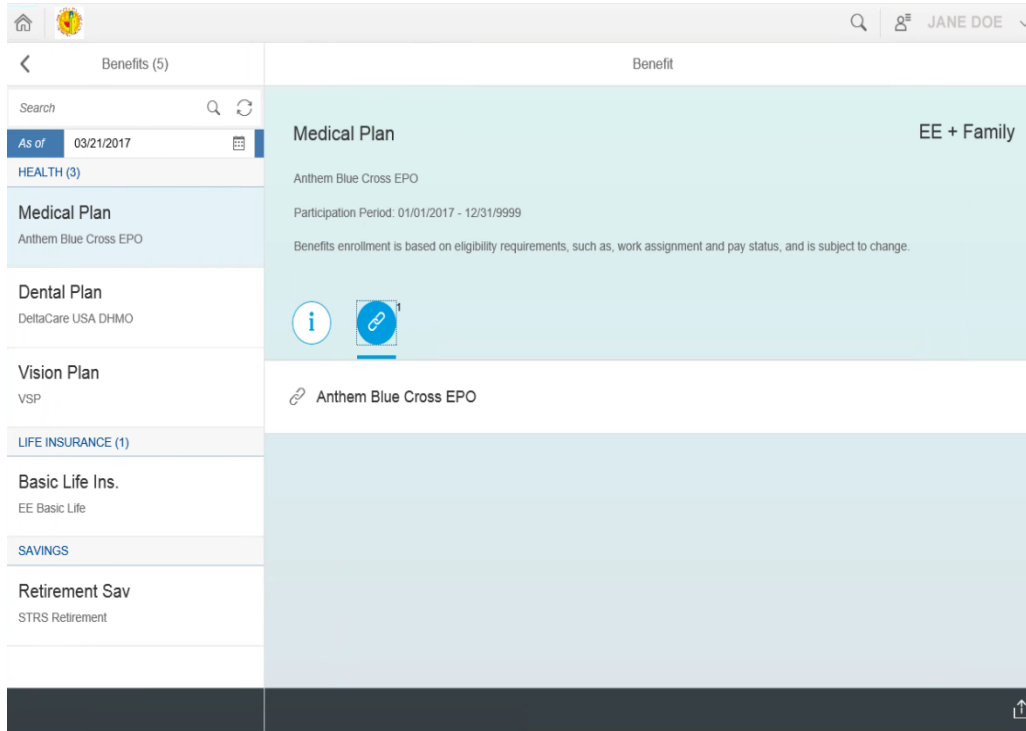


The screenshot shows the 'Benefits (5)' section of the Employee Self Service portal. The left sidebar lists various benefit categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS. Under HEALTH, the 'Medical Plan' is selected, showing 'Anthem Blue Cross EPO'. The main content area displays details for the 'Medical Plan' for 'EE + Family', including the provider 'Anthem Blue Cross EPO', the participation period '01/01/2017 - 12/31/9999', and a note about enrollment requirements. A red box highlights a link icon and the text 'Anthem Blue Cross EPO'.


To access provider website, you can click  and click the link displayed. A new window opens for the provider website.



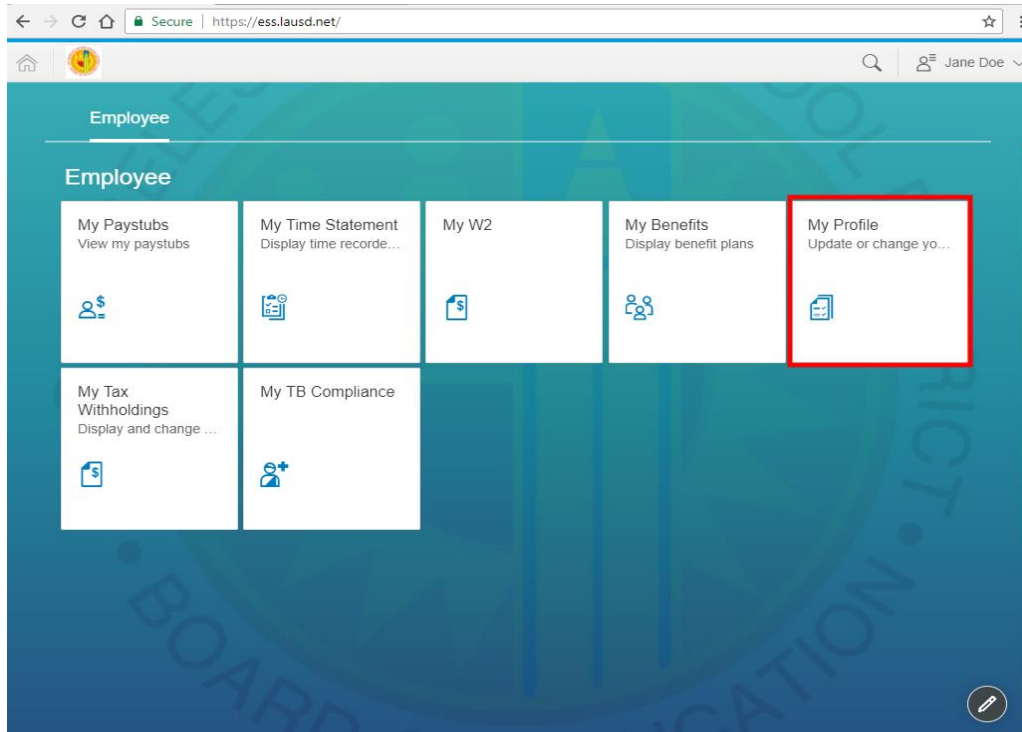
Go back to the previous screen by closing this window.



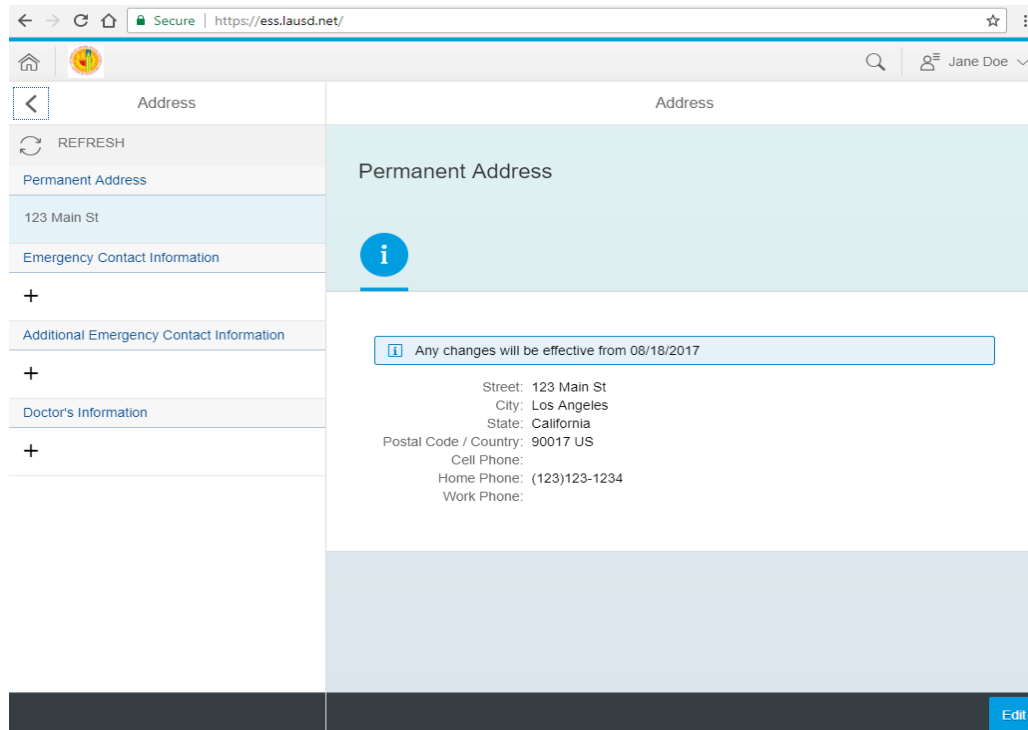
The screenshot shows the 'Benefits (5)' page for a user named JANE DOE. The left sidebar lists various benefit categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS. Under HEALTH, the 'Medical Plan' is selected, showing 'Anthem Blue Cross EPO'. Below it are 'Dental Plan' (DeltaCare USA DHMO) and 'Vision Plan' (VSP). Under LIFE INSURANCE, 'Basic Life Ins.' (EE Basic Life) is listed. Under SAVINGS, 'Retirement Sav' (STRS Retirement) is listed. The main content area displays the 'Medical Plan' details for 'EE + Family', including the provider 'Anthem Blue Cross EPO', the participation period '01/01/2017 - 12/31/9999', and a note that enrollment is based on eligibility requirements. There are also icons for information and a link to the plan details.

Click  to go back to Launchpad.

My Profile



To view your profile, click My Profile tile.

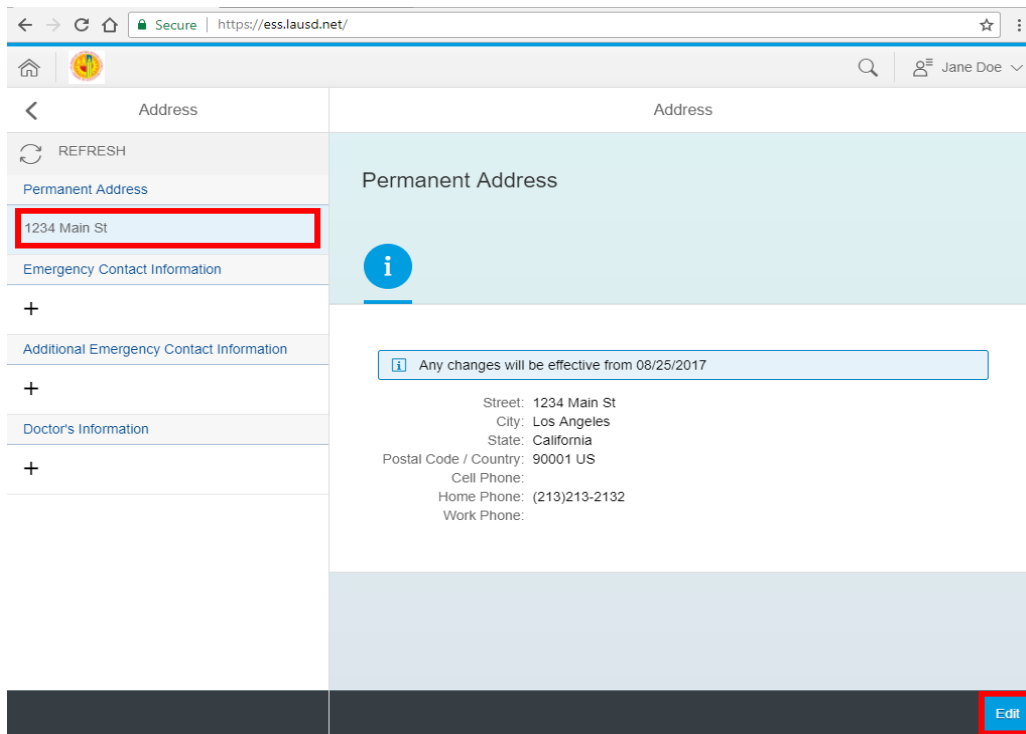


The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page is titled "Address" and displays a sidebar on the left with navigation links: "Permanent Address", "Emergency Contact Information", "Additional Emergency Contact Information", and "Doctor's Information". The main content area shows the "Permanent Address" section with a blue information icon. Below this, a message states: "Any changes will be effective from 08/18/2017". The address details are listed as follows:

- Street: 123 Main St
- City: Los Angeles
- State: California
- Postal Code / Country: 90017 US
- Cell Phone:
- Home Phone: (123)123-1234
- Work Phone:

An "Edit" button is located at the bottom right of the address section.

The screen is divided into two sections. Left side of the screen displays overview of my profile which includes Permanent Address, Emergency Contact Information, Additional Emergency Contact Information and Doctor's Information and the right side of the screen displays in detail. To view permanent address in detail section click Permanent Address, similarly click respective record to view in detail section.



Address

REFRESH

Permanent Address

1234 Main St

Emergency Contact Information

+

Additional Emergency Contact Information

+

Doctor's Information

+

Permanent Address

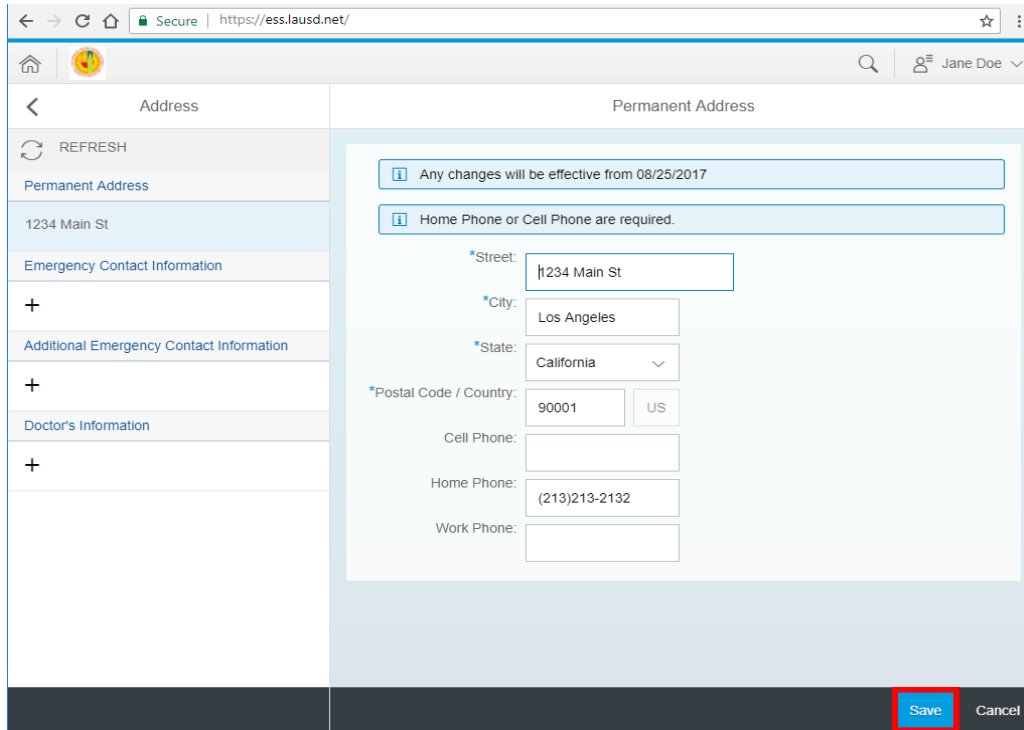
Any changes will be effective from 08/25/2017

Street: 1234 Main St
City: Los Angeles
State: California
Postal Code / Country: 90001 US
Cell Phone:
Home Phone: (213)213-2132
Work Phone:

Edit

To change the address click Edit.

If the relevant address is not in the system click + to create address.



The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page title is "Permanent Address". On the left side, there is a sidebar with a "REFRESH" button and a list of sections: "Permanent Address", "Emergency Contact Information", "Additional Emergency Contact Information", and "Doctor's Information". The main content area displays the "Permanent Address" form. At the top of the form, there are two informational messages: "Any changes will be effective from 08/25/2017" and "Home Phone or Cell Phone are required." The form fields are as follows:

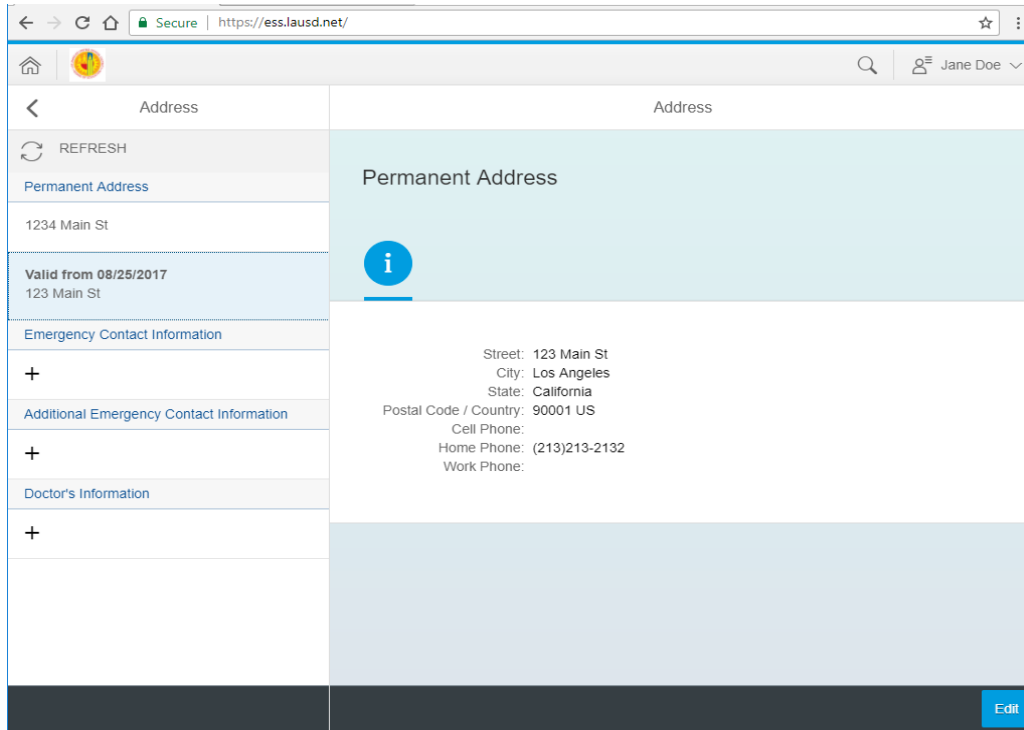
- *Street: 1234 Main St
- *City: Los Angeles
- *State: California (dropdown menu)
- *Postal Code / Country: 90001 (text box) and US (dropdown menu)
- Cell Phone: (empty text box)
- Home Phone: (213)213-2132
- Work Phone: (empty text box)

At the bottom right of the form, there is a "Save" button (highlighted with a red box) and a "Cancel" button.

Notice the effective date of this modification in the message section on top and if there is no related message then changes are effective immediately.

Modify the information as needed.

Click Save.



Address

Permanent Address

1234 Main St

Valid from 08/25/2017
123 Main St

Emergency Contact Information

+

Additional Emergency Contact Information

+


Doctor's Information

+

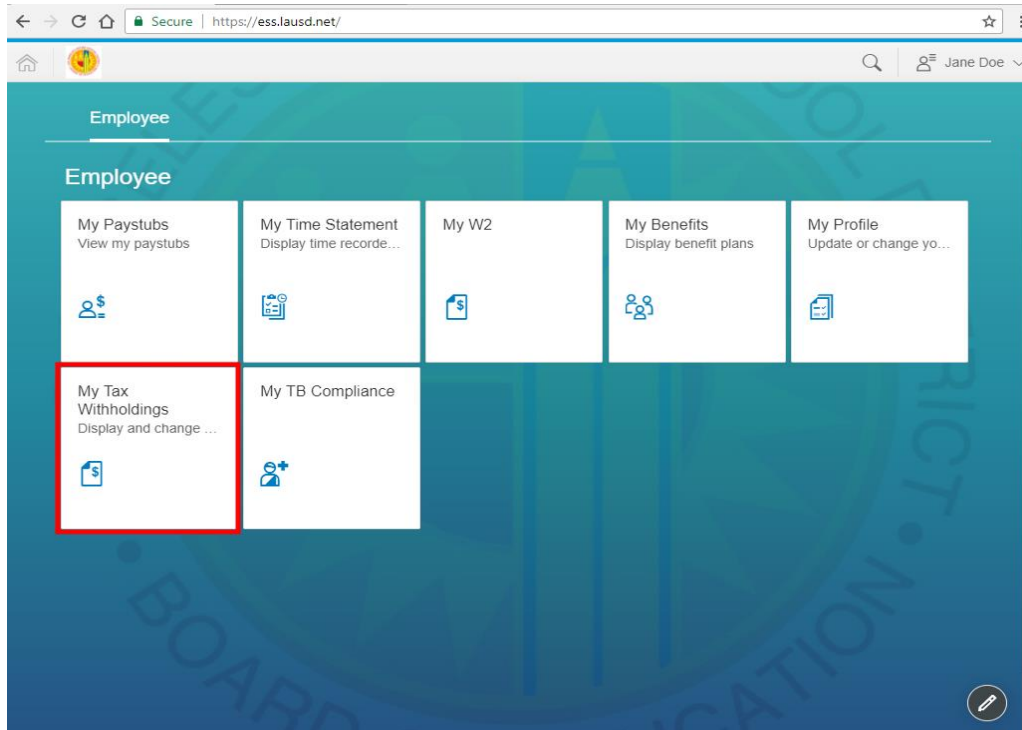
Street: 123 Main St
City: Los Angeles
State: California
Postal Code / Country: 90001 US
Cell Phone:
Home Phone: (213)213-2132
Work Phone:

Edit

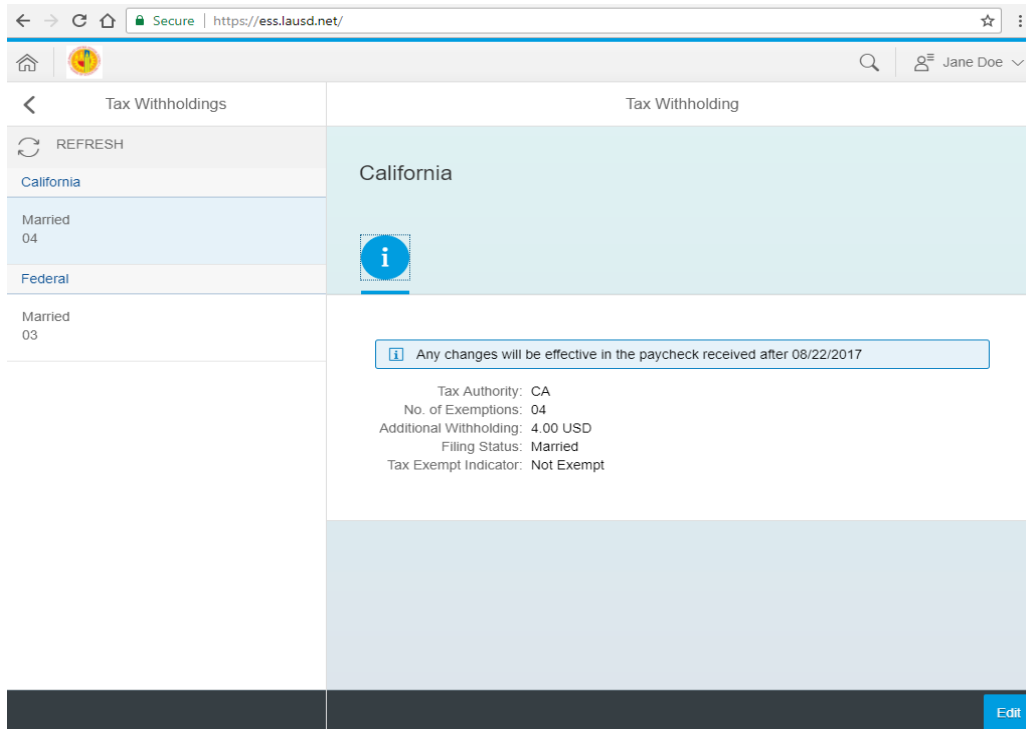
Select the latest record to verify your changes.

Click  to go back to Launchpad.

My Tax Withholdings

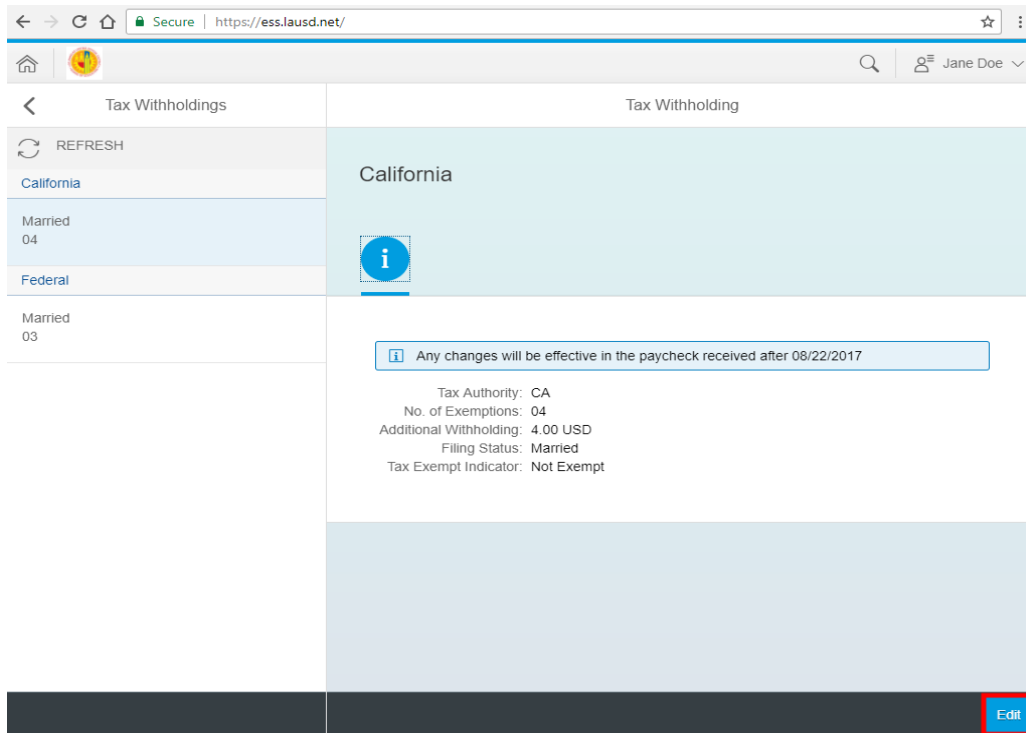


To view your tax withholdings, click My Tax Withholdings tile.



The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page is titled "Tax Withholdings" and "Tax Withholding". On the left side, there is a navigation menu with a "REFRESH" button and two sections: "California" (Married 04) and "Federal" (Married 03). The right side of the screen displays the "California" section in detail. It features a blue information icon (i) and a message box stating: "Any changes will be effective in the paycheck received after 08/22/2017". Below this, the following details are listed: Tax Authority: CA, No. of Exemptions: 04, Additional Withholding: 4.00 USD, Filing Status: Married, and Tax Exempt Indicator: Not Exempt. At the bottom right of the screen, there is an "Edit" button.

The screen is divided into two sections. Left side of the screen displays overview of tax withholdings which include California withholdings and Federal withholdings and right side of the screen displays the withholding information in detail section. To view California withholdings click under California and to view Federal withholdings click under Federal.



Secure | https://ess.lausd.net/

Home Search Jane Doe

← Tax Withholdings Tax Withholding

REFRESH

California

Married 04

Federal

Married 03

California

Any changes will be effective in the paycheck received after 08/22/2017

Tax Authority: CA
No. of Exemptions: 04
Additional Withholding: 4.00 USD
Filing Status: Married
Tax Exempt Indicator: Not Exempt

Edit

To change the withholding click Edit.

Review W4/DE4 information window is displayed. Review the displayed PDF.

If the record is not in the system click + to create.

Secure | https://ess-qa.lausd.net/go#ZHR_Employee-maintainW4&W4Set/20170719/CA


Home | Jane Doe

Tax Withholding | REFRESH

California | Married 04 | Federal | Married 03

Review W4/DE4 information

Please review the provided PDF document from CA regarding your DE4 before continuing further



This form can be used to manually compute your withholding allowances, or you can electronically compute them at www.taxes.ca.gov/de4.pdf.

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Type or Print Your Full Name: _____ Your Social Security Number: _____

Home Address (number and street or Rural Route): _____ Filing Status Withholding Allowances

City, State, and ZIP Code: _____ ☐ SINGLE (or SEPARATE) (with tax or more income)
☐ MARIED (joint income)
☐ HEAD OF HOUSEHOLD

1. Number of allowances for Regular Withholding Allowances, Worksheet A: _____
Number of allowances from the Estimated Deductions, Worksheet B: _____
Total Number of Allowances (A + B) when using the California Withholding Schedules for 2016: _____

OR

2. Additional amount of state income tax to be withheld each pay period of employer agrees, Worksheet C: _____
OR

3. I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here) ☐

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled to, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Signature: _____ Date: _____

Employer's Name and Address: _____ California Employer Account Number: _____

Call here: _____

Give the top portion of this page to your employer and keep the remainder for your records.

YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.

IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.

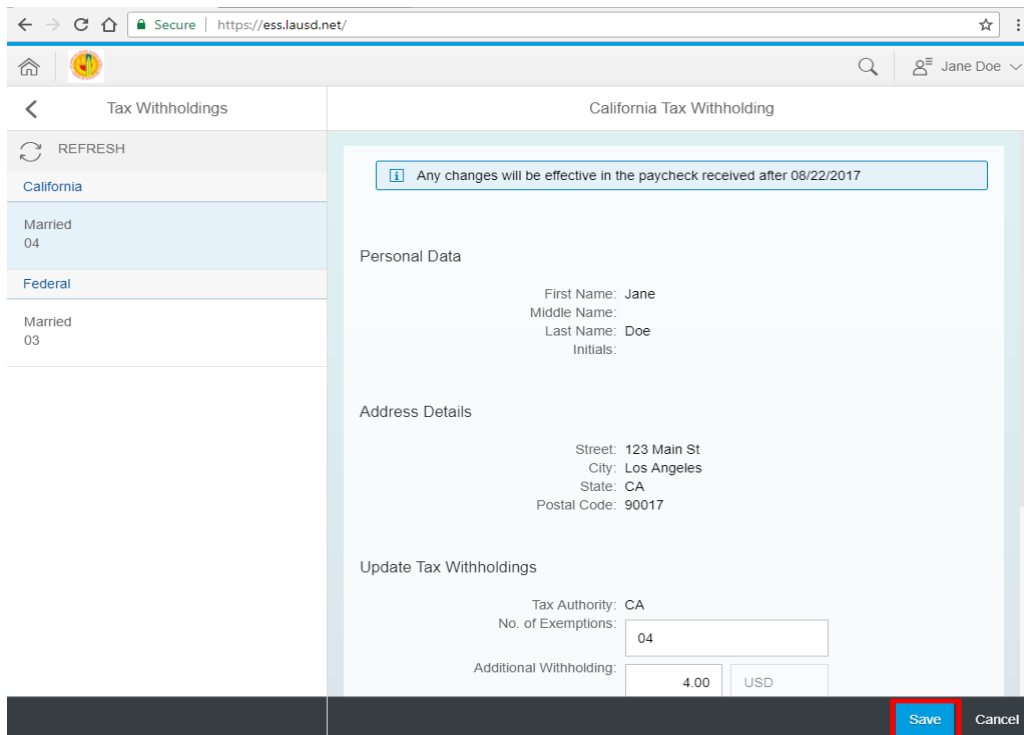
PURPOSE: This certificate, DE 4, is for California Personal Income Tax (PIT) withholding purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation. You should complete this form if either:

certificate for your state income tax withholding, you may be significantly underwithheld. This is partly why that if your household income is derived from more than one source.

CHECK YOUR WITHHOLDING: After your Form W-4 and/or DE 4 takes effect, compare the state income tax withheld

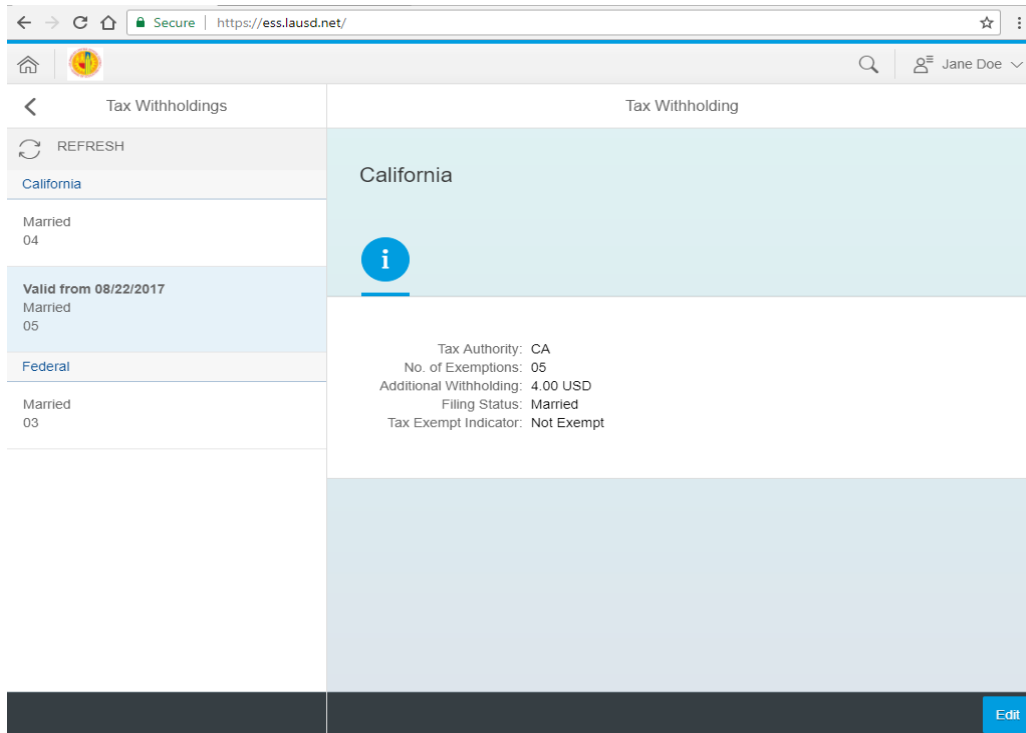
Reviewed Cancel Edit

Click Reviewed to move forward or Cancel to move back.



The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page title is "California Tax Withholding". On the left, there is a sidebar with a "Tax Withholdings" section containing a "REFRESH" button and a list of items: "California", "Married 04", "Federal", and "Married 03". The main content area displays the "California Tax Withholding" form. At the top of the form, a message states: "Any changes will be effective in the paycheck received after 08/22/2017". Below this, the form is divided into sections: "Personal Data" with fields for First Name (Jane), Middle Name, Last Name (Doe), and Initials; "Address Details" with fields for Street (123 Main St), City (Los Angeles), State (CA), and Postal Code (90017); and "Update Tax Withholdings" with fields for Tax Authority (CA), No. of Exemptions (04), and Additional Withholding (4.00 USD). At the bottom right of the form, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box.


Notice the effective date of this modification in the message on top.
Modify the information as needed, go through the declaration and select it.
Click Save.



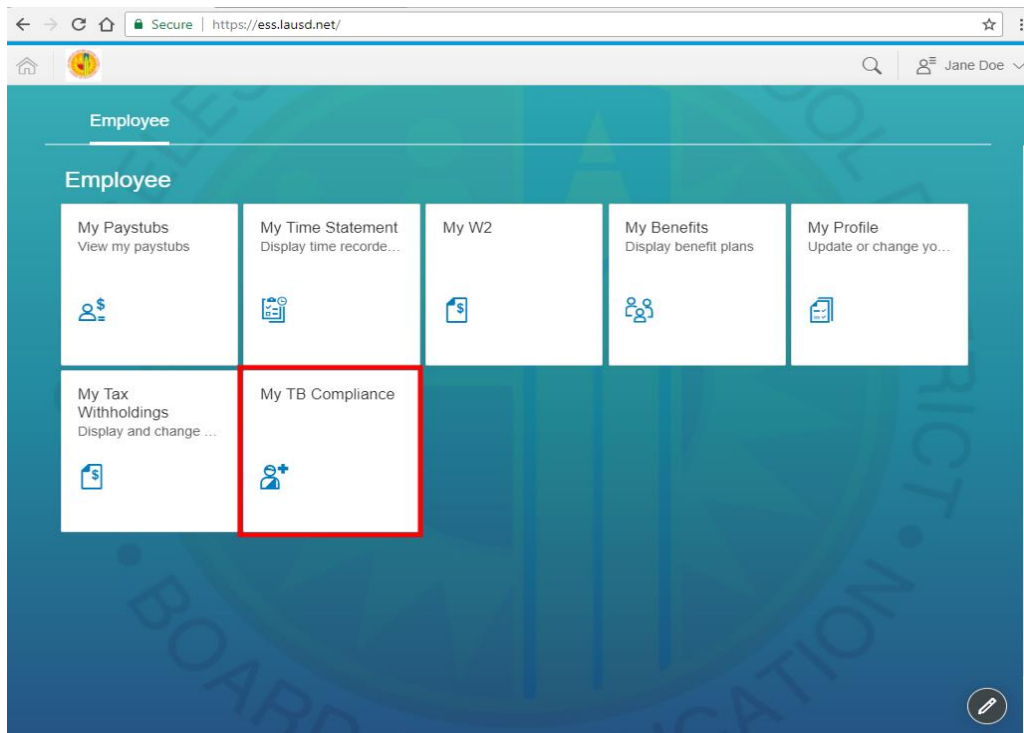
The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The user is logged in as Jane Doe. The page displays the 'Tax Withholdings' section. On the left, there is a sidebar with a 'REFRESH' button and a list of withholding records. The main area shows details for the 'California' withholding, including a blue information icon (i) and a list of tax details.

Tax Withholdings	Tax Withholding
<p>REFRESH</p> <p>California</p> <p>Married 04</p> <p>Valid from 08/22/2017 Married 05</p> <p>Federal</p> <p>Married 03</p>	<p>California</p> <p>i</p> <p>Tax Authority: CA No. of Exemptions: 05 Additional Withholding: 4.00 USD Filing Status: Married Tax Exempt Indicator: Not Exempt</p> <p>Edit</p>

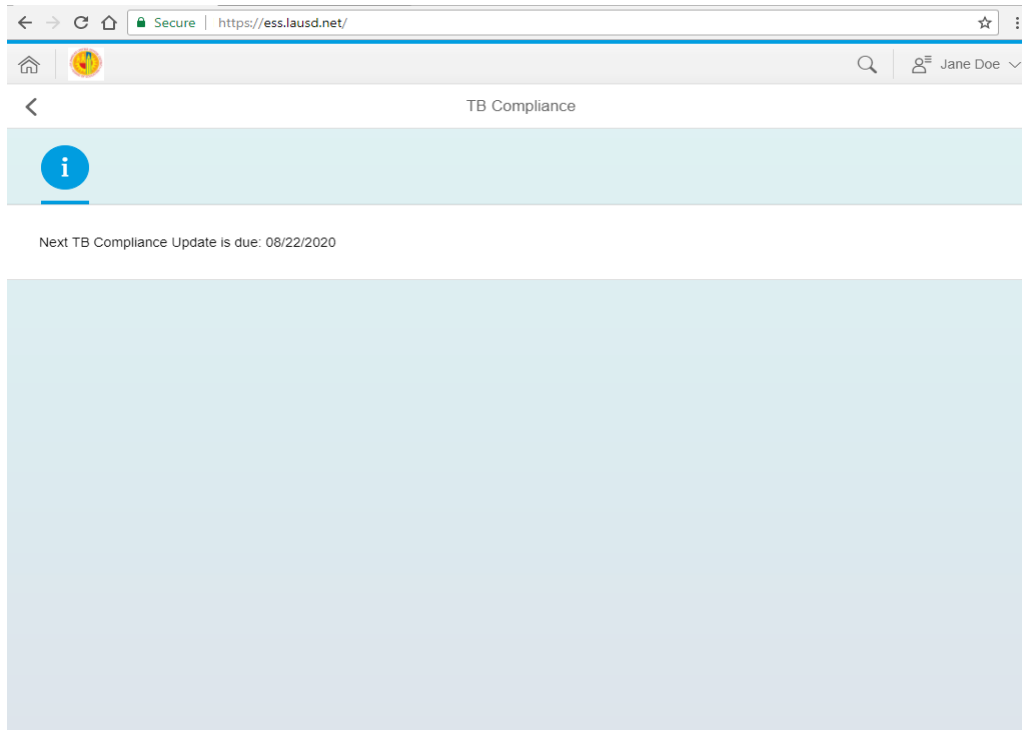
Select the latest record to verify your changes.

Click  to go back to Launchpad.


My TB Notifications



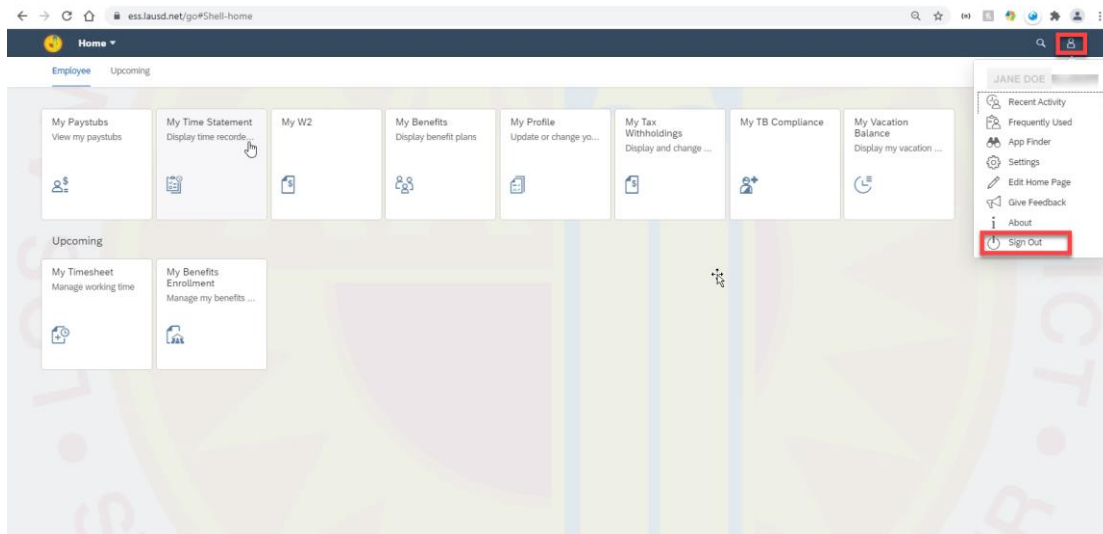
To view your TB notifications, click My TB Notifications tile.




TB notification is displayed.


Click  to go back to Launchpad.

Conclusion



Log-out from the application by clicking  and click Sign Out.

Frequently Asked Questions

1. Is this application secured?
 - Yes, it is secured and only you can view your own information.
2. Can I save password on my browser?
 - Your browser may allow you to save password. However, for security reasons we do not recommend saving passwords.
3. What if I forget my password?
 - Call help desk at (213) 241-5200.
4. Can I view/obtain W2's older than 5 years?
 - No, please contact the Employee Service Center at (213) 241-6670.
5. Can I make changes to my health benefit plan(s)?
 - You may only view your current plan enrollment(s). IRS rules do not allow plan participants to make election changes except during the Annual Benefits Enrollment period. However, the IRS does permit a participant to make a change in the middle of the year when certain major life events take place. Please contact Benefits Administration at (213) 241-4262 or visit their website at <http://benefits.lausd.net> for more information.
6. Can I add or remove dependents?
 - You may only view your currently enrolled dependents. To remove or add eligible dependents from your health benefit coverage, complete the "Change of Dependent Status" form and submit to Benefits Administration. The form can be found on their website at <http://benefits.lausd.net>.
7. If I have any questions regarding my health benefits coverage, who may I contact?
 - You may call Benefits Administration at (213) 241-4262 or send an email to benefits@lausd.net. You may also visit their website at <http://benefits.lausd.net> for more information.
8. What if I have questions related to paystub?
 - You can contact payroll support services at (213) 241-2570 or email payrollsupport@lausd.net
9. What if I only see  ?
 - It indicates that the browser you are using is not supported. Please use one of the recommended browsers.