

## 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

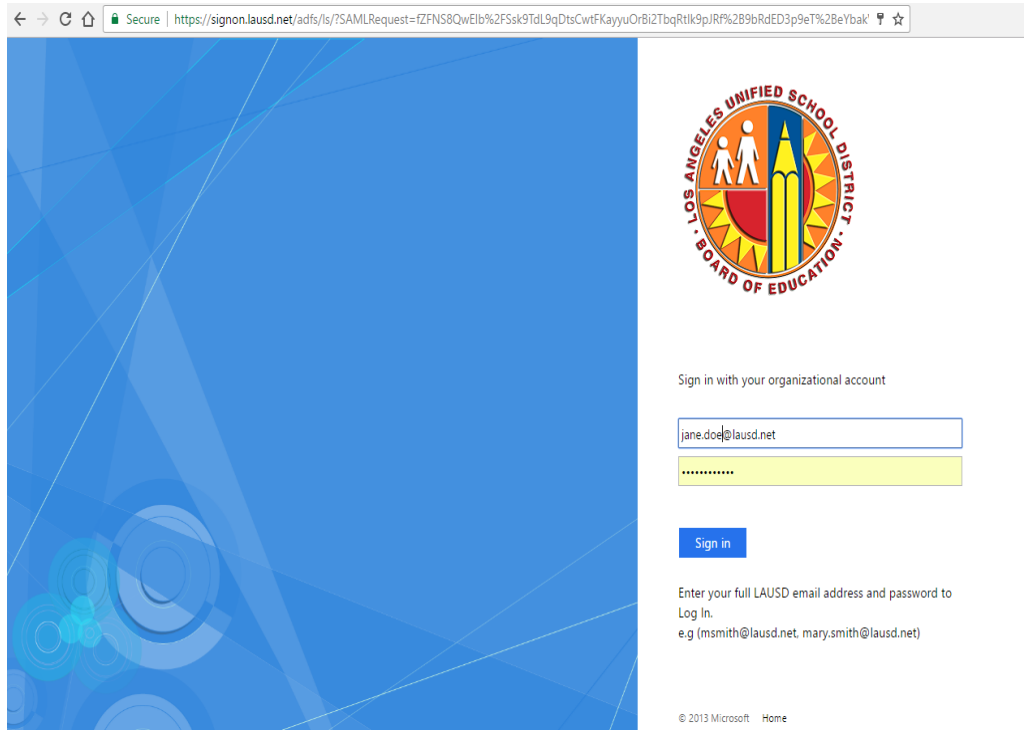
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.  
For security reasons please log off and close all your browser windows when you are done.

## Technical Assistance


Please contact the ITD-Helpdesk at (213) 241-5200 or send an email to [ess@lausd.net](mailto:ess@lausd.net)

## Details

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



← → ↻ 🔒 Secure | https://signon.lausd.net/adfs/ls/?SAMLRequest=fZFNS8QwElb%2F5sk9Tdl9gDtsCwtFKayyuOrBi2TbqRtlk9pJRF%2B9bRdED3p9eT%2BeYbak' ☆



Sign in with your organizational account

jane.doe@lausd.net

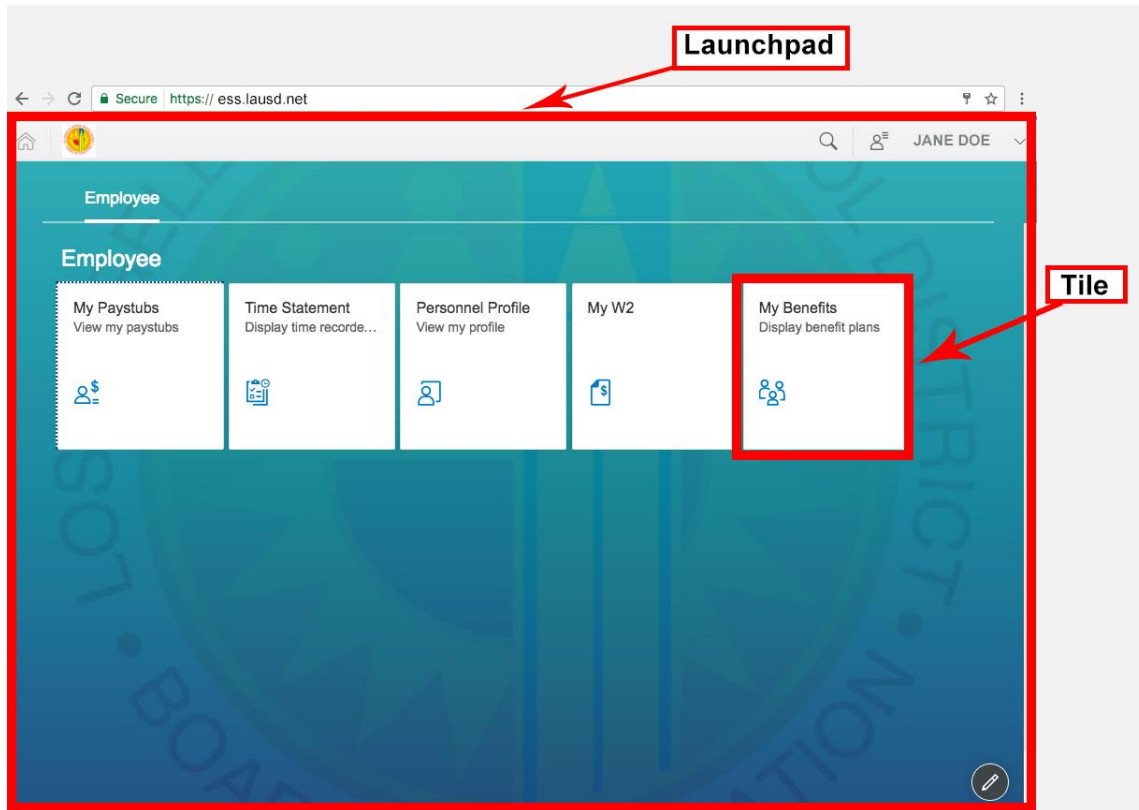
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Sign in

Enter your full LAUSD email address and password to Log In.  
e.g (msmith@lausd.net, mary.smith@lausd.net)

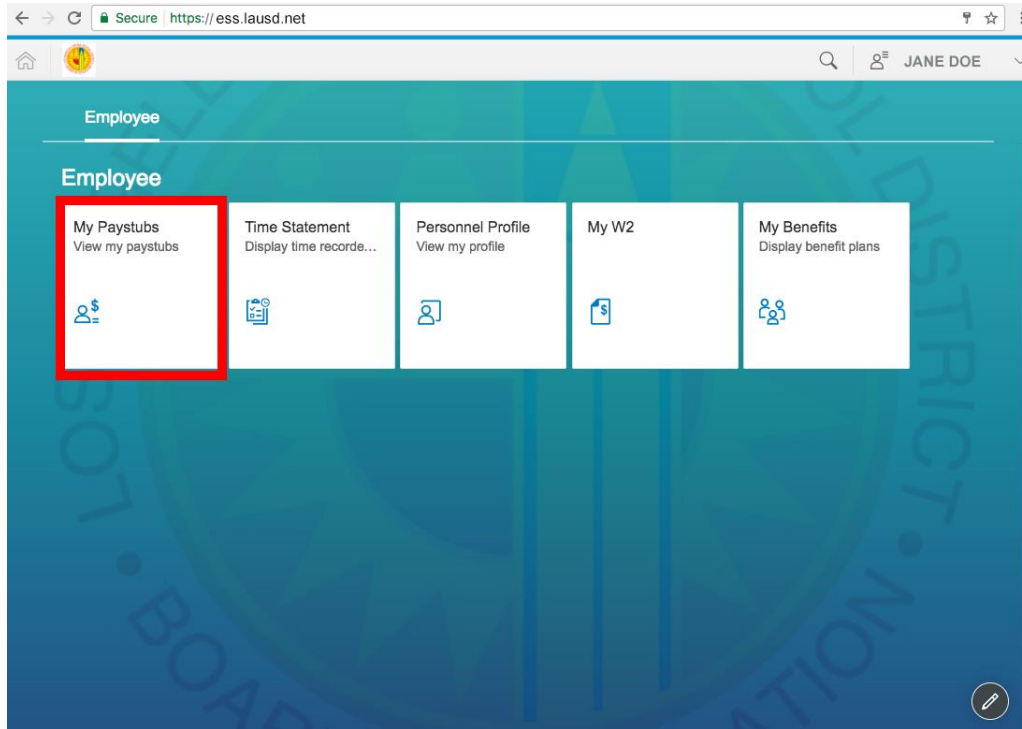
© 2013 Microsoft Home

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

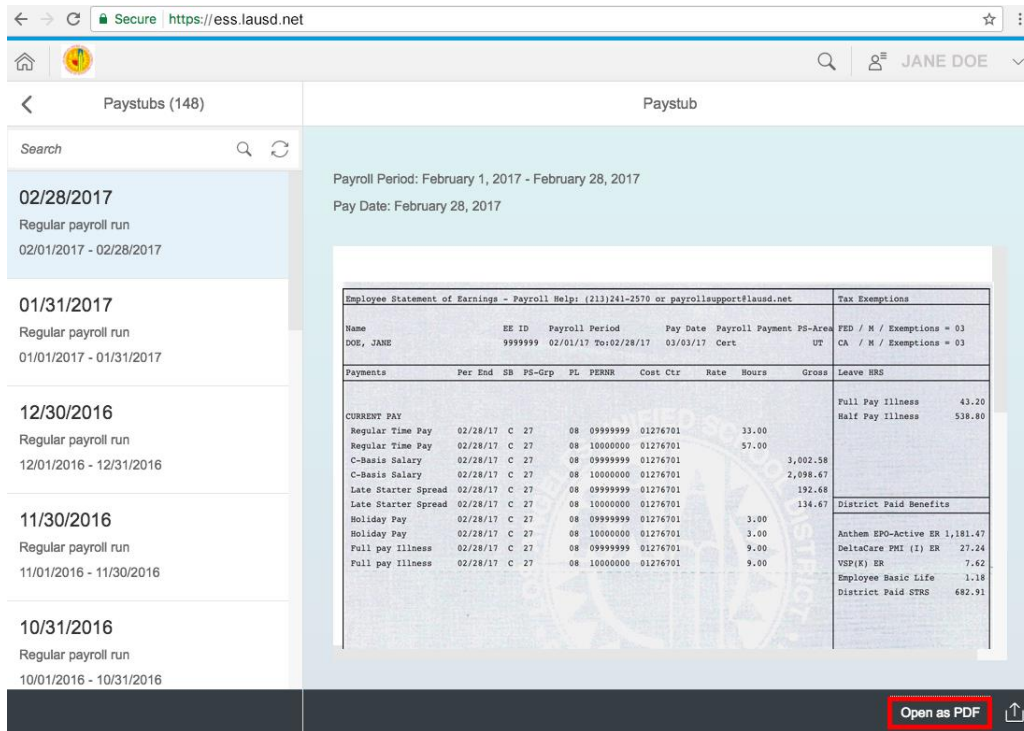


Each tile indicates an application.

## My Paystubs



To view your paystubs, click My Paystubs tile.



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 paystubs (148) with search and refresh icons. The main area displays the selected paystub for 02/28/2017, which is a regular payroll run for the period February 1, 2017 - February 28, 2017, with a pay date of February 28, 2017.

**Employee Statement of Earnings - Payroll Help: (213)241-2570 or payrollsupport@lausd.net**

Name	EE ID	Payroll Period	Pay Date	Payroll Payment PS-Area	Tax Exemptions
DOE, JANE	9999999	02/01/17 To:02/28/17	03/03/17	Cert	FED / M / Exemptions = 03 CA / M / Exemptions = 03

Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave HRS		
<b>CURRENT PAY</b>										Full Pay Illness	43.20	
Regular Time Pay	02/28/17	C	27	08	09999999	01276701	33.00			Half Pay Illness	538.80	
Regular Time Pay	02/28/17	C	27	08	10000000	01276701	57.00					
C-Basis Salary	02/28/17	C	27	08	09999999	01276701			3,002.58			
C-Basis Salary	02/28/17	C	27	08	10000000	01276701			2,098.67			
Late Starter Spread	02/28/17	C	27	08	09999999	01276701			192.48			
Late Starter Spread	02/28/17	C	27	08	10000000	01276701			134.67		District Paid Benefits	
Holiday Pay	02/28/17	C	27	08	09999999	01276701	3.00				Anthem EPO-Active ER	1,181.47
Holiday Pay	02/28/17	C	27	08	10000000	01276701	3.00				DeltaCare PHE (I) ER	27.24
Full pay Illness	02/28/17	C	27	08	09999999	01276701	9.00				VSP(K) ER	7.62
Full pay Illness	02/28/17	C	27	08	10000000	01276701	9.00				Employee Basic Life	1.18
											District Paid STRS	682.91

At the bottom right of the paystub, there is a red button labeled "Open as PDF" with an upload icon.

The screen is divided into two sections. Left side of the screen displays a list of pay dates. Right side of the screen displays the paystub. Latest pay date is displayed on top. To view additional paystubs you can scroll down the list and click more. To view a paystub, click pay date.

To view the entire paystub, click on Open as PDF button. It displays the paystub in new window.



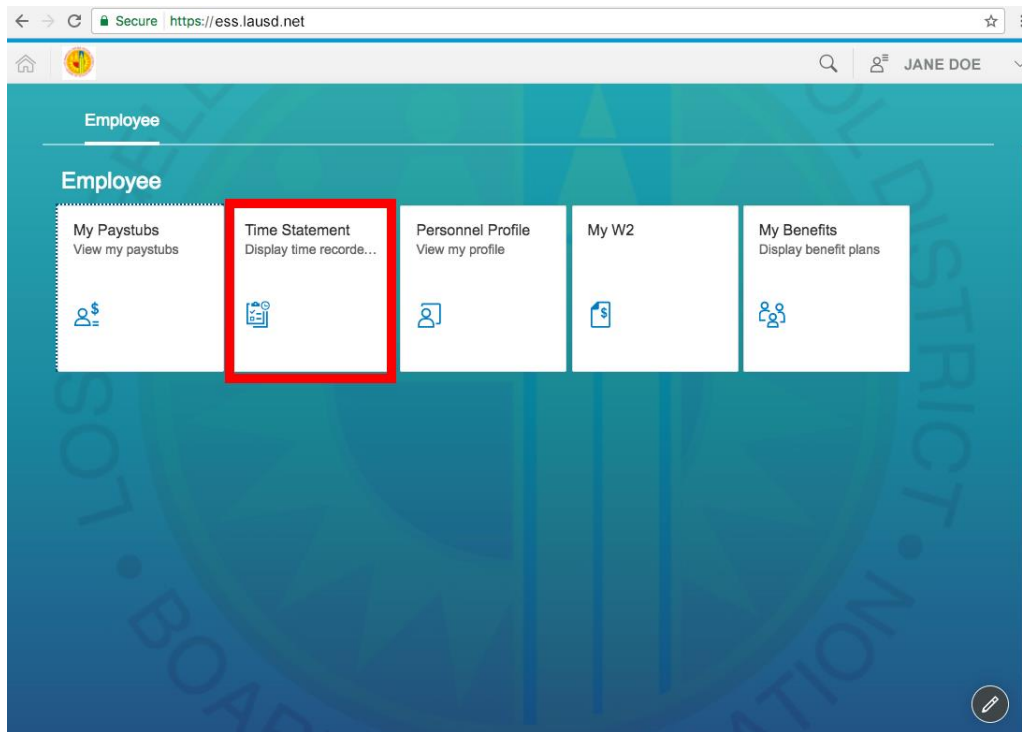
The screenshot shows the ESS web application interface. The browser address bar displays <https://ess.lausd.net>. The user is logged in as JANE DOE. The left sidebar shows a search for paystubs by date (1/5/17) and a list of paystubs for the period 12/01/2016 - 12/31/2016. The main content area displays the selected paystub for the period December 1, 2016 - December 31, 2016, with a pay date of January 5, 2017. The paystub includes an 'Employee Statement of Earnings' table and a 'Tax Exemptions' table.

Employee Statement of Earnings - Payroll Help: (213)241-2570 or payrollsupport@lausd.net										Tax Exemptions	
Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area	FED / M / Exemptions = 03	CA / M / Exemptions = 03				
DOE, JANE	9999999	12/01/16 To:12/31/16	01/05/17	Cert	UT						
Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave HRS	
<b>CURRENT PAY</b>											
Regular Time Pay	12/31/16	C	27	00	09999999	01276701		36.00			
Regular Time Pay	12/31/16	C	27	00	10000000	01276701		36.00			
C-Basis Salary	12/31/16	C	27	00	09999999	01276701			3,002.58		
C-Basis Salary	12/31/16	C	27	00	10000000	01276701			2,098.67		
Late Starter Spread	12/31/16	C	27	00	09999999	01276701			192.68		
Late Starter Spread	12/31/16	C	27	00	10000000	01276701			134.67		
Special Assignment (	12/31/16	C	27	00	09999999	01276701	\$9,351.00	1.00	\$9.35		
Holiday Pay	12/31/16	C	27	00	09999999	01276701		30.00			
Holiday Pay	12/31/16	C	27	00	10000000	01276701		30.00			
										<b>District Paid Benefits</b>	
										Full Pay Illness 61.20	
										Half Pay Illness 538.80	
										<b>Bluecross RMO (A) ER 996.52</b>	
										VSP(R) ER 7.62	

You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.

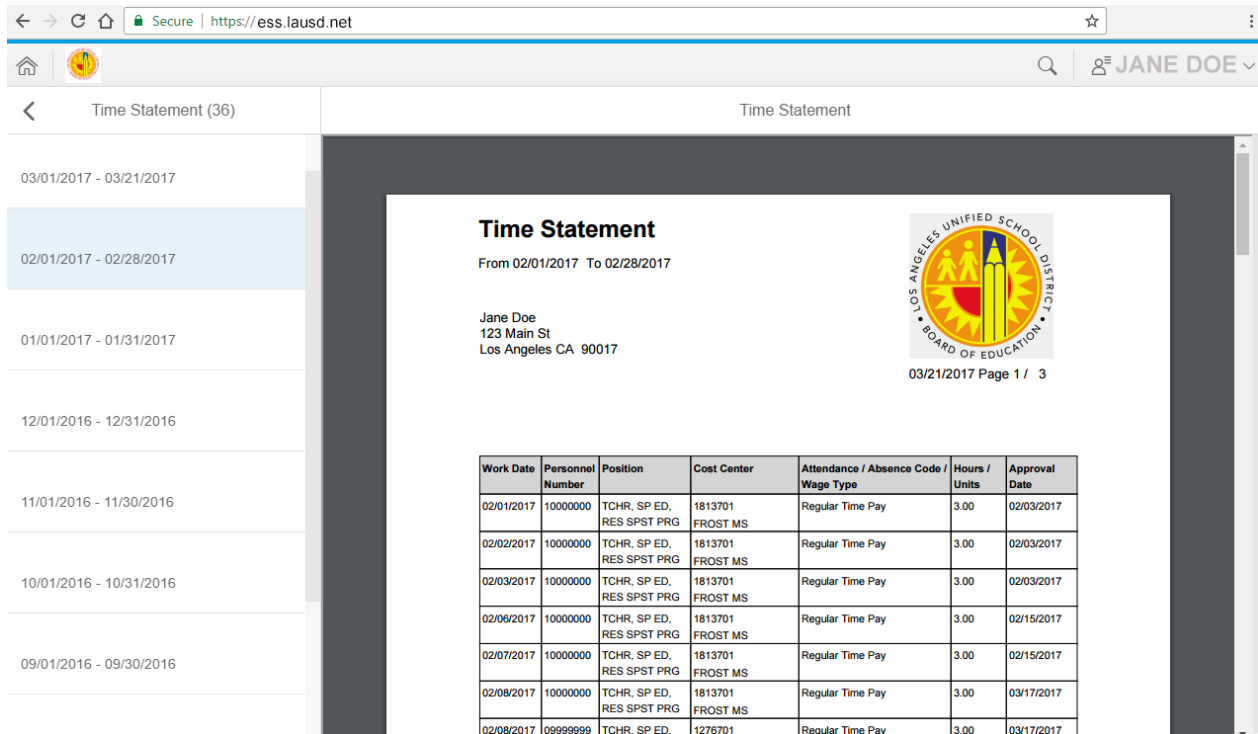
Click to go back to Launchpad.

## 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 page displays a "Time Statement" for the period 02/01/2017 to 02/28/2017. The left sidebar shows a list of months for selection. The main content area displays the employee's name, address, and a table of work dates, personnel numbers, positions, cost centers, attendance/absence codes, hours, and approval dates.

**Time Statement**  
From 02/01/2017 To 02/28/2017


Jane Doe  
123 Main St  
Los Angeles CA 90017

03/21/2017 Page 1 / 3

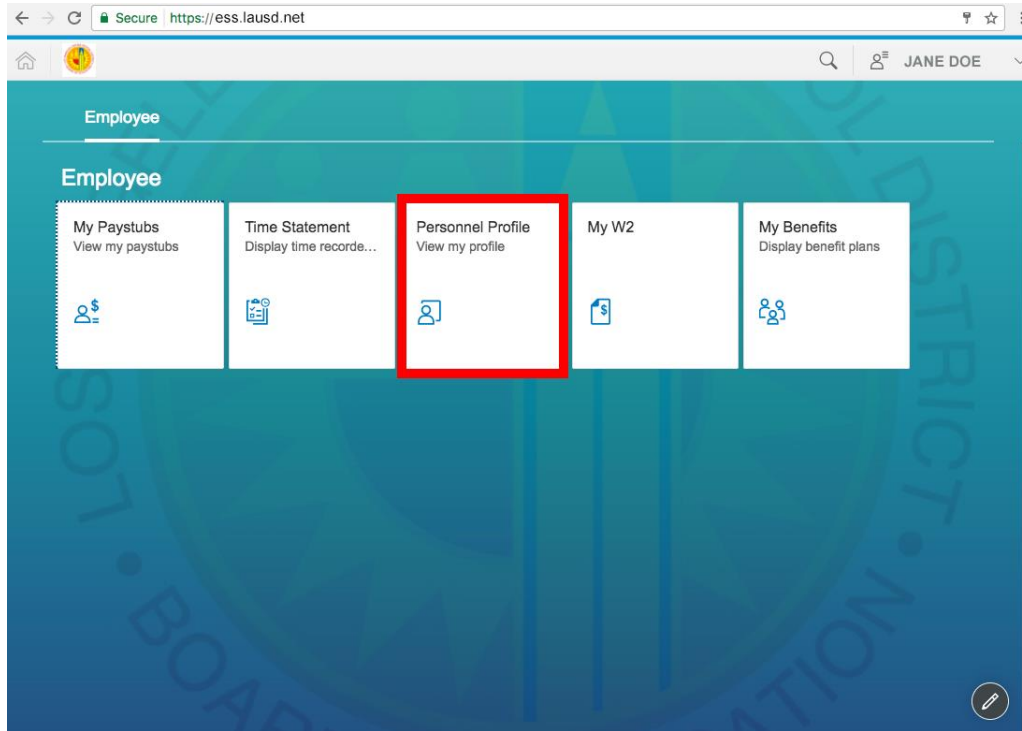
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017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

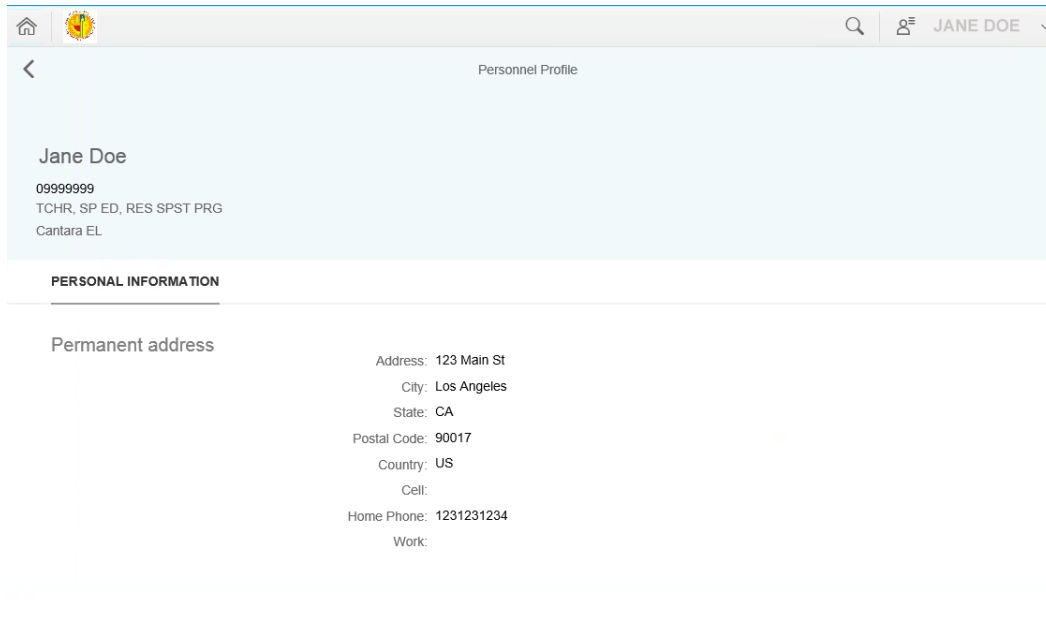
You can save or print time statement.

Click  to go back to Launchpad.

## Personnel Profile



To view your personnel profile, click Personnel Profile tile.



Personnel Profile


Jane Doe  
09999999  
TCHR, SP ED, RES SPST PRG  
Cantara EL

**PERSONAL INFORMATION**

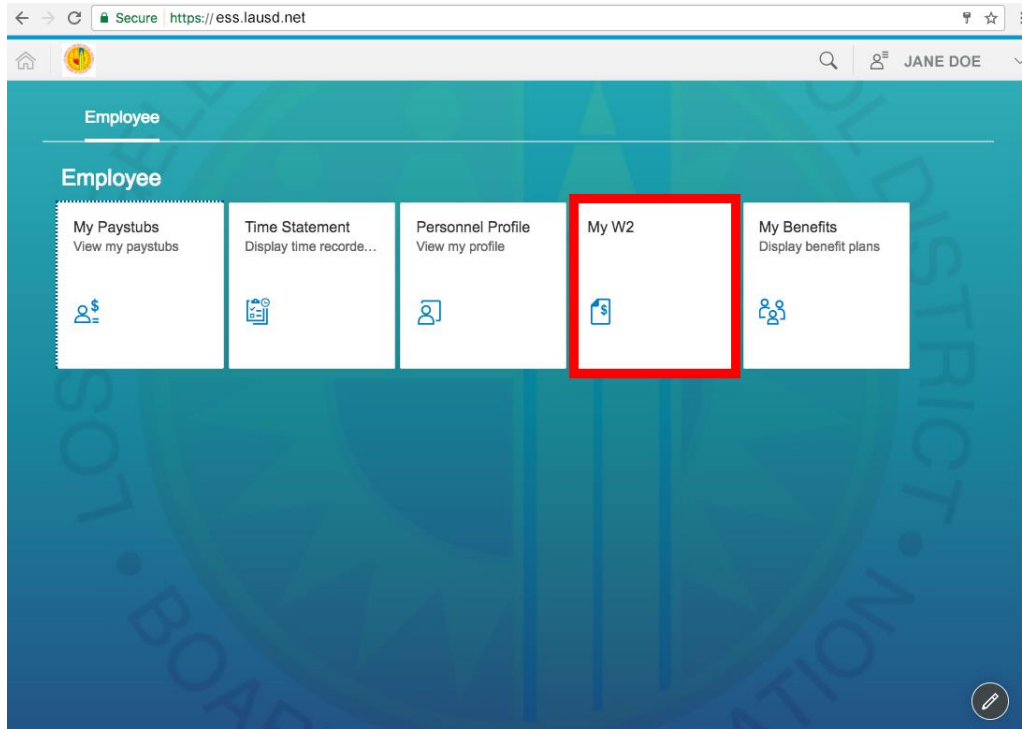
Permanent address

Address: 123 Main St  
City: Los Angeles  
State: CA  
Postal Code: 90017  
Country: US  
Cell:  
Home Phone: 1231231234  
Work:

Personnel profile displays your permanent address and emergency contact information.

Click  to go back to Launchpad.

### My W2



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

## Accessing new Employee Self Service using a Personal Computer or Laptop



Updated: 6/15/2017

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, with 2016 selected. The main area displays a W-2 form for the year 2016. The form is titled "Form W-2 Wage and Tax Statement 2016" and includes the following information:

<b>Form W-2 Wage and Tax Statement 2016</b> c 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 e Employer's name, address and ZIP code 9999 99999999 JANE DOE 123 MAIN ST. LOS ANGELES, CA 90000		7 Social security tips 8 Allocated tips 9 10 Dependent care benefits 13 Social Security wages 14 Other	1 Wages, tips, other compensation 9,999 3 Social security wages 8,049 11 Nonqualified plans 12a See instructions for box 12 12b 12c 12d	2 Federal income tax withheld 1,045.19 4 Social security tax withheld 116.72 15 State income tax 6,049.94 16 State wages, tips, etc. 547.72 17 Local income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name
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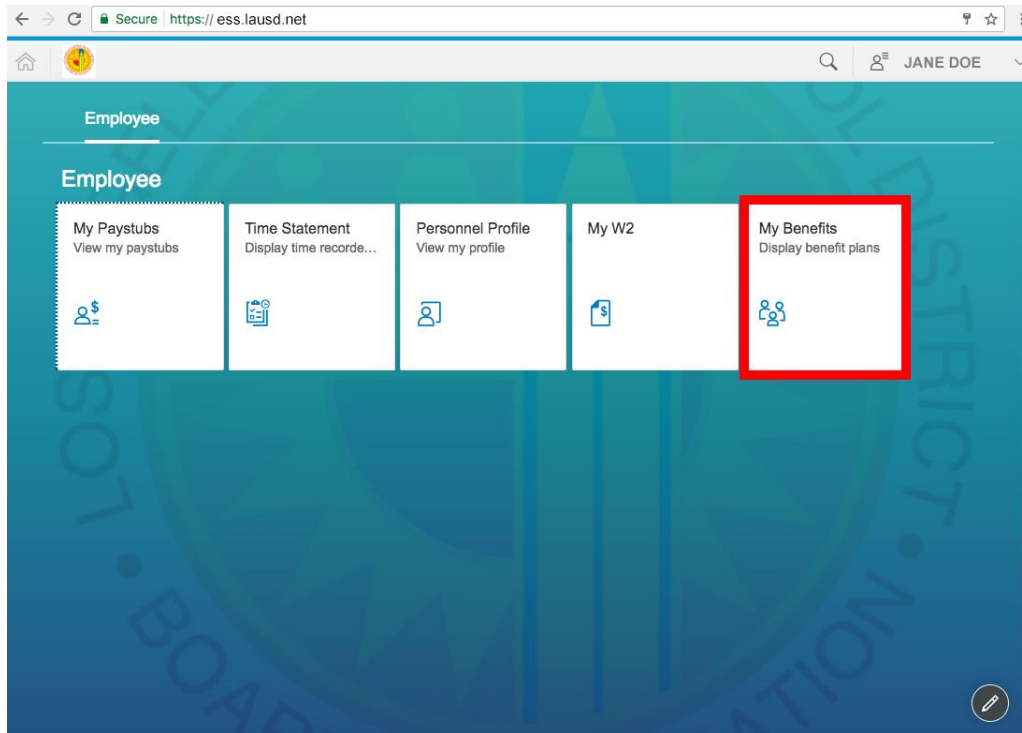
Copy B To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service. Dept. of the Treasury - IRS

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.

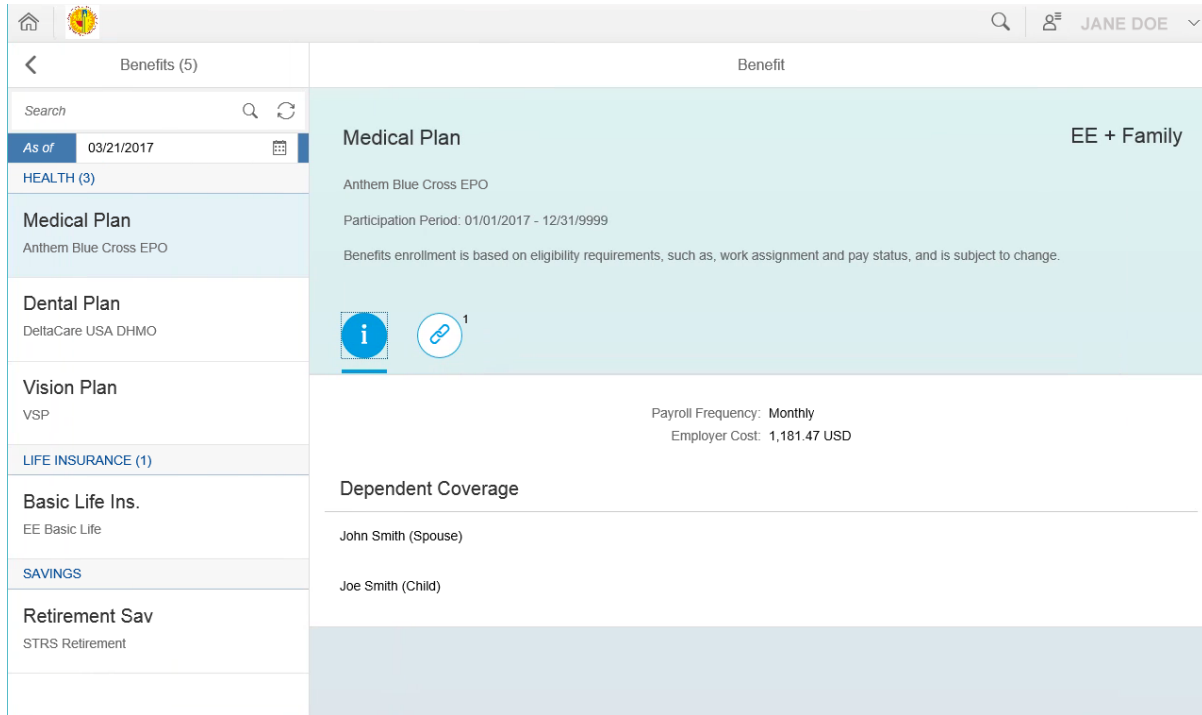
You can save or print W2.

Click to go back to Launchpad.

## My Benefits



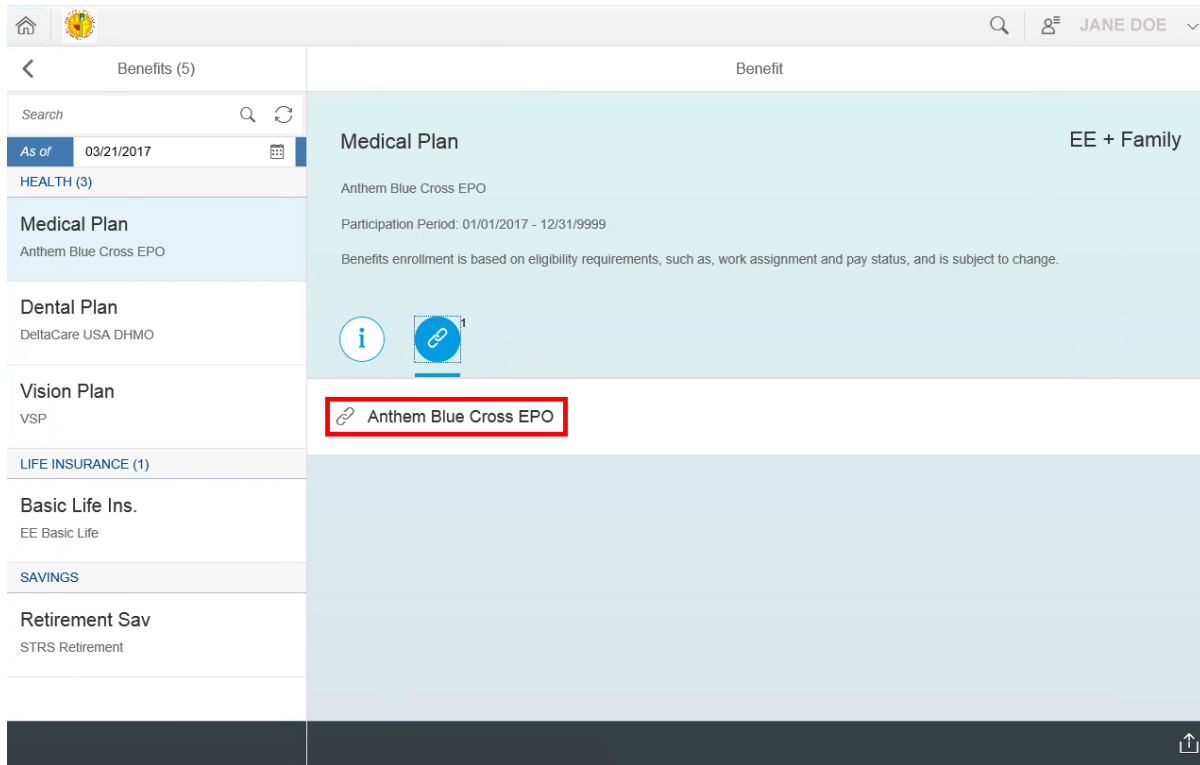
To view benefit plans you are enrolled in, click My Benefits tile.




The screenshot displays the Employee Self Service portal for JANE DOE. The interface is divided into two main sections. On the left, a sidebar titled "Benefits (5)" lists various plans: Medical Plan (Anthem Blue Cross EPO), Dental Plan (DeltaCare USA DHMO), Vision Plan (VSP), LIFE INSURANCE (1) (Basic Life Ins. - EE Basic Life), SAVINGS (Retirement Sav - STRS Retirement), and Retirement Sav (STRS Retirement). The "Medical Plan" is selected. The right section, titled "Benefit", shows details for the "Medical Plan" (Anthem Blue Cross EPO) for "EE + Family". It includes the participation period (01/01/2017 - 12/31/9999) and a note that benefits enrollment is based on eligibility requirements. Below this, it shows the payroll frequency (Monthly) and employer cost (1,181.47 USD). A "Dependent Coverage" section lists John Smith (Spouse) and Joe Smith (Child). Information and link icons are visible below the plan details.

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.

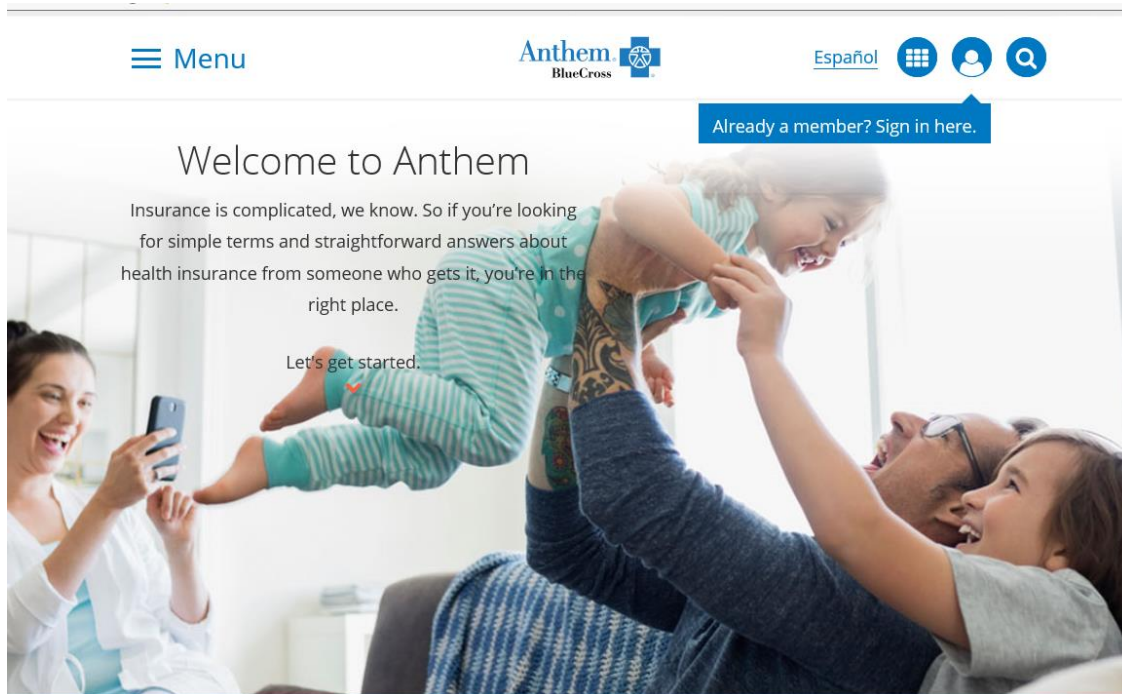
The cost for your coverage is shown. You can also view dependents enrolled in your plan.



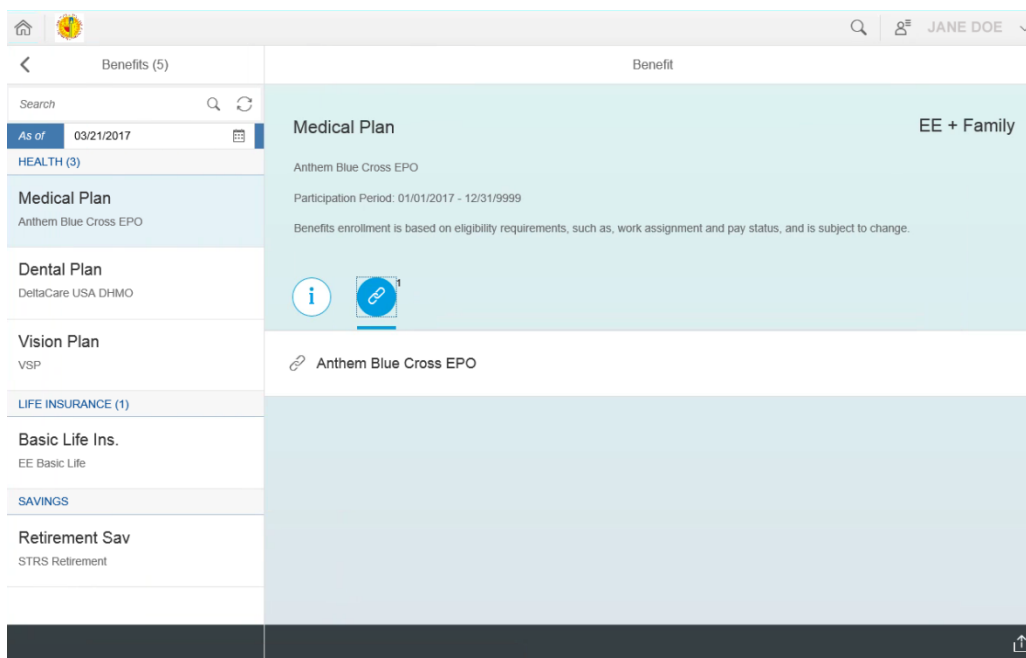
The screenshot shows the 'Benefits (5)' section of the Employee Self Service portal. The left sidebar lists various benefits categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS. Under HEALTH (3), the 'Medical Plan' is selected, showing 'Anthem Blue Cross EPO'. Below it are 'Dental Plan' (DeltaCare USA DHMO) and 'Vision Plan' (VSP). Under LIFE INSURANCE (1), '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 'Anthem Blue Cross EPO' under the 'EE + Family' plan. It includes the participation period '01/01/2017 - 12/31/9999' and a note that enrollment is based on eligibility requirements. Two icons are visible: an information icon (i) and a link icon (chain link). The link icon is highlighted with a red box, and the text 'Anthem Blue Cross EPO' is also highlighted with a red box.


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



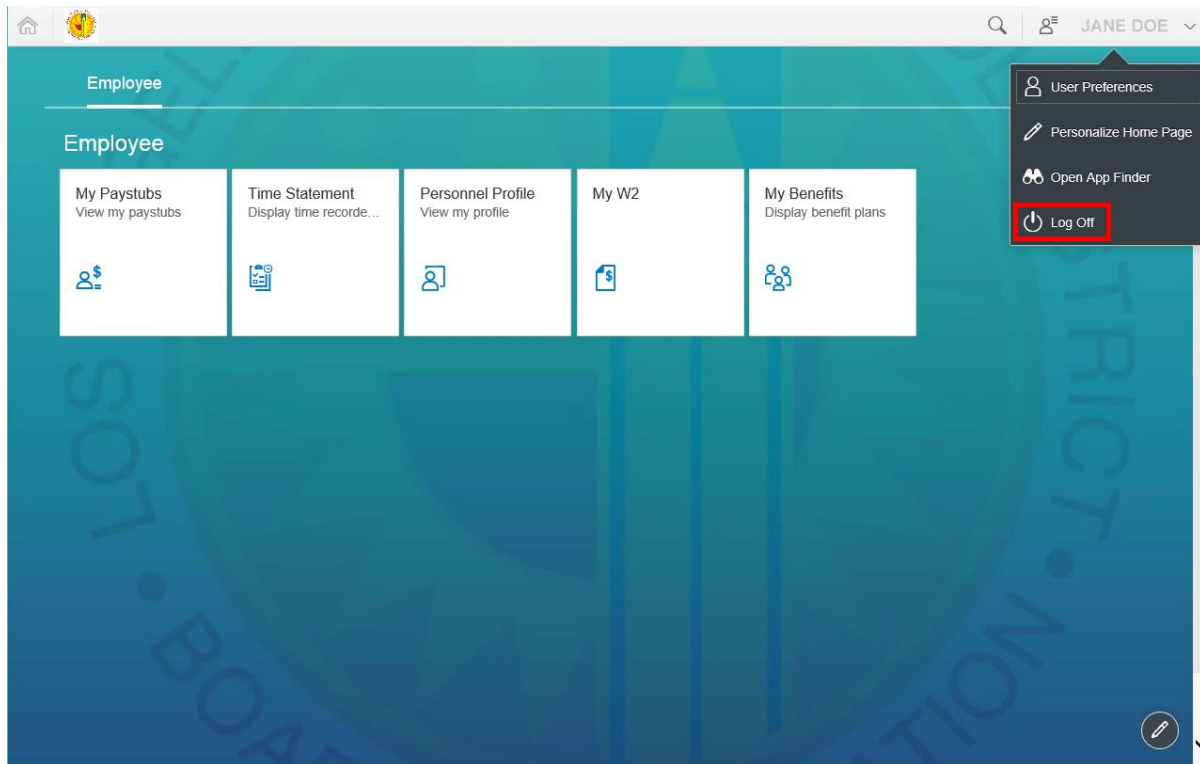



Go back to the previous screen by closing this window.




Click  to go back to Launchpad.

## Conclusion



Log-out from the application by clicking  and click Log-Off.

### 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 change my address and emergency contact information in new ESS portal?
  - At this moment no, you can go to <https://selfservice.lausd.net> to update your information.
5. Can I view/obtain W2's older than 5 years?
  - No, please contact the Employee Service Center at (213) 241-6670.
6. 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.
7. 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>.
8. 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](mailto:benefits@lausd.net). You may also visit their website at <http://benefits.lausd.net> for more information.
9. What if I have questions related to paystub?
  - You can contact payroll support services at (213) 241-2570 or email [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)
10. What if I only see  ?
  - It indicates that the browser you are using is not supported. Please use one of the recommended browsers.