



Believe ♦ Behave ♦ Become

Calendar Dates

Winter Break	12/18-1/5
Second Semester Begins	1/8
After the Bell	1/11
Martin Luther King Jr's Birthday	1/15
SAA Meeting	1/18
Principals' Meeting	1/22

What's Due

Water Flushing Certification	12/1
On-line Metal Detection Certification	12/1
Uploading of ROI Evidence Extended	1/31

Friday Operation's Brief

Happy Holidays!

On behalf of Local District Central's Staff, we want to wish all school staff a joyous and restful holiday season!

Rest and we will see everyone back on Monday, January 8, 2018.



Special Communication: Winter Shutdown Safety and Security

As you prepare your schools for winter shutdown, it is important to consider the safety and security of the technology on your campuses. The Los Angeles School Police have created a list of safety tips that will assist you in this process (Attachment 1).



Making a U-Turn on Attendance:

Supporting Students in the *Below-Basic* and *Far-Below Basic* Attendance Bands

Many schools' attendance incentive programs tend to focus on rewarding either 100% attendance (advanced attendance band) or those attending school at least 96% (proficient attendance band), leaving those students in the lower attendance bands with little motivation to improve if they've already accumulated 7 or more absences.

Recognizing and incentivizing *improved* attendance helps motivate students who have been absent more days than they've attended. Even though they won't be able to reach proficient status *this* school year, it is important to help them take a different path *now*, so that they reach the proficient or advanced attendance status next school year and maintain it. Below are some examples of strategies schools can implement to recognize and incentivize *improved* attendance and to motivate students with excessive absences to continue to improve.

Examples:

- ♦ Send parent/student a positive letter or phone call for consecutive days of attendance, beginning with attending consecutive days and gradually raising the bar for the student as he/she attends greater number of consecutive days.
- ♦ Recognize students with a full week of attendance and holds weekly raffles for those students.
- ♦ Teachers can assist students feel welcome when they do attend and let them know they are missed.
- ♦ Teachers may send "We miss you, when you're out" postcards, when these students are absent for a few or more consecutive days.



Local District Central Attendance Data: November

YTD % of Students at/ above 96% (goal=>75%)	School	YTD % of Students at/ above 96% (goal=>75%)	School	YTD % of Students at/ above 96% (goal=>75%)	School
89.1%	Lee El Med Hlth Mag	82.0%	Delevan Drive ES	78.8%	Lexington Ave PC
87.4%	DBM	81.8%	28th St ES	78.8%	Elysian Heights ES
87.2%	King MS Mag Flm/Media	81.8%	Politi ES	78.7%	Eagle Rock HS
86.7%	Cahuenga ES	81.6%	Toland Way ES	78.7%	24th St ES
86.4%	Castelar St ES	81.6%	RFK Amsdr Glbl Ldsh	78.3%	Micheltorena St ES
86.2%	Jones ES	81.5%	Nevin Ave ES	78.3%	Estrella ES
86.0%	Esperanza ES	81.4%	RFK New Open Wld	78.2%	Huerta ES
85.9%	Franklin Ave ES	81.2%	Ascot Ave ES	78.2%	Carver MS
85.8%	Macarthur Pk El VAPA	81.2%	Hoover St ES	78.1%	Los Angeles Acad MS
85.6%	Kim Academy	81.0%	Clinton MS	77.9%	20th St ES
85.6%	Orthopaedic Hsp SH Mg	81.0%	Monte Vista St ES	77.6%	Clifford St M/T Mag
84.7%	West Vernon Ave ES	80.7%	San Pedro St ES	77.5%	Nava LA – Art & Cult
84.6%	Hobart Blvd ES	80.7%	Dayton Heights ES	77.4%	RFK Sch Vis Arts/Hum
84.4%	Virgil MS	80.5%	Burbank MS	77.3%	Hooper Ave ES
84.3%	White ES	80.4%	Los Feliz STEMM Mag	77.2%	Atwater Ave ES
84.1%	Adams Ms	80.3%	Allesandro ES	77.0%	Obama Glbl Prep
84.0%	Kim ES	80.2%	Irving MS MME Mag	77.0%	Alexandria Ave ES
83.9%	Liechty MS	80.1%	Berendo MS	76.7%	Norwood St ES
83.8%	Arroyo Seco Mus/S Mag	79.9%	Trinity St ES	76.6%	Weemes ES
83.5%	Ivanhoe ES	79.7%	Aragon Ave ES	76.3%	Lockwood Ave ES
83.3%	RFK Amsdr Glbl Edu	79.6%	Del Olmo ES	76.1%	San Pascual ES Steam
83.0%	Nava LA Sch Bus&Tech	79.6%	Studio School	76.0%	Castro MS
82.9%	RFK UCLA Comm Sch	79.4%	Aurora ES	76.0%	Logan Academy
82.6%	Dahlia Hts ES	79.3%	Marshall SH	75.7%	Rosemont Ave ES
82.5%	Foshay LC	79.0%	Contreras LC Bus Tr	75.4%	Los Angeles ES
82.4%	10th St ES	79.0%	Union Ave ES	75.2%	49th St ES
82.3%	Franklin HS	78.9%	Rockdale VAPA Mag	75.2%	Vermont Ave ES
82.3%	Gratts LA For YS	78.8%	Magnolia Ave ES	75.0%	Lafayette Park PC
82.1%	32nd St USC Pa Mag				

Finders Keepers Clothing Closet

Economic hardship is a reality for many of our LAUSD students. Approximately 80 percent of our students meet the federal definition of living in poverty. For many parents/guardians paying rent and feeding their family comes first to clothing needs. In efforts to address this need, Santee Education Complex Psychiatric Social Workers (PSWs) Nicole Marroquin and Olga Jurado coordinate a bi-annual clothing give away event called "Santee's Finders Keepers" clothing giveaway.



Santee's Finders Keepers Clothing Giveaway happens at the end of every semester. Students look forward to shop till they drop for FREE!

Clothing and item donations come from teachers, staff, LA Partnership as well as school based community programs. Teachers donate all year long. PSWs coordinated the donations through emails and flyers. A multi-disciplinary team of Santee staff that includes academic counselors, the Pupil Service and Attendance Counselor, and Teacher Assistants sort out the donations and display them conveniently and attractively for students in one of the classrooms.



Approximately 400 students participated in this year's December 2017 event. The enthusiasm was exhilarating as students were lining up outside in the hallway eager to shop and come back for more. PSWs Marroquin and Jurado are already planning the Spring2018 event!

Restorative Justice: Class circles build sense of community Part 2

The root idea of Community Circles is the notion that almost any societal problem can be solved by better communication. Teachers who use this idea proactively and not just during times of behavioral crisis can help create a safe space for students and often reduce bullying. The more students talk to one another, the more they find commonalities and the more they see one another as people, rather than objects or victims.

These dialogue circles can become an important tool in classroom management. The practice can also help students improve their social-emotional learning by learning to express their feelings and developing a sense of empathy toward others. It also helps students who are facing trauma in their lives, an event that is all too common in some schools.

In the realm of discipline, such restorative justice practices can lower the number of suspensions and help keep students in the classroom. This, in turn, can impact the school-to-prison pipeline.



Schools Telephone Auto-Attendant

In an effort to provide personalized customer service, all secondary schools can call the ITD hot line at 213-241-5200 to open a ticket to have the school's telephone auto attendant removed.



More Than a Meal Household
Income forms are due year
round. Should you need any
blank forms, please contact
Beatriz Campos at 213-241-
0167.

The Social Express: An Educational Curriculum

The Social Express is an engaging, educational curriculum for children and young adults with social learning challenges. The curriculum is designed to teach students how to think about and manage social situations, helping them to develop meaningful social relationships, and succeed in life. Social Express accounts are available for all staff members in the LAUSD to use in assisting students gain the skills they need to be successful. The program is best for elementary, but may be relevant for some middle and high school students.

Currently, accounts are set up for all alternate curriculum teachers to use, and more licenses are available for core and general education teacher use. Licenses may also be appropriate for service providers to use with students. Access to the curriculum can be through desktop computers, laptops, tablets, or the iPad app.

Please see attached flyer for more information about the program (Attachment 2).

If you are interested, you can request access through the following link: <http://tinyurl.com/socialexpress>. For more information, contact James Koontz at jck6411@lausd.net.

Rampart PAL Martial Arts

The Rampart Police Activities League is offering Martial Arts Classes to kids ages 5 to 18. Please see attached flyer for more information (Attachment 3).

Tax Season is right around the corner!

Distribution of W-2's will occur at the end of January. Please notify your employees to make any necessary address changes in the Employee Self Service (ESS) as soon as possible. Attached is a job aid detailing how to access the ESS (Attachment 4).





Safety First!

Keep your devices safe over the winter break

With the storage of extra technology on your campus, the concern for security of the devices, and of your school arises. Here are a few tips to remember when securing your devices for Winter Break:

- ✓ Make sure that storage carts are locked and secure and that the wheel lock is in place.
- ✓ Double check to assure that the classroom or designated storage room is securely locked (door is latched, lock is intact). Secure any windows and inspect security grates to ensure that they are properly affixed to the window.
- ✓ If using classrooms for storage, store carts out of sight (i.e.; push cart up against a wall that does not have windows, or cover windows)
- ✓ If there are alarmed areas on your campus, use these areas for storage
- ✓ Double check that alarms are turned on before the closing of school each day and prior to going on long school breaks.
- ✓ Speak with your staff about properly securing their class room devices inside of the storage carts, and properly securing the carts (i.e.; checking that lock is secure and affixing wheel lock)
- ✓ Itemize the Serial Numbers of each device contained in each storage cart and place a copy of the inventory inside the cart
- ✓ When possible utilize your designated "Safe Room" to secure devices.
- ✓ If you decide your Safe Room should be relocated, contact LASPD to arrange for a site survey.
- ✓ Please use only your approved Safe Room for storage.

Please share these tips with your staff to ensure that theft is minimized and that the safety of your campus is optimized.



The Fun Way to Learn Social Skills!

Social Skills Learning Made Easy... For Students & Teachers!

The Social Express is a fun, easy-to-use, engaging online program for children with social learning challenges. Each Webisode lesson addresses important social-emotional skills students need to successfully navigate our social world. The Social Express teaches children how to think about and manage social situations to help them develop meaningful social relationships and succeed in life.

Flexible Teaching Options



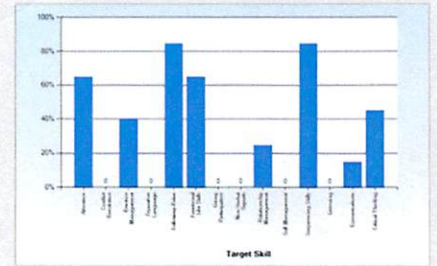
- 1:1
- Small Groups
- Classrooms
- Self-Directed

Interactive Animated Webisodes



- Aligns with IEP Goals
- Tiered Levels
- Multiple Choice Quizzes
- Relatable Characters

Powerful Reporting Tools



- Progress Reports
- Usage Reports
- Group Reports
- Exportable

How Students Benefit

The Social Express provides students with a safe, controlled and familiar learning environment. Students have the opportunity to become more socially competent by learning and practicing successful social interactions. Potential benefits include the ability to:

- Identify feelings in others
- Understand the importance of "eye contact"
- Read non-verbal social cues
- Identify appropriate coping strategies
- Learn how to start conversations
- Learn how to be part of a group



RAMPART POLICE ACTIVITIES LEAGUE

Martial Arts Classes

Instructed by

Professor Frank DeGourville, 9th degree Black Belt

Enroll Now!

Ages 5 to 18

Monday and Wednesday Classes:

6:00pm - 7:00pm - Beginners

7:00pm - 8:00pm - Advanced

@The LAPD Rampart Station
1401 West 6th Street, LA 90017



\$20.00 per month

Sign up and pay for 3 months and get a free uniform.

Helps build self-esteem and promotes exercise!

Applications available at the front desk

RAMPART POLICE ACTIVITIES LEAGUE

Clases De Arte Marciales
Instruidas por
Professor Frank DeGourville, Cinturon Negro 9 grado

Inscribase Hoy!

Edades 5 a 18

Clases Lunes y Miercoles :

6:00pm - 7:00pm - Principiantes

7:00pm - 8:00pm - Avansados

@The LAPD Rampart Station
1401 West 6th Street, LA 90017



\$20.00 por Mes

Inscribase hoy pague por 3 meses y obtiene un uniforme gratis.

Ayuda al autoestima y promueve el ejercicio!

Aplicaciones disponibles en el escritorio de enfrente.

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

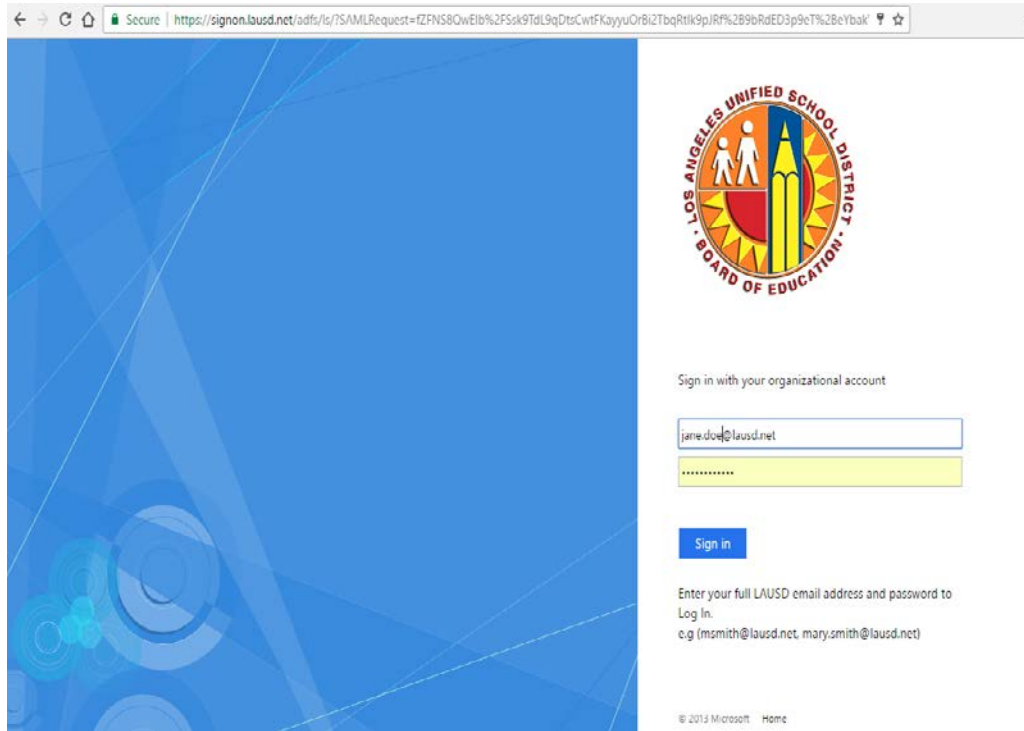
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.
For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

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

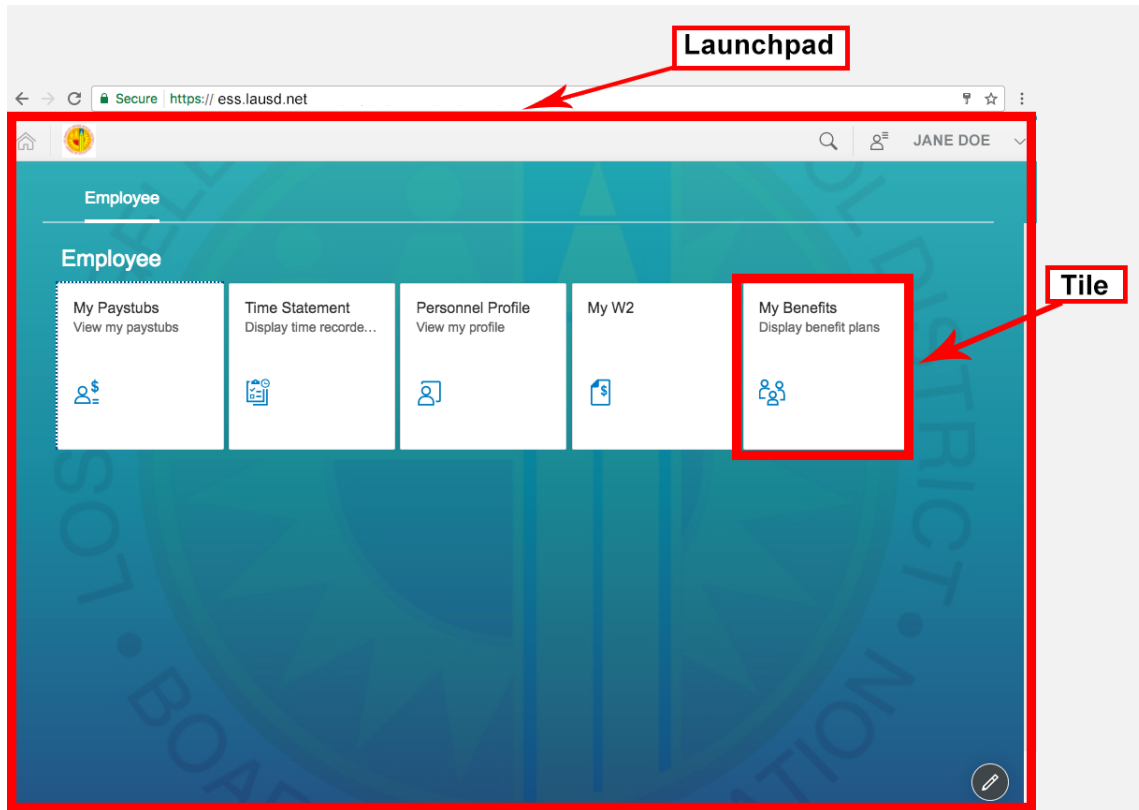
Details

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



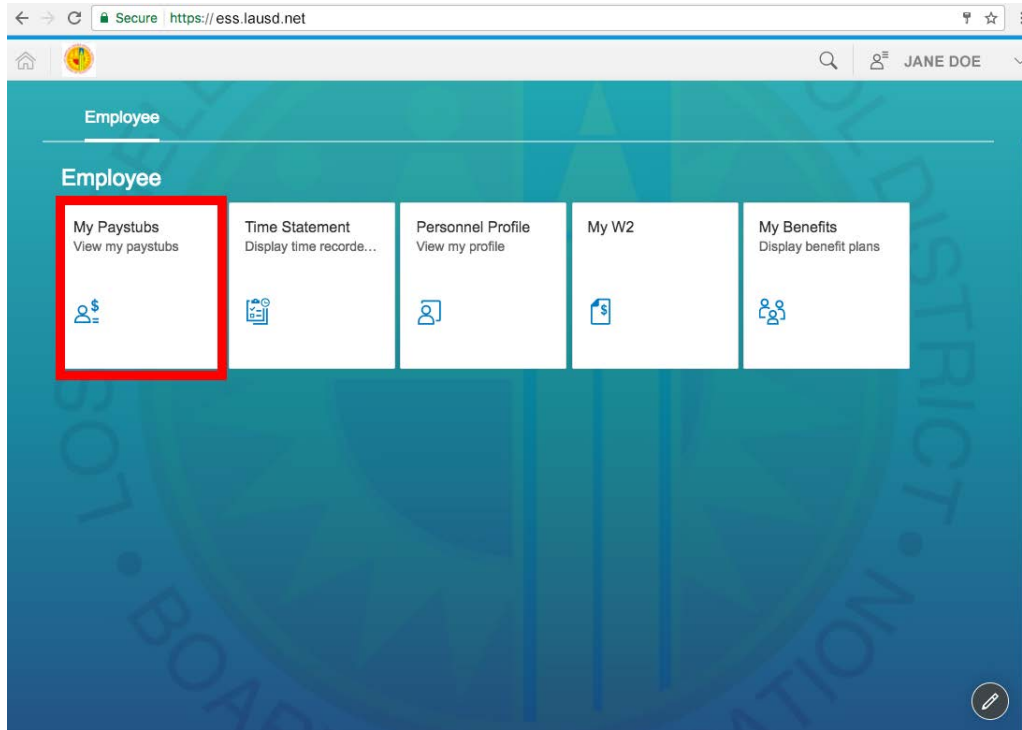
The screenshot shows a web browser window with the URL <https://signon.lausd.net/odfs/ta/7SAMLRequest=tZFNS8QwEib%2FSdk9Tdl9qDtsCwtFKayyuOr8i2TbqRtlk9pJlRf%2B9bRdED3p9cT%2BeYbak>. The page features the LAUSD logo at the top right. Below the logo, the text "Sign in with your organizational account" is displayed. There are two input fields: the first contains the email address "jane.dow@lausd.net" and the second is a password field with masked characters. A blue "Sign in" button is located below the password field. Further down, there is a section titled "Enter your full LAUSD email address and password to Log In." with an example: "e.g (msmith@lausd.net, mary.smith@lausd.net)". At the bottom left, the copyright notice "© 2013 Microsoft" and a "Home" link are visible.

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

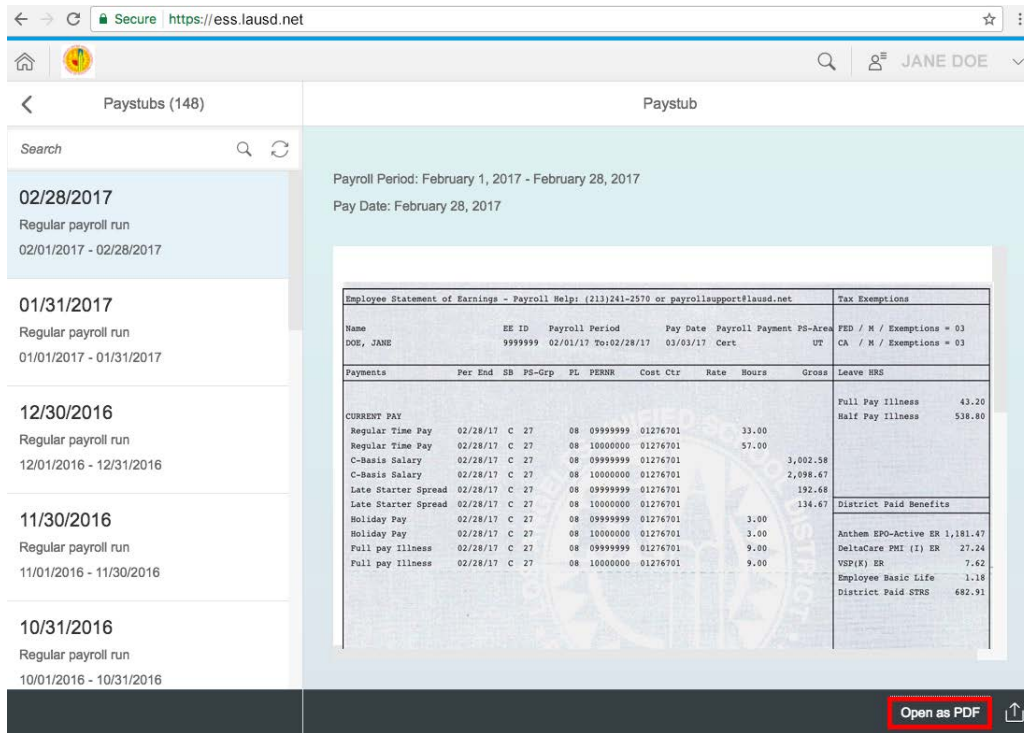


Each tile indicates an application.

My Paystubs



To view your paystubs, click My Paystubs tile.



Paystubs (148)

Search

02/28/2017
Regular payroll run
02/01/2017 - 02/28/2017

01/31/2017
Regular payroll run
01/01/2017 - 01/31/2017

12/30/2016
Regular payroll run
12/01/2016 - 12/31/2016

11/30/2016
Regular payroll run
11/01/2016 - 11/30/2016

10/31/2016
Regular payroll run
10/01/2016 - 10/31/2016

Paystub

Payroll Period: February 1, 2017 - February 28, 2017
Pay Date: February 28, 2017

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	02/01/17 To:02/28/17	03/03/17	Cert	UT							
Payments	Per	End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave ERS	
CURRENT PAY												
Regular Time Pay	02/28/17	C	27	08	09999999	01276701		33.00			Full Pay Illness	43.20
Regular Time Pay	02/28/17	C	27	08	10000000	01276701		57.00			Half Pay Illness	538.80
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				192.68		
Late Starter Spread	02/28/17	C	27	08	10000000	01276701				134.67		
Holiday Pay	02/28/17	C	27	08	09999999	01276701		3.00			District Paid Benefits	
Holiday Pay	02/28/17	C	27	08	10000000	01276701		3.00			Anthem EPO-Active ER	1,181.47
Full pay Illness	02/28/17	C	27	08	09999999	01276701		9.00			DeltaCare PHM (I) ER	27.24
Full pay Illness	02/28/17	C	27	08	10000000	01276701		9.00			VSP(K) ER	7.62
											Employee Basic Life	1.18
											District Paid STRS	682.91

Open as PDF

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 portal interface. On the left, a sidebar contains a search bar with '1/5/17' entered, a 'REFRESH' button, and a list of payroll runs including '01/05/2017 Regular payroll run' and '12/01/2016 - 12/31/2016'. The main content area displays the selected paystub for 'JANE DOE'. It includes the payroll period (December 1, 2016 - December 31, 2016) and the pay date (January 5, 2017). Below this is a detailed 'Employee Statement of Earnings' table.

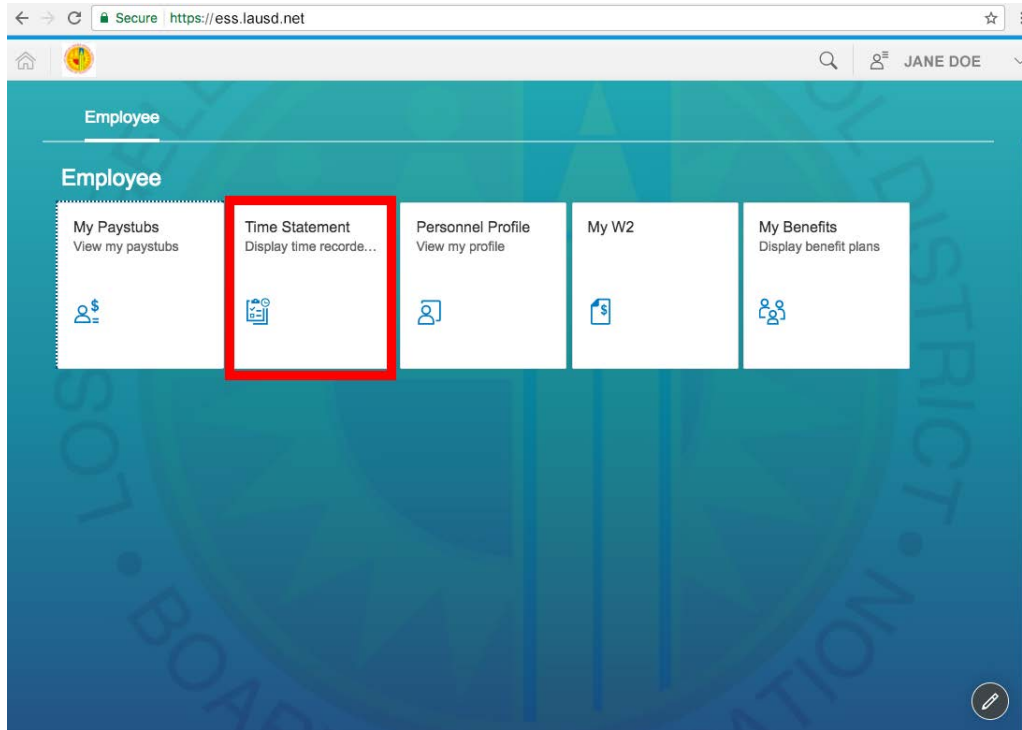
Employee Statement of Earnings - Payroll Help: (213)241-2570 or payrollsupport@lausd.net										Tax Exemptions	
Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area	FED / M / Exemptions	CA / M / Exemptions				
DOE, JANE	9999999	12/01/16 To:12/31/16	01/05/17	Cert	UT	= 03					
Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave HRS	
CURRENT PAY											
Regular Time Pay	12/31/16	C	27	08	09999999	01276701	36.00				
Regular Time Pay	12/31/16	C	27	08	10000000	01276701	36.00				
C-Basis Salary	12/31/16	C	27	08	09999999	01276701			3,002.58		
C-Basis Salary	12/31/16	C	27	08	10000000	01276701			2,090.67		
Late Starter Spread	12/31/16	C	27	08	09999999	01276701			192.68		
Late Starter Spread	12/31/16	C	27	08	10000000	01276701			134.67		
Special Assignment	12/31/16	C	27	08	09999999	01276701	59.35108	1.00	59.35		
Holiday Pay	12/31/16	C	27	08	09999999	01276701	30.00				
Holiday Pay	12/31/16	C	27	08	10000000	01276701	30.00				
										District Paid Benefits	
										Full Pay Illness	61.20
										Half Pay Illness	538.80
										District Paid Benefits	
										Bluecross HMO (A) ER	996.52
										VSP(K) ER	7.62

At the bottom right of the screenshot, there is a button labeled 'Open as PDF' with an icon of a document and a download arrow.

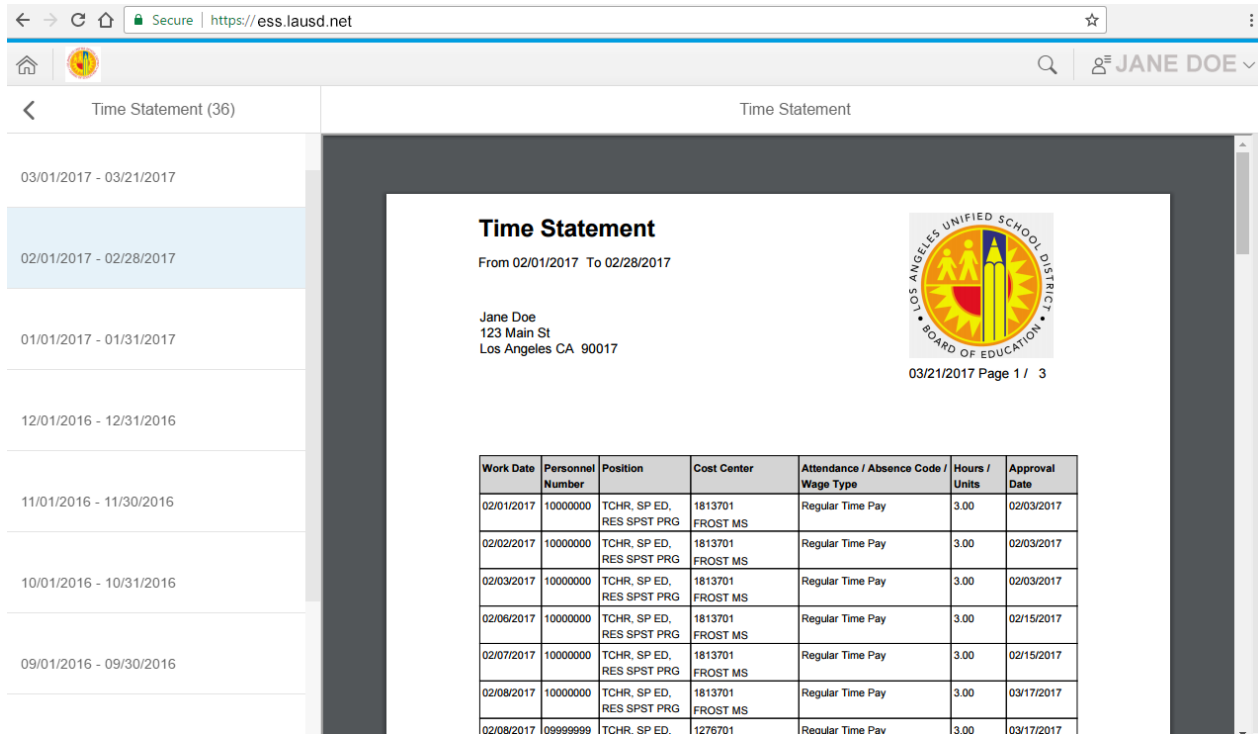
You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.

Click to go back to Launchpad.

Time Statement



To view your time statement, click Time Statement tile.



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

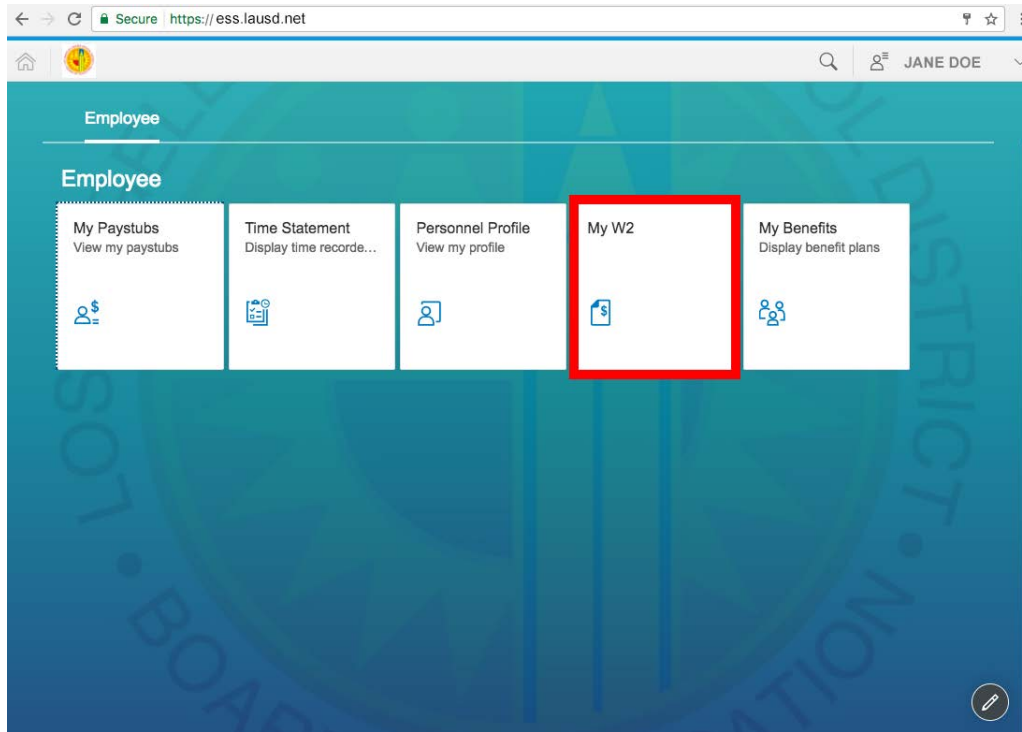
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017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

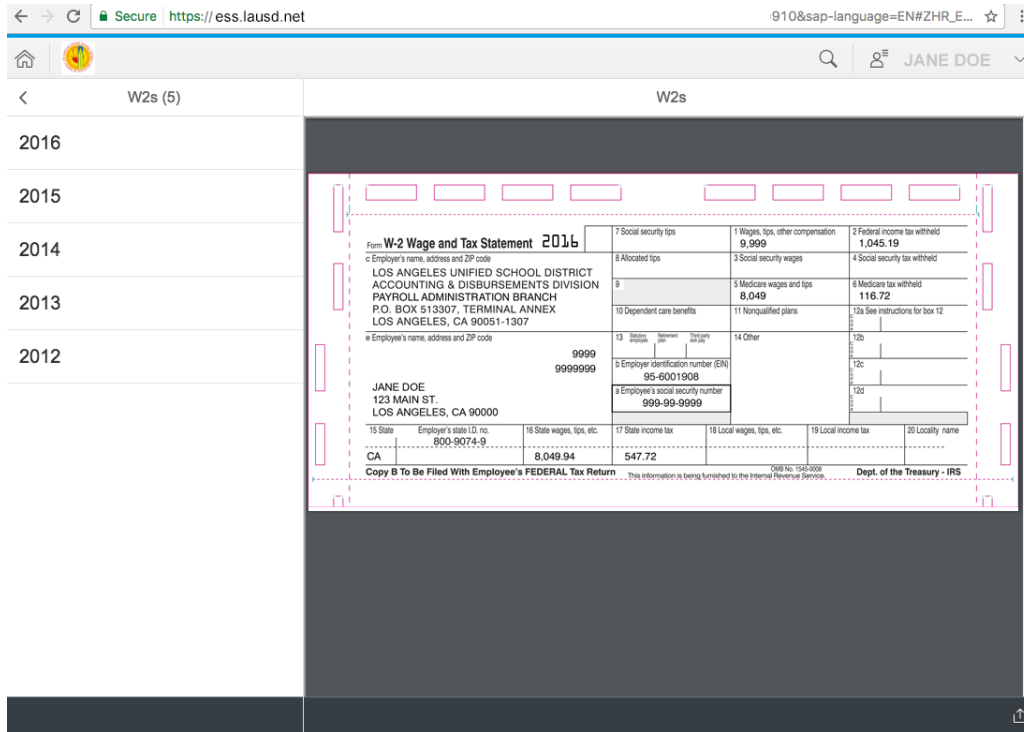
You can save or print time statement.

Click  to go back to Launchpad.

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, 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". It includes the following information:

- 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
- Employee's name, address and ZIP code:** JANE DOE, 123 MAIN ST., LOS ANGELES, CA 90000
- Employer's identification number (EIN):** 95-6001908
- Employee's social security number:** 999-99-9999
- Wages, tips, other compensation:** 9,999
- Federal income tax withheld:** 1,045.19
- State income tax:** 6,049.94
- Local income tax:** 547.72
- State:** CA
- Locality name:** CA

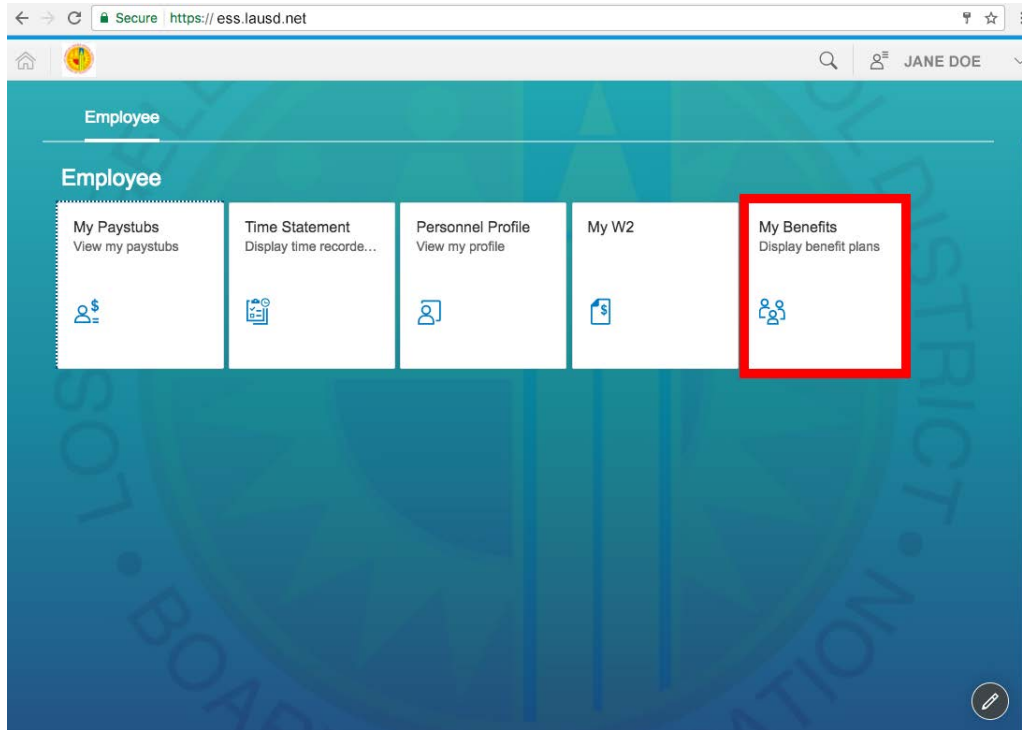
The form also includes various boxes for taxes and benefits, such as Social Security taxes, Medicare taxes, and dependent care benefits. At the bottom, it states "Copy B To Be Filed With Employee's FEDERAL Tax Return" and "This information is being furnished to the Internal Revenue Service." The footer of the form includes "OMB No. 1545-0047" and "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.

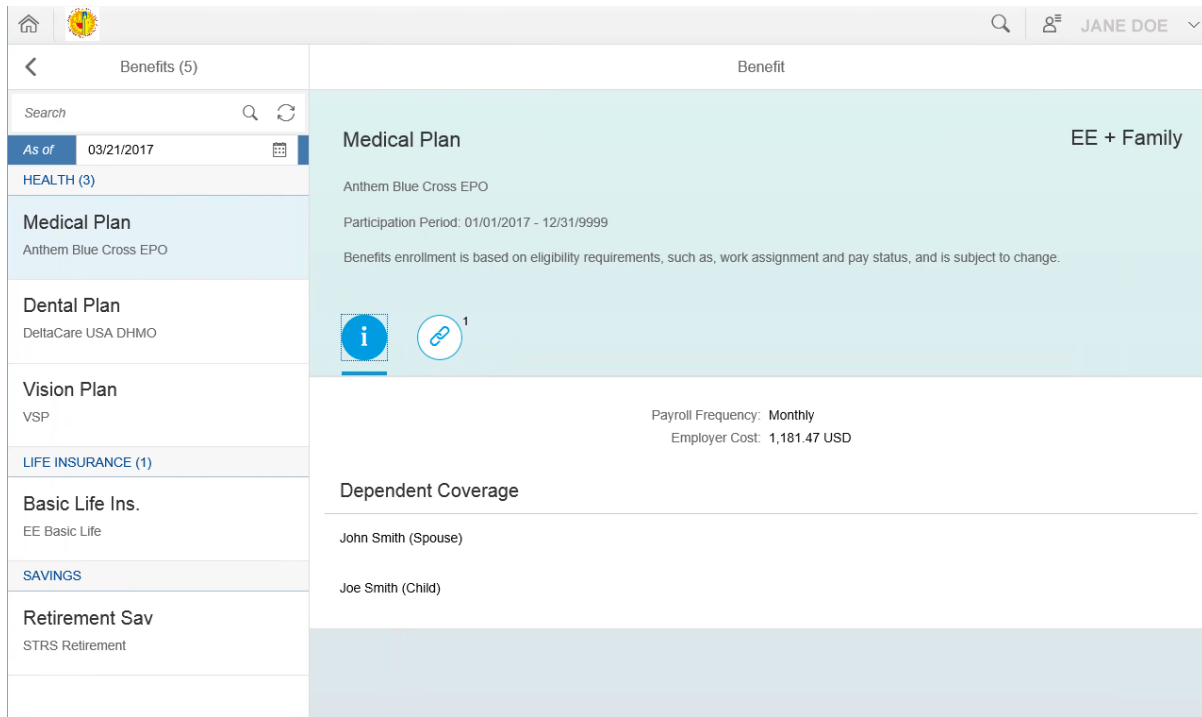
You can save or print W2.

Click  to go back to Launchpad.

My Benefits



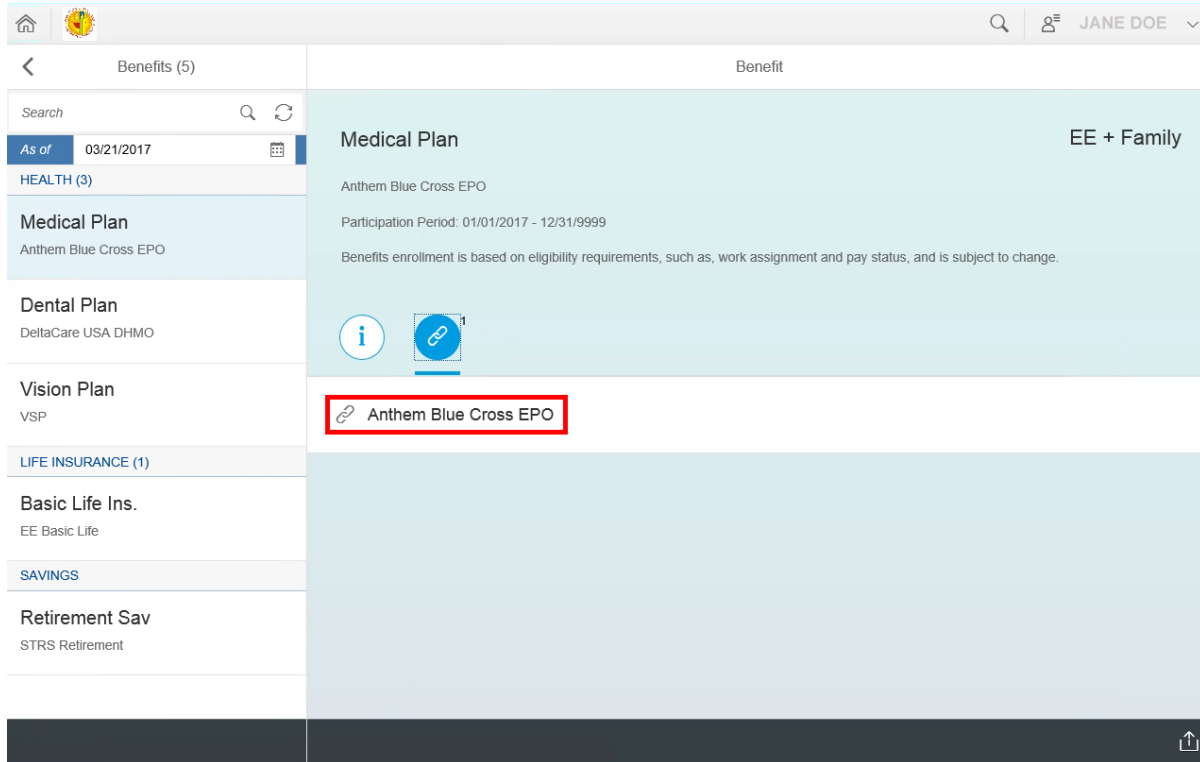
To view benefit plans you are enrolled in, click My Benefits tile.




The screenshot shows the Employee Self Service portal for JANE DOE. The left sidebar lists various benefits categories: Benefits (5), HEALTH (3), LIFE INSURANCE (1), and SAVINGS. The main content area displays the details for the Medical Plan (Anthem Blue Cross EPO) for EE + Family. The plan details include the participation period (01/01/2017 - 12/31/9999) and a note that benefits enrollment is based on eligibility requirements. The payroll frequency is Monthly, and the employer cost is 1,181.47 USD. The dependent coverage section lists John Smith (Spouse) and Joe Smith (Child).

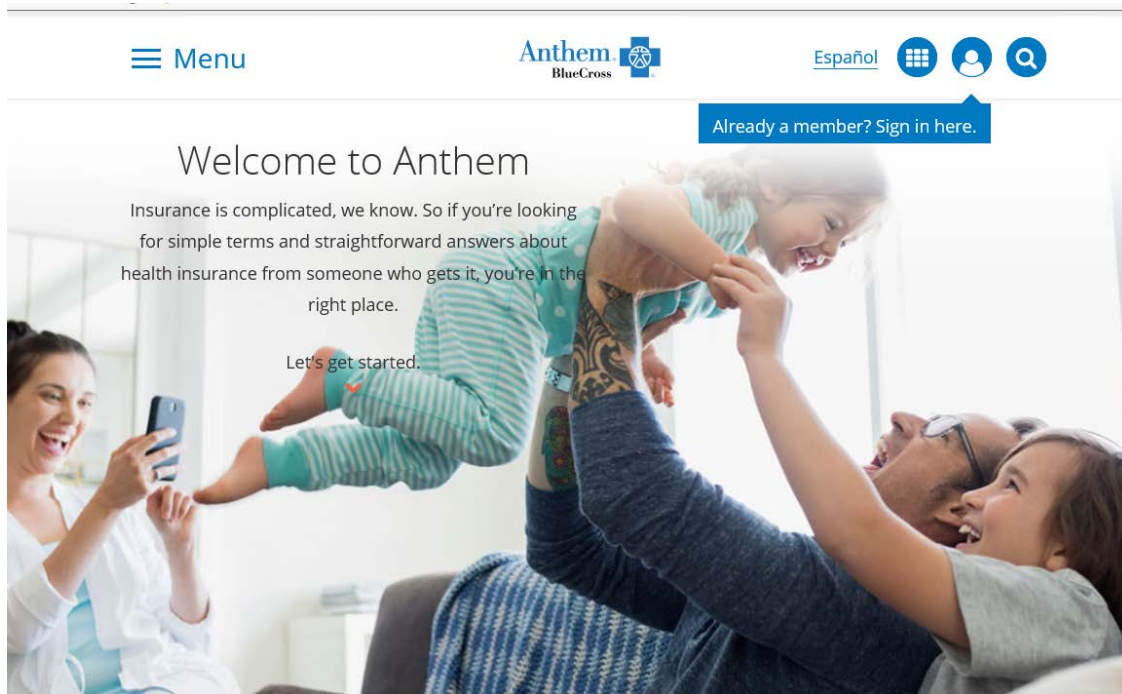
The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled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

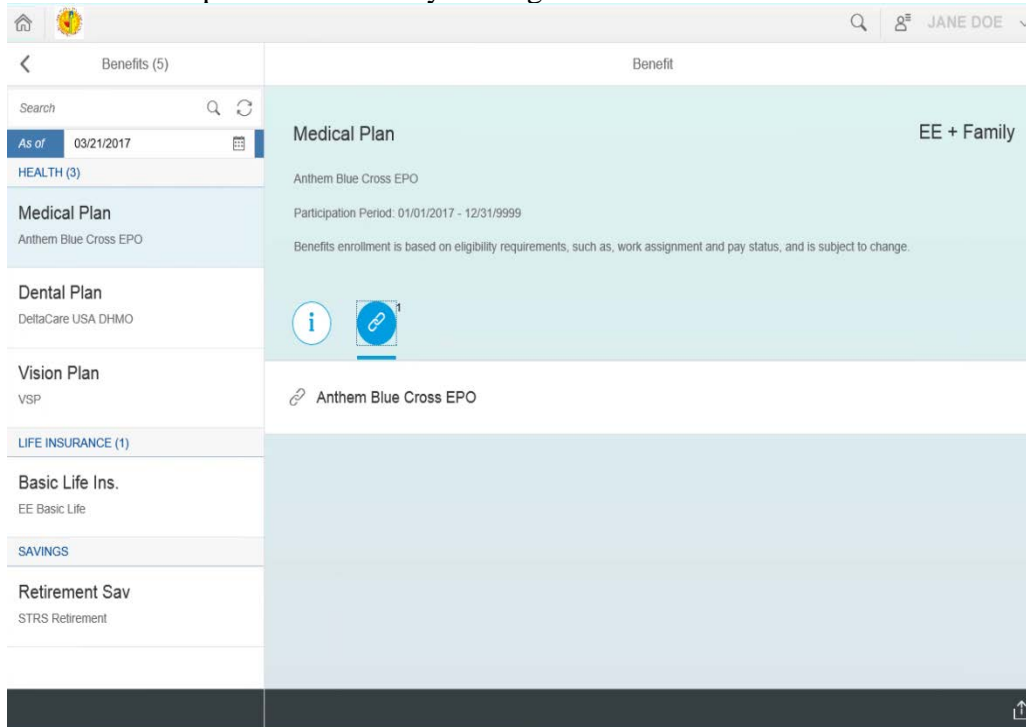



The screenshot shows the 'Benefits (5)' section of the Employee Self Service portal. The left sidebar lists various benefits categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS. Under HEALTH, the 'Medical Plan' is selected, showing 'Anthem Blue Cross EPO'. The main content area displays the 'Medical Plan' details 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 benefits enrollment is based on eligibility requirements. Below the plan details, there are two icons: 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 displayed next to it.

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

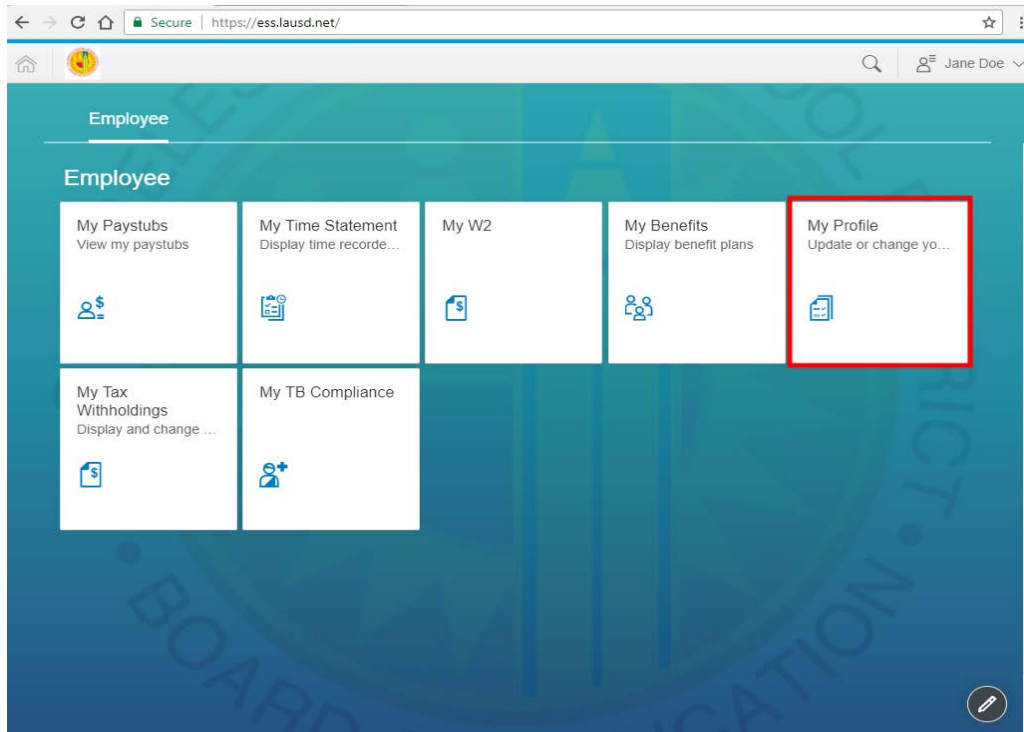


Go back to the previous screen by closing this window.

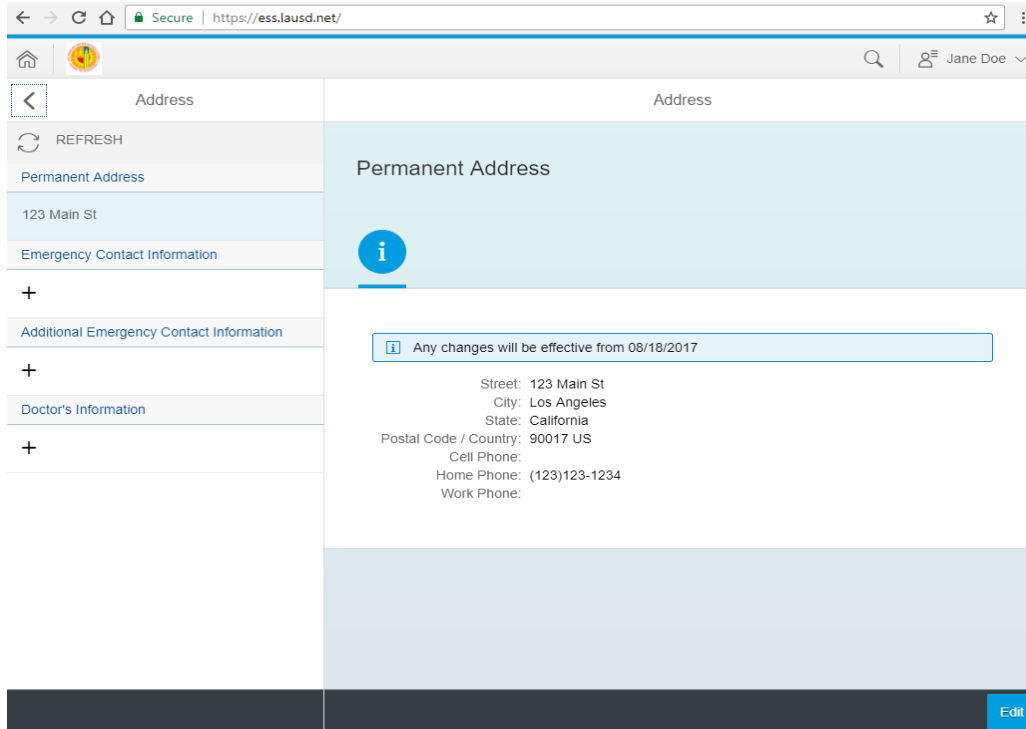


Click  to go back to Launchpad.

My Profile



To view your profile, click My Profile tile.

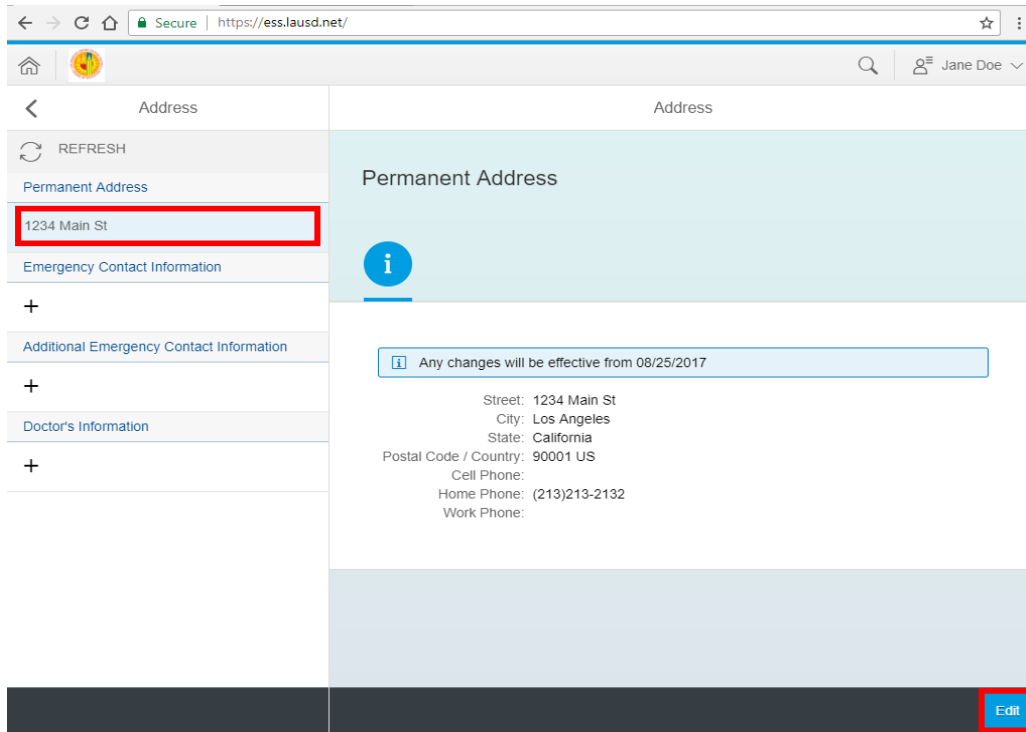


The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page is titled "Address" and features a sidebar on the left with navigation links: "Permanent Address", "Emergency Contact Information", "Additional Emergency Contact Information", and "Doctor's Information". The main content area displays the "Permanent Address" section, which includes a blue information icon, a warning box stating "Any changes will be effective from 08/18/2017", and the following details:

- 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 main content area.

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

Permanent Address

1234 Main St

Emergency Contact Information

Additional Emergency Contact Information

Doctor's Information

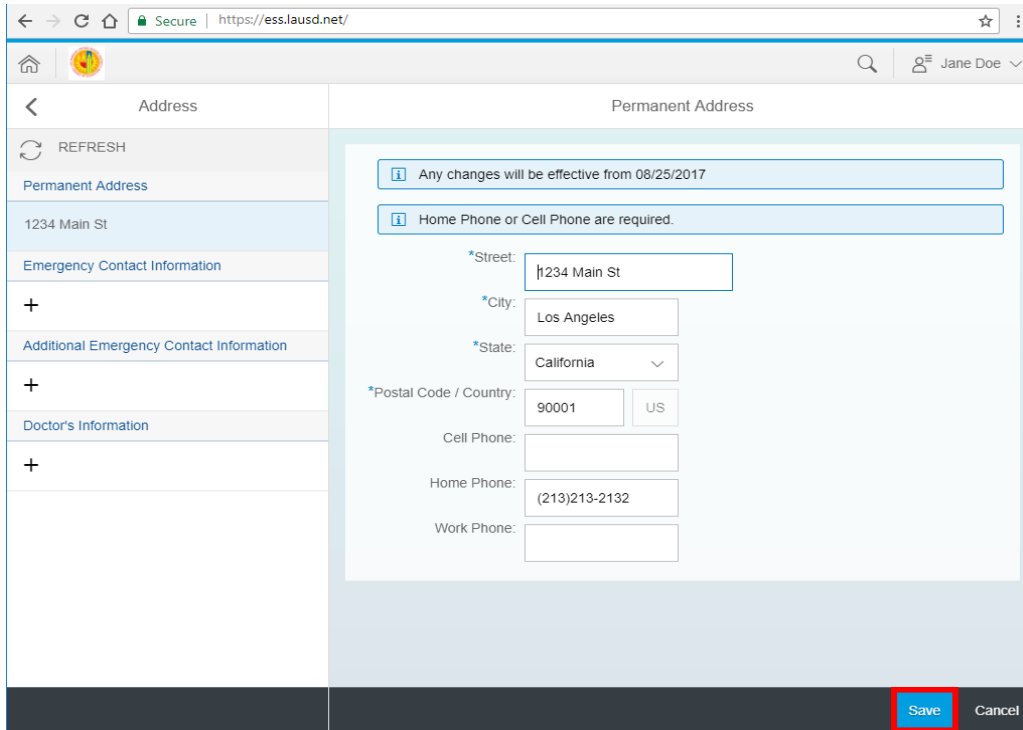
Any changes will be effective from 08/25/2017

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.

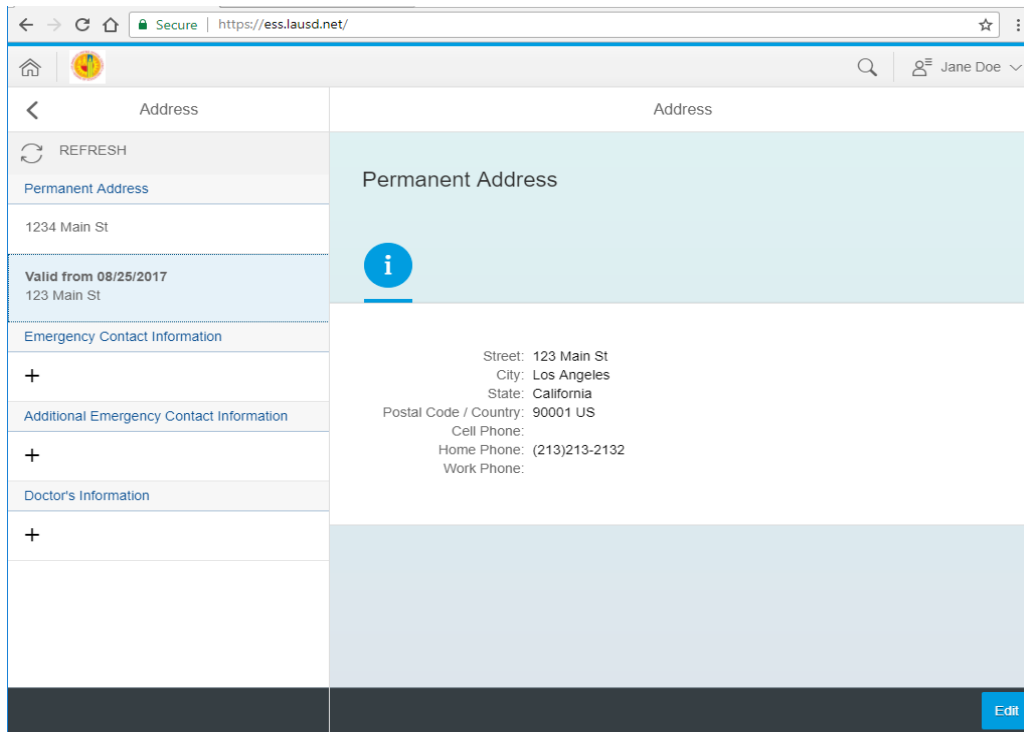


The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page title is "Address". On the left, there is a sidebar with a "REFRESH" button and a list of sections: "Permanent Address", "Emergency Contact Information", "Additional Emergency Contact Information", "Doctor's Information", and a "+" sign. The main content area is titled "Permanent Address" and contains a 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: "*Street:" (1234 Main St), "*City:" (Los Angeles), "*State:" (California), "*Postal Code / Country:" (90001, US), "Cell Phone:", "Home Phone:" ((213)213-2132), and "Work Phone:". 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 section on top and if there is no related message then changes are effective immediately.


Modify the information as needed.

Click Save.

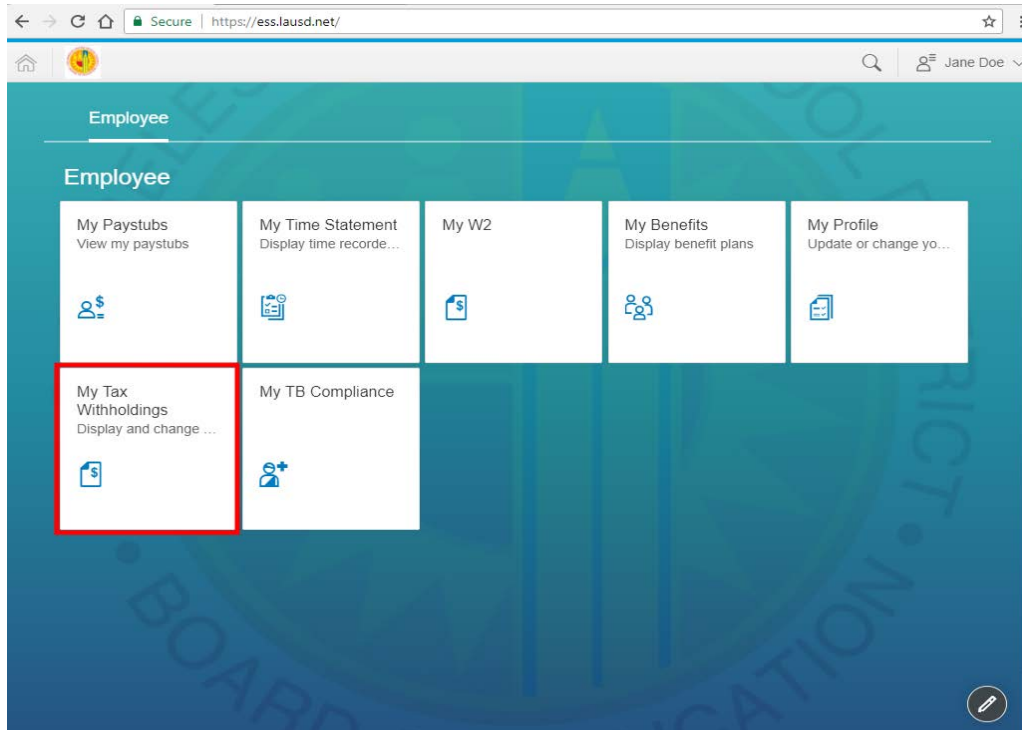


The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page displays a user profile for Jane Doe. On the left is a navigation menu with options: Address, REFRESH, Permanent Address, 1234 Main St, Valid from 08/25/2017 123 Main St, Emergency Contact Information, +, Additional Emergency Contact Information, +, Doctor's Information, +. The main content area is titled 'Address' and shows 'Permanent Address' with an information icon. Below this, contact details are listed: Street: 123 Main St, City: Los Angeles, State: California, Postal Code / Country: 90001 US, Cell Phone:, Home Phone: (213)213-2132, and Work Phone:. An 'Edit' button is located at the bottom right of the main content area.

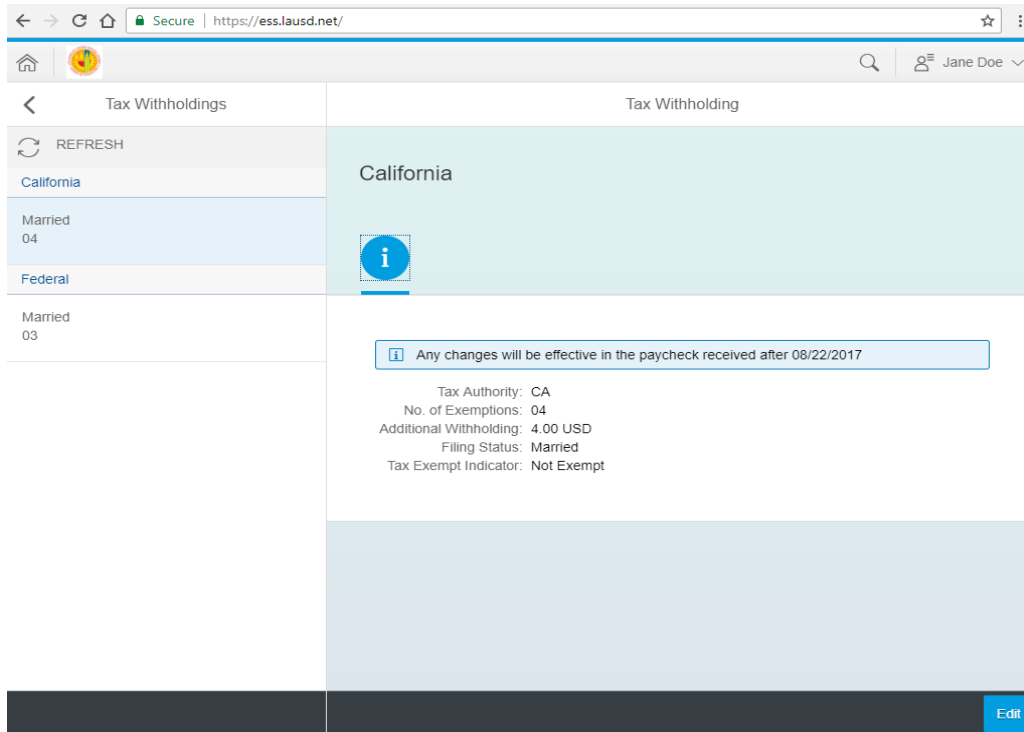
Select the latest record to verify your changes.

Click  to go back to Launchpad.

My Tax Withholdings



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



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

Home | Search | Jane Doe

Tax Withholdings

REFRESH

California

Married 04

Federal

Married 03

Tax Withholding

California

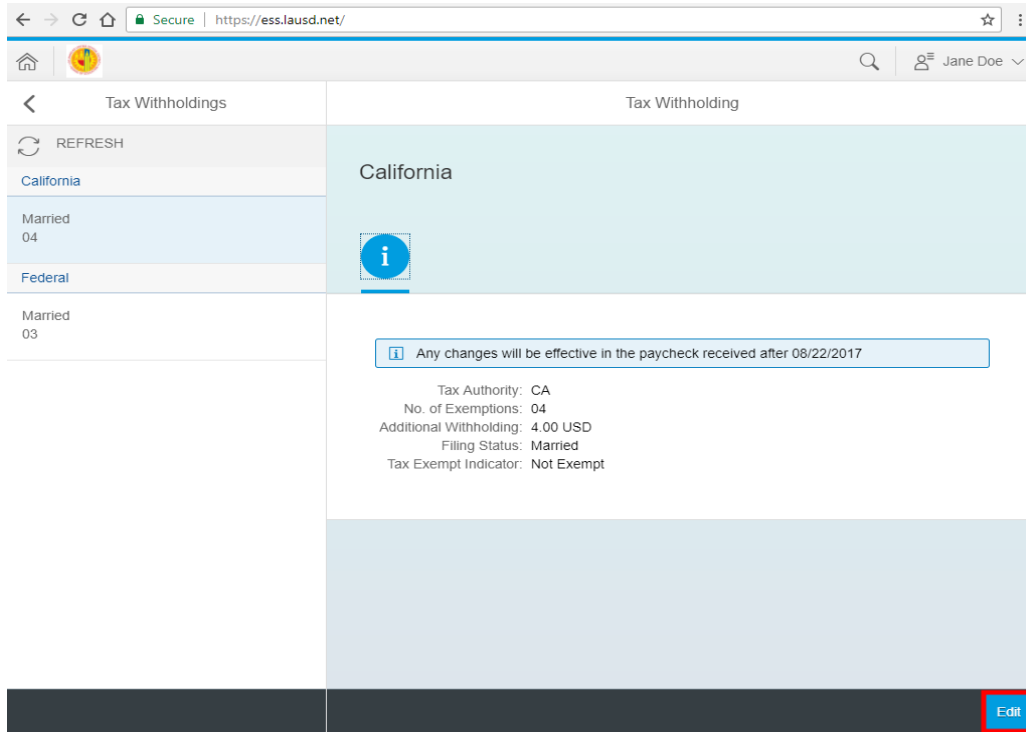
i

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

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/

Jane Doe

Tax Withholdings

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

2017

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 compare your withholding allowances, or you can electronically compare them at www.lausd.net/go#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 MARIED (with two or more incomes)

☐ MARIED (one 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 employee 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 Members 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 or, 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 _____

----- cut 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 RLY 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:

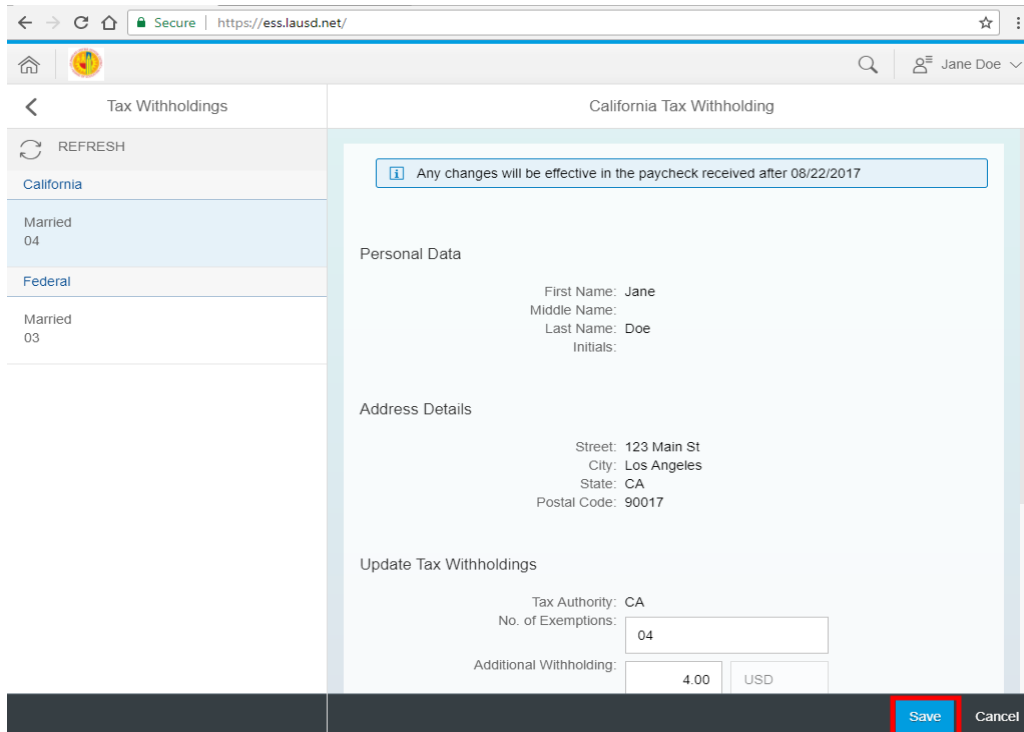
certificate for your state income tax withholding, you may be significantly underwithheld. This is particularly true if your household income is derived from more than one source.

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.



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

Home Search Jane Doe

< Tax Withholdings

REFRESH

California

Married 04

Federal

Married 03

California Tax Withholding

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

Personal Data

First Name: Jane
Middle Name:
Last Name: Doe
Initials:

Address Details

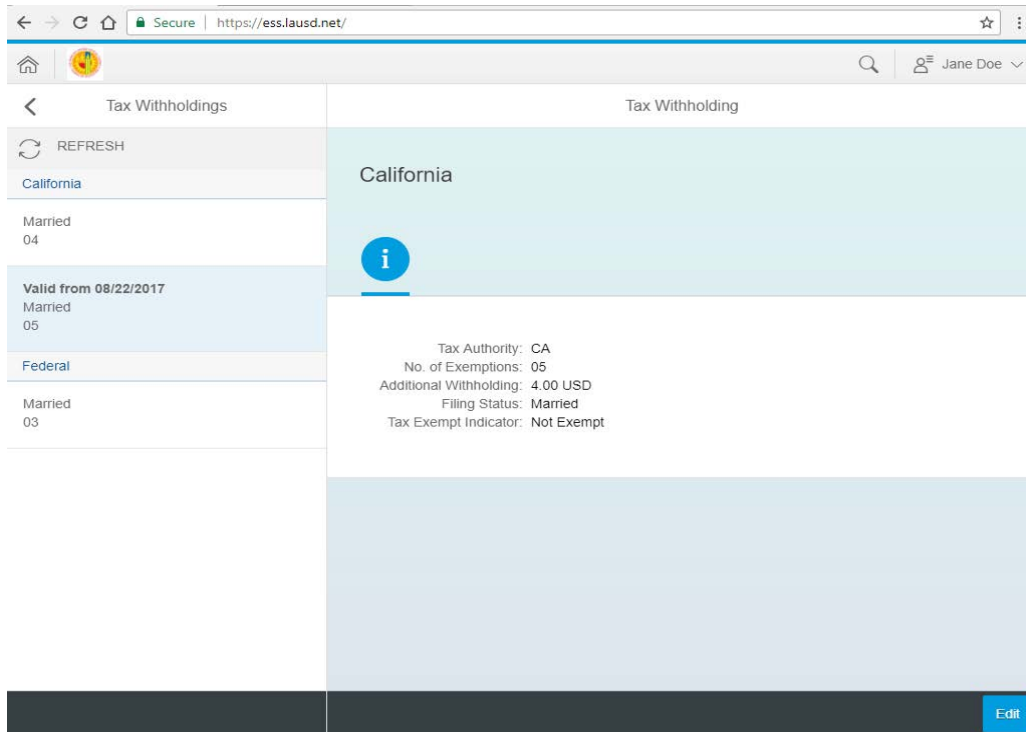
Street: 123 Main St
City: Los Angeles
State: CA
Postal Code: 90017

Update Tax Withholdings

Tax Authority: CA
No. of Exemptions: 04
Additional Withholding: 4.00 USD

Save Cancel

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 page title is "Tax Withholdings". On the left, there is a sidebar with a "REFRESH" button and a list of tax jurisdictions: "California", "Married 04", "Valid from 08/22/2017 Married 05", "Federal", and "Married 03". The main content area displays the "California" record with a blue information icon (i). Below the icon, the following details are shown:

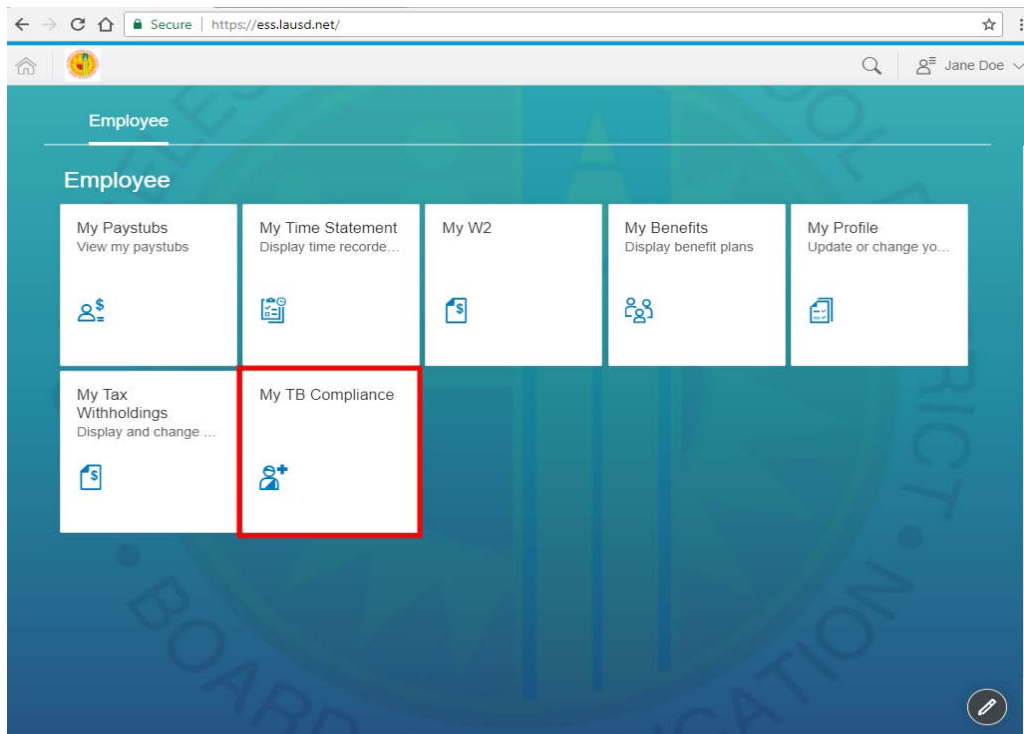
- Tax Authority: CA
- No. of Exemptions: 05
- Additional Withholding: 4.00 USD
- Filing Status: Married
- Tax Exempt Indicator: Not Exempt

At the bottom right of the main content area, there is a blue "Edit" button.

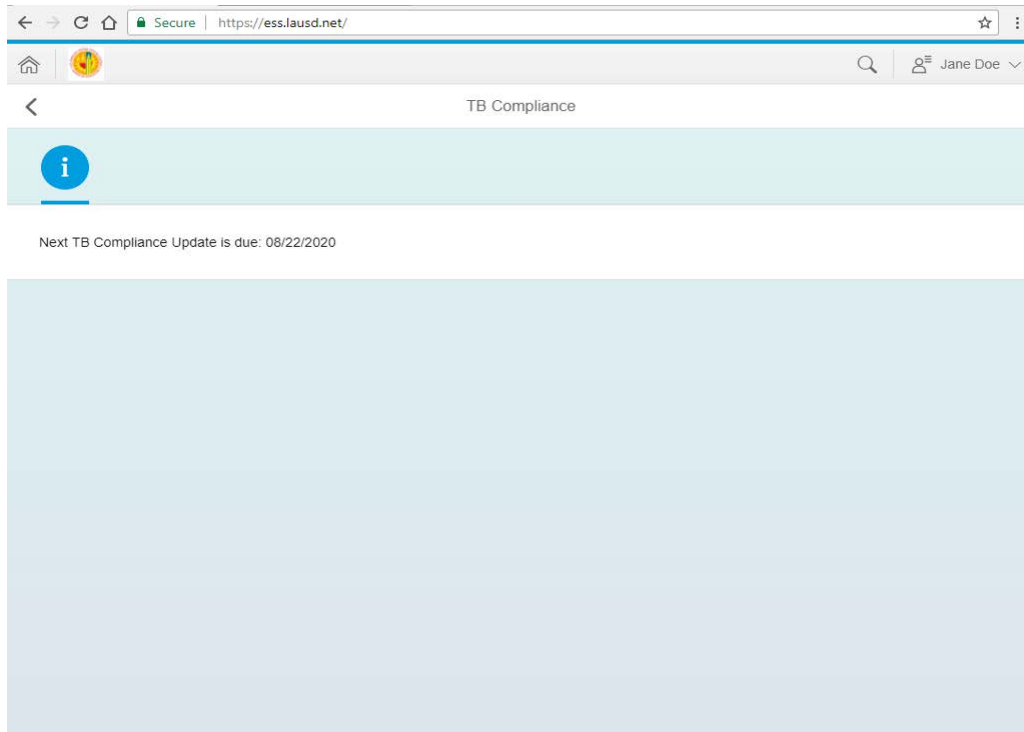
Select the latest record to verify your changes.

Click  to go back to Launchpad.


My TB Notifications



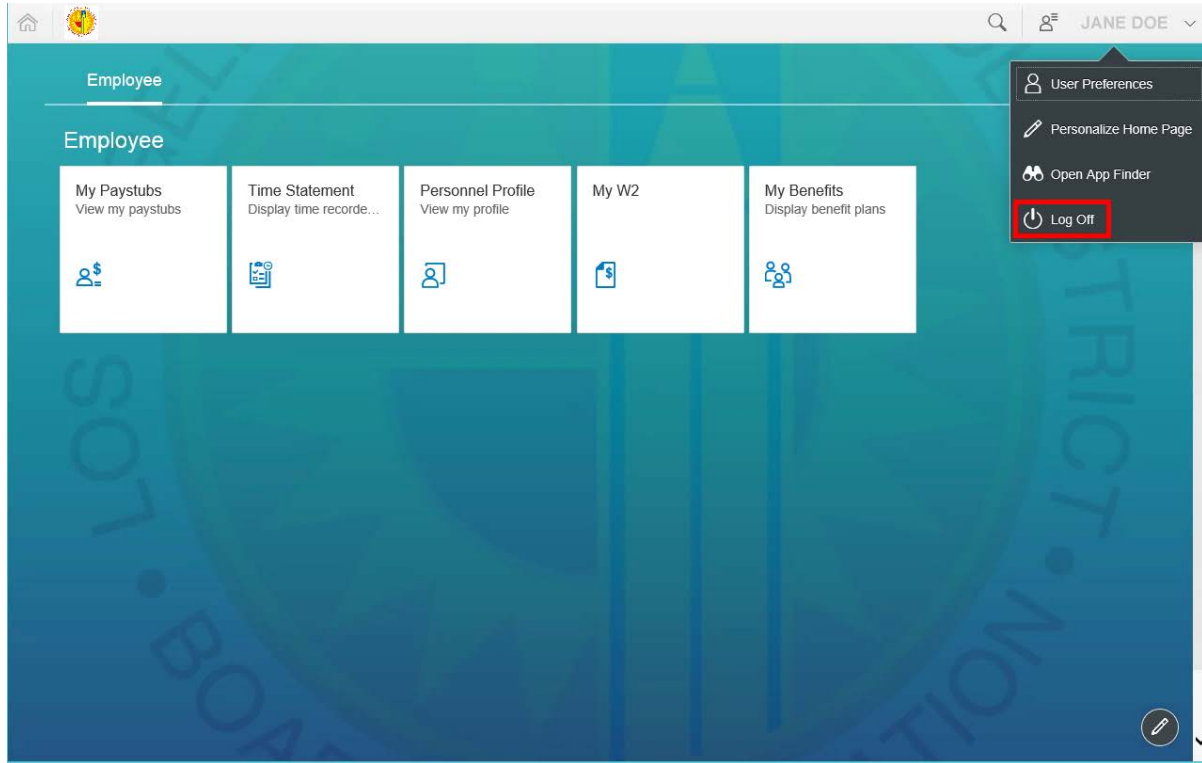
To view your TB notifications, click My TB Notifications tile.




TB notification is displayed.

Click  to go back to Launchpad.

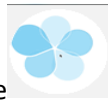
Conclusion



Log-out from the application by clicking  and click 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 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.