

How to View and Print your Pay Check by Accessing The new Employee Self Service

1. Open your internet

2. Type [https:// ESS.lausd.net](https://ESS.lausd.net)
Into the internet browser

3. Login by entering your LAUSD email address and password, then click Sign in.

4. The launch pad has tiles and each tile indicates an application

5. To view your paystubs, click My Paystubs tile

6. The screen is divided into two sections. Left side of the screen displays a list of pay dates. Right side 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.

7. You can save or print paystub

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

