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

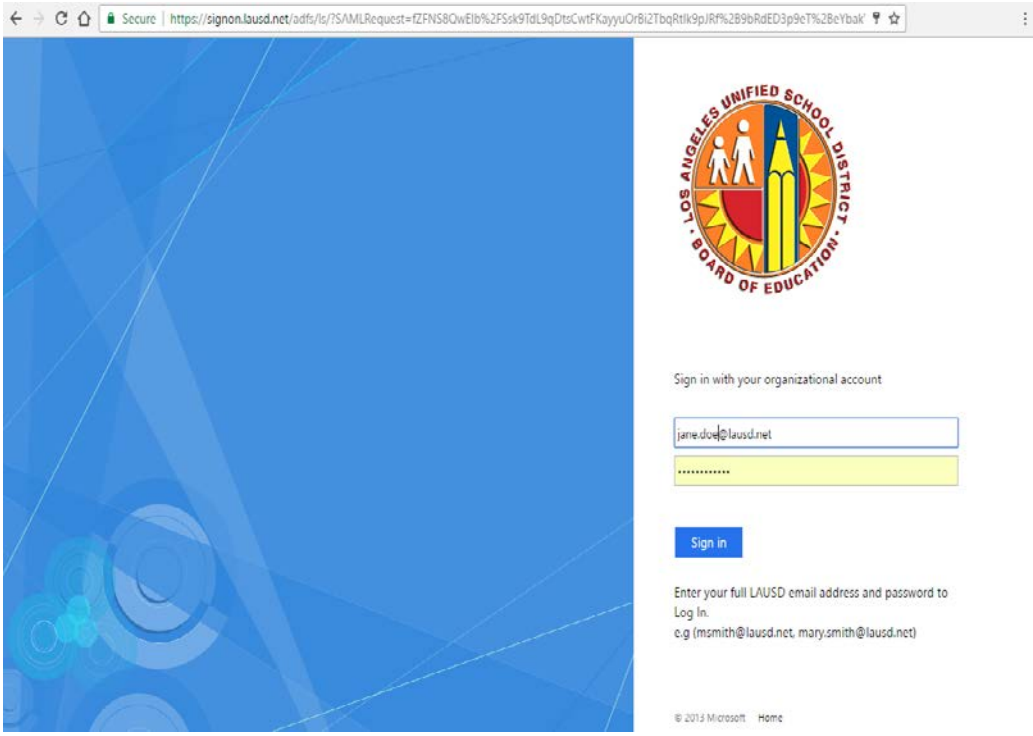
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.
For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

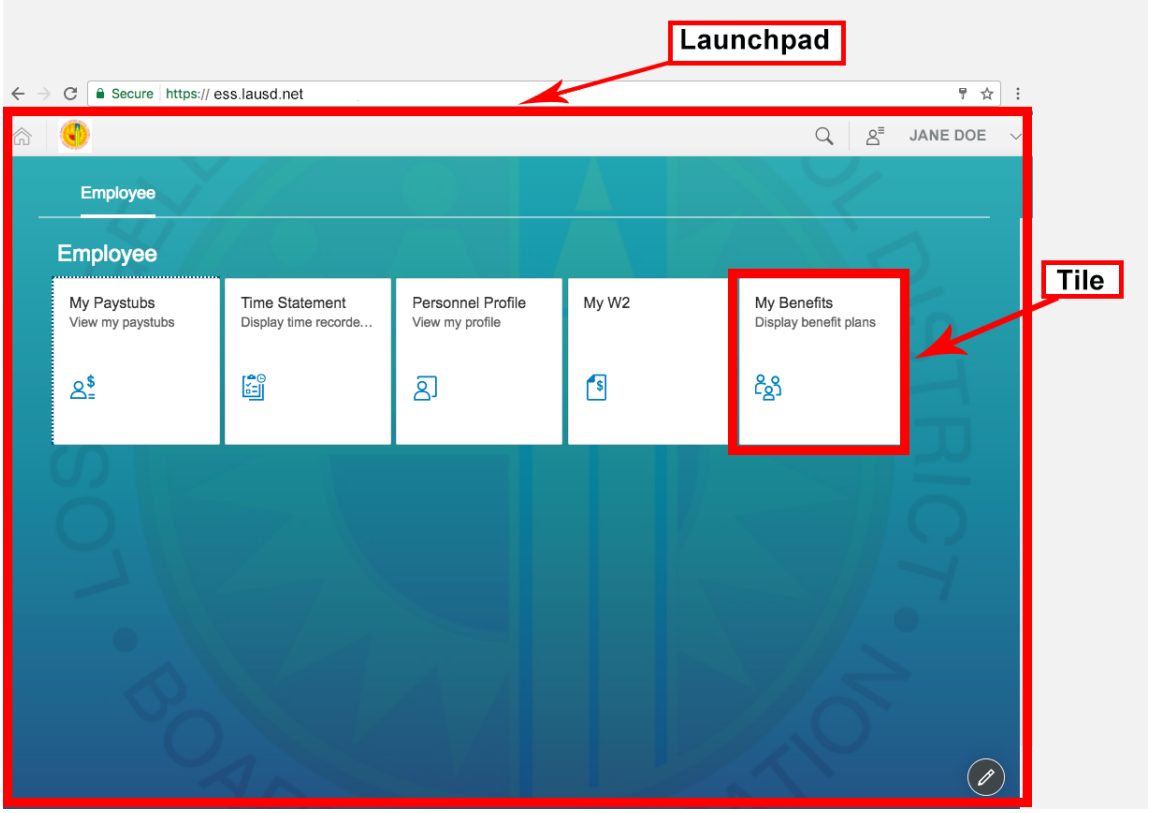
Please contact the ITD-Helpdesk at (213) 241-5200 or send an email to ess@lausd.net

Details

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

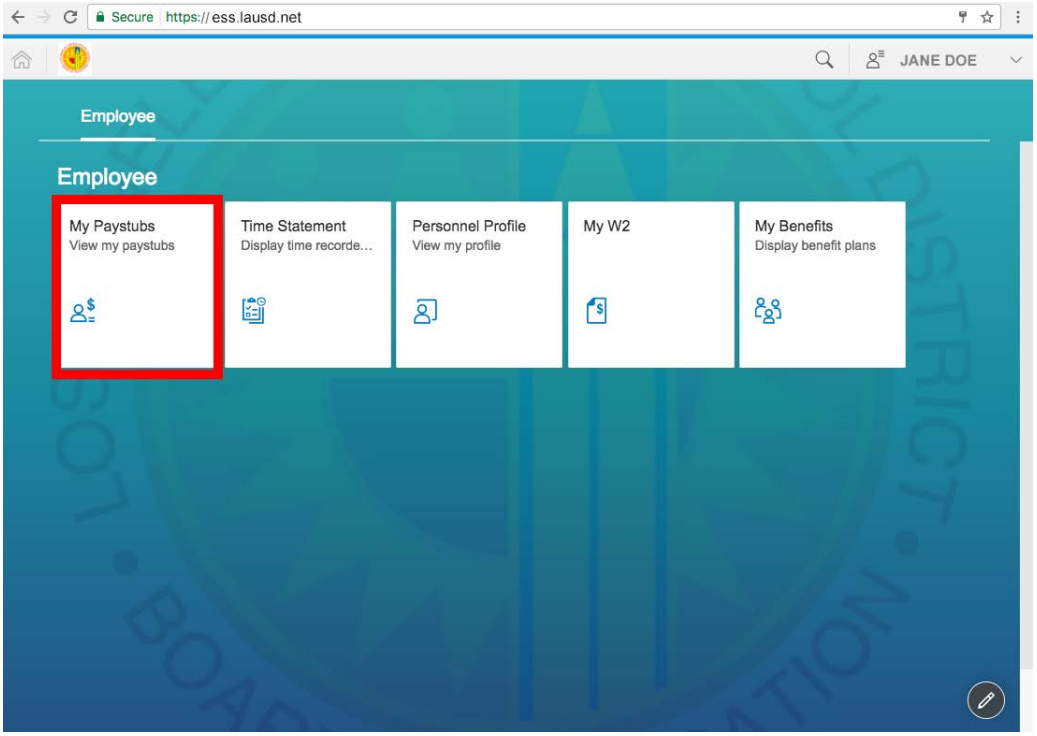


Enter your LAUSD email address and password, then click Sign in.

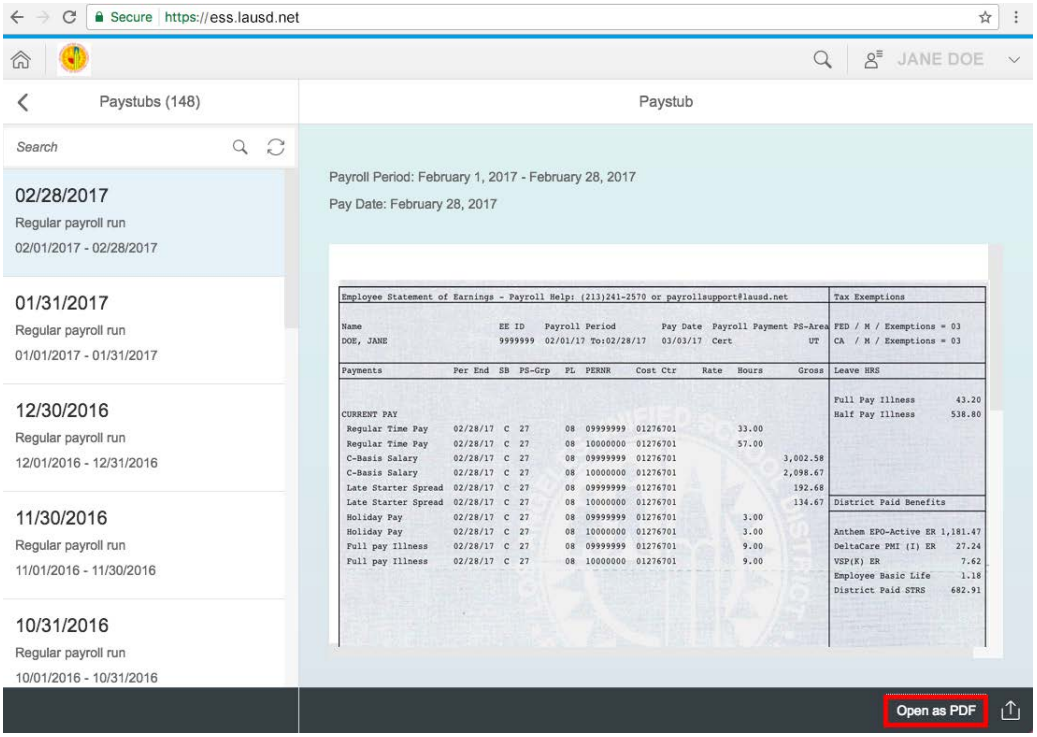


Each tile indicates an application.

My Paystubs



To view your paystubs, click My Paystubs tile.



The 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.

Secure | https://ess.lausd.net

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

Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area
DOE, JANE	9999999	02/01/17 To:02/28/17	03/03/17	Cert	UT

Tax Exemptions

FED / M / Exemptions = 03
CA / M / Exemptions = 03

Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross
CURRENT PAY									
Regular Time Pay	02/28/17	C	27	08	09999999	01276701		33.00	
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			192.68
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	
Holiday Pay	02/28/17	C	27	08	10000000	01276701		3.00	
Full pay Illness	02/28/17	C	27	08	09999999	01276701		9.00	
Full pay Illness	02/28/17	C	27	08	10000000	01276701		9.00	

Leave HRS

Full Pay Illness	43.20
Half Pay Illness	538.80

District Paid Benefits

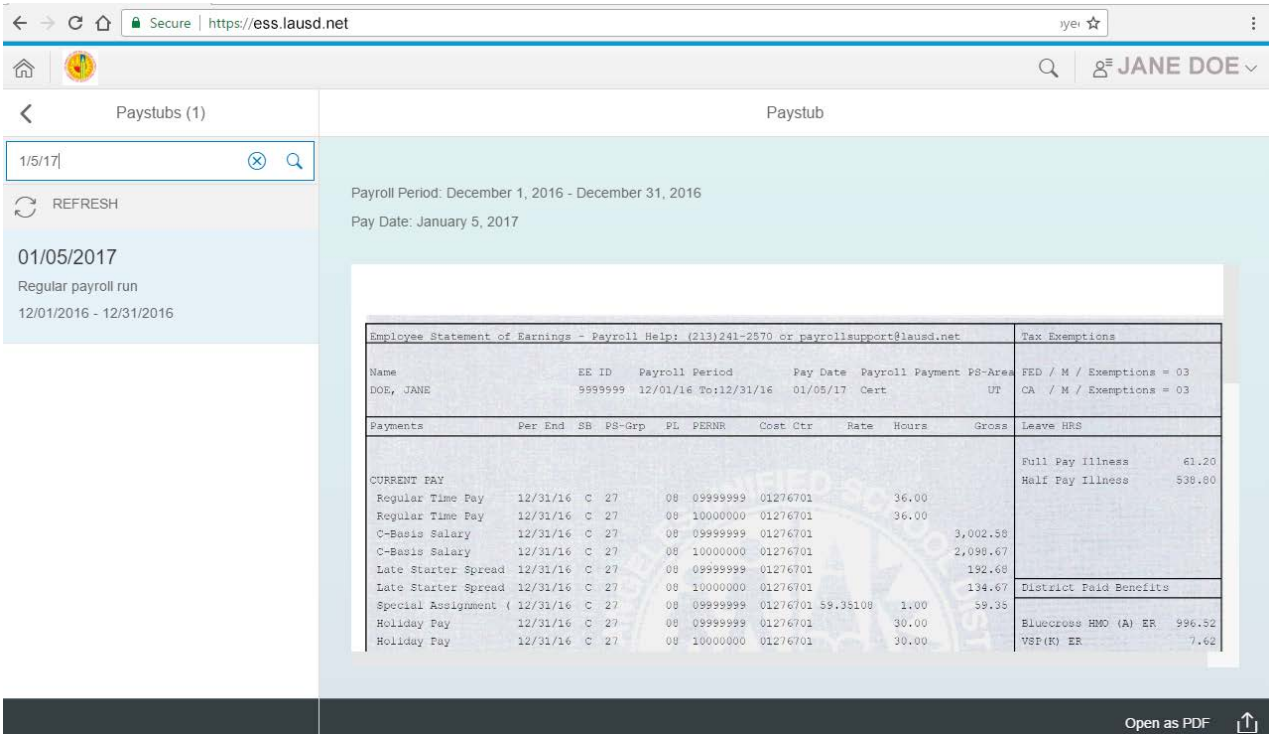
Anthem EPO-Active ER	1,181.47
DeltaCare PMI (I) ER	27.24
VSP(K) ER	7.62
Employee Basic Life	1.18
District Paid STRS	682.91

Annualized Status

Earned Amt	36,696.31
Paid Amt	37,400.08
Difference	703.77-

Hours Summary

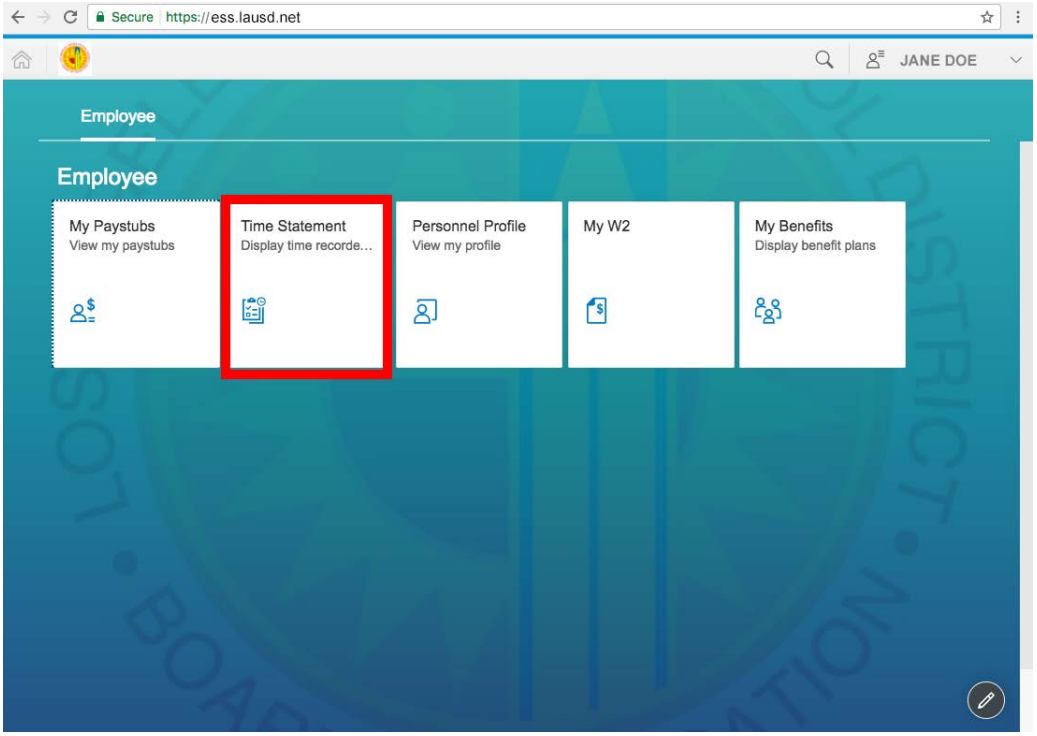
You can save or print paystub.



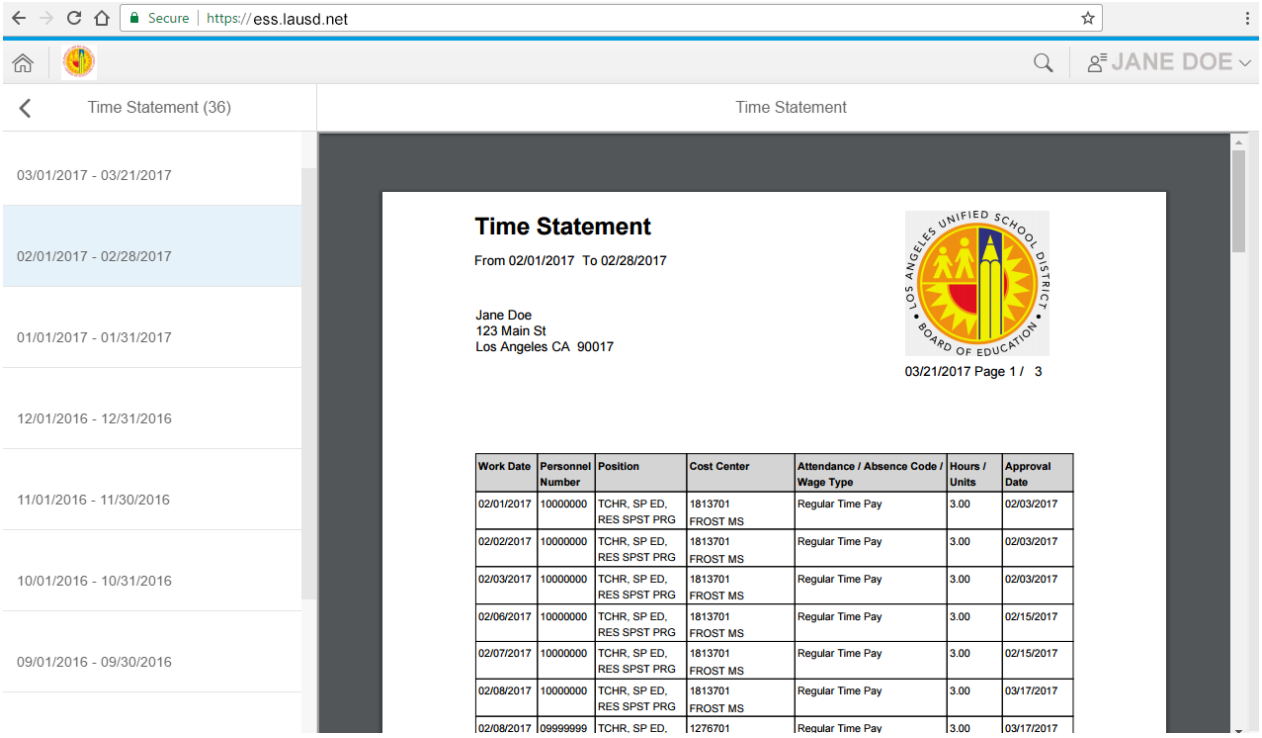
You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.

Click to go back to Launchpad.

Time Statement



To view your time statement, click Time Statement tile.



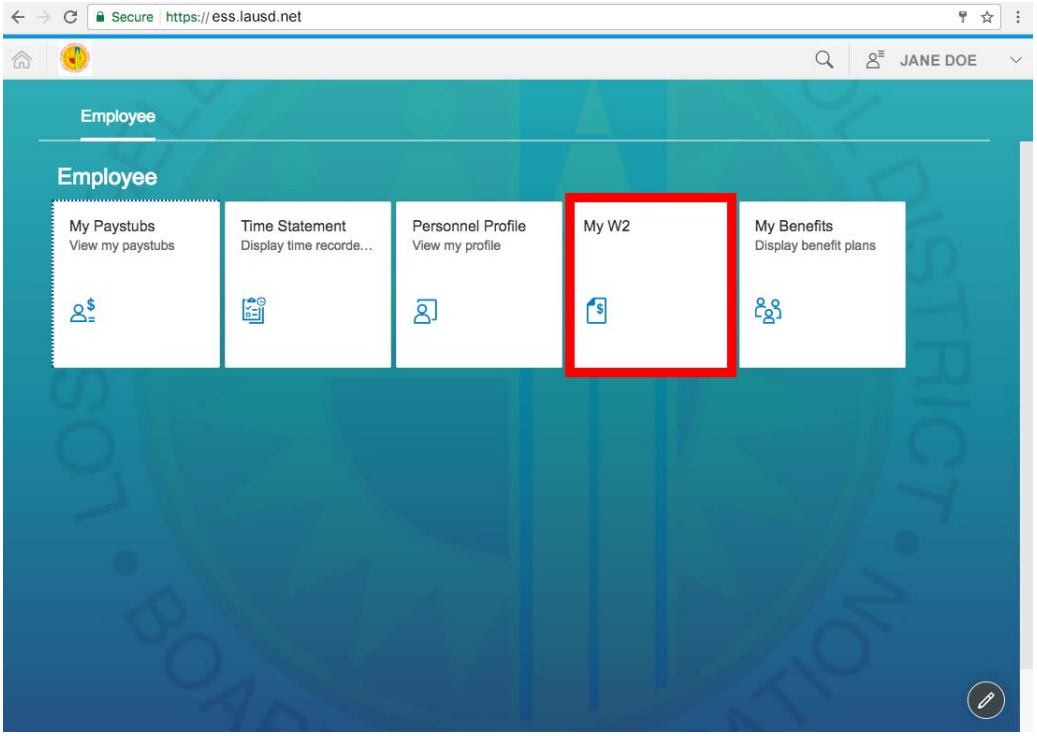
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017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

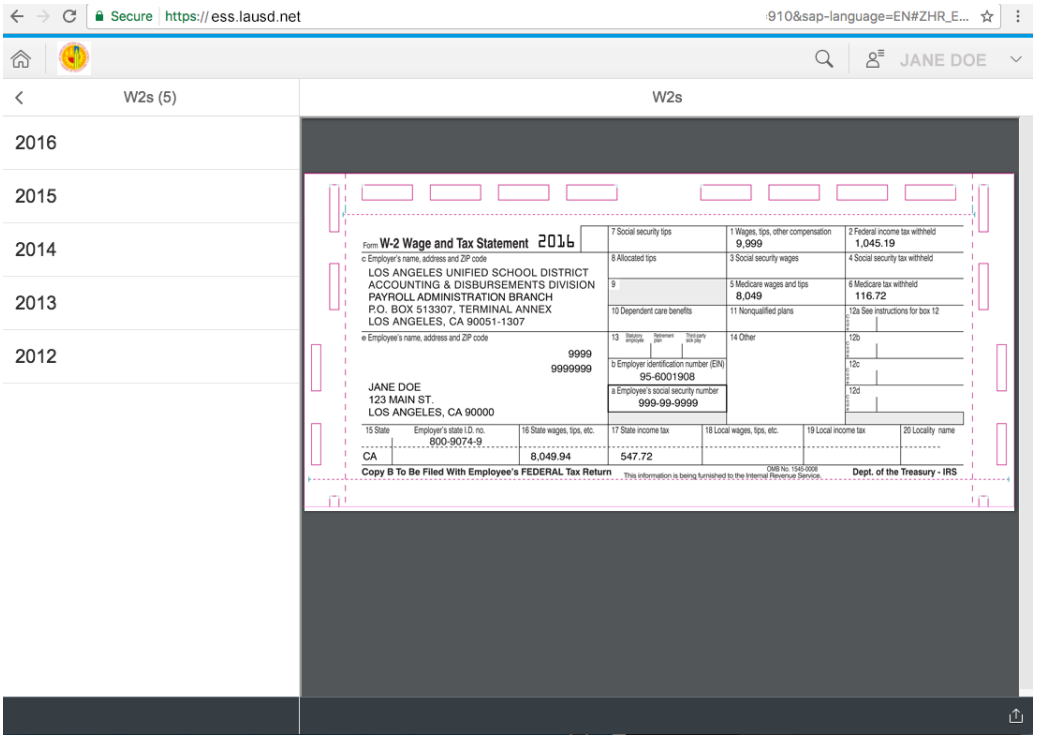
You can save or print time statement.

Click to go back to Launchpad.

My W2



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

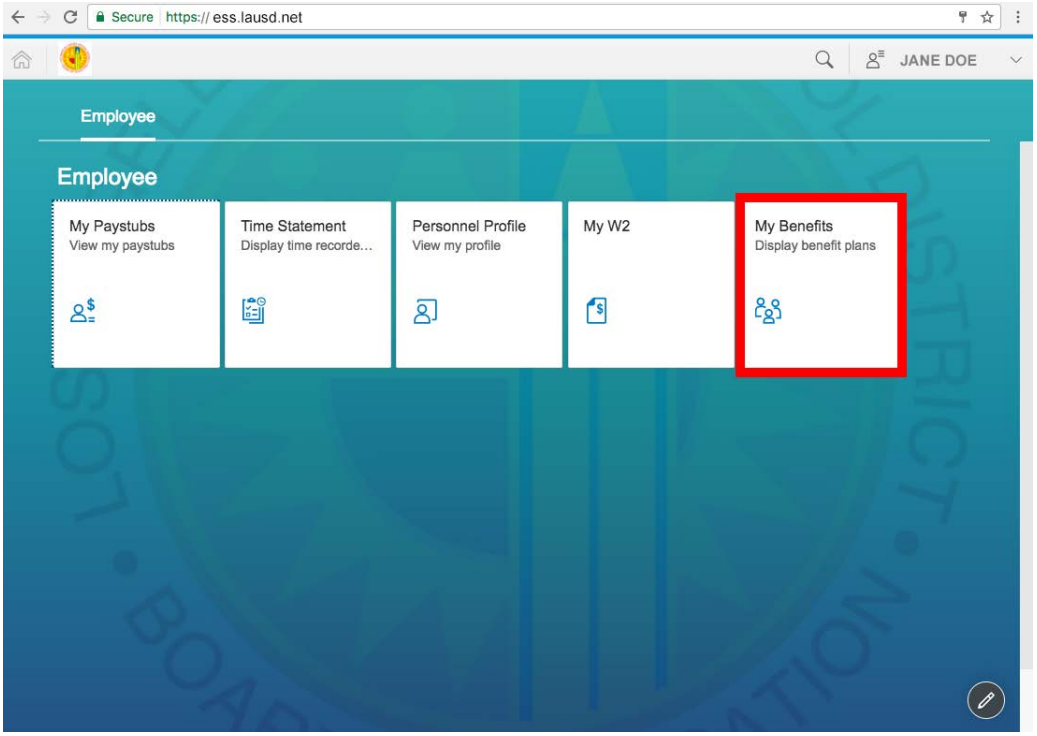


The screen is divided into two sections. Left side of the screen displays a list of years. Right side of the screen displays the W2. The last 5 years of W2's can be viewed. To view a W2, click on the year of your interest.

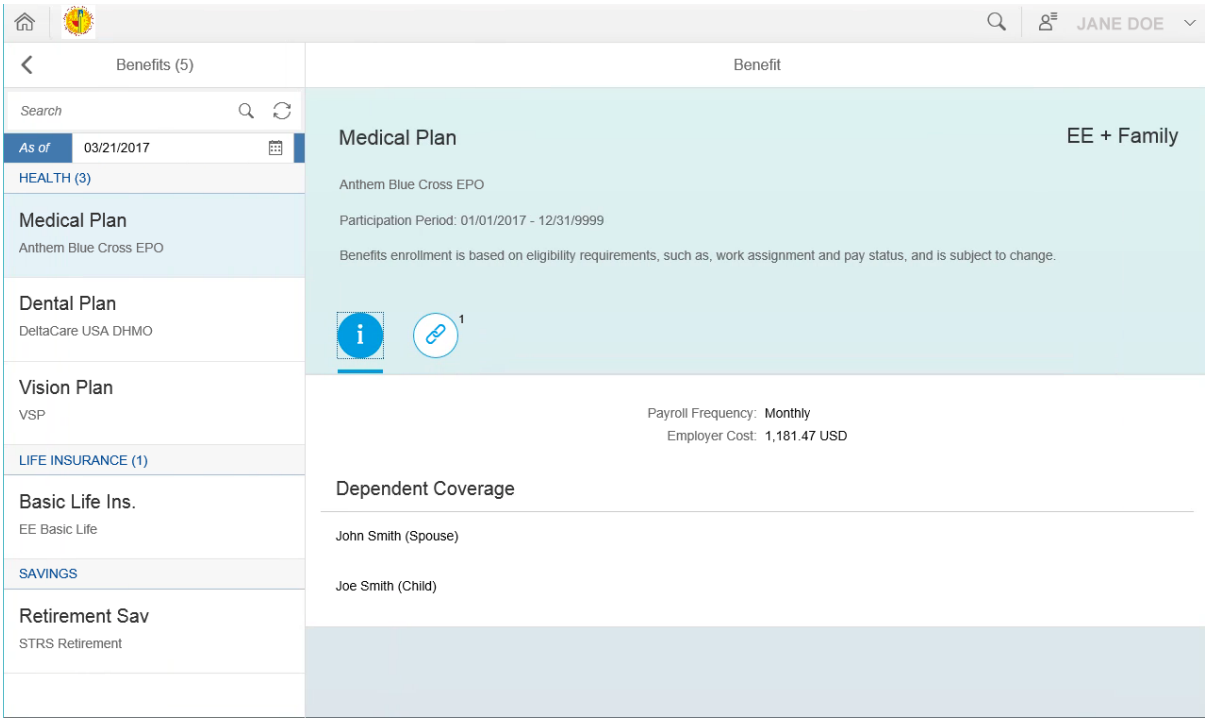
You can save or print W2.

Click to go back to Launchpad.

My Benefits

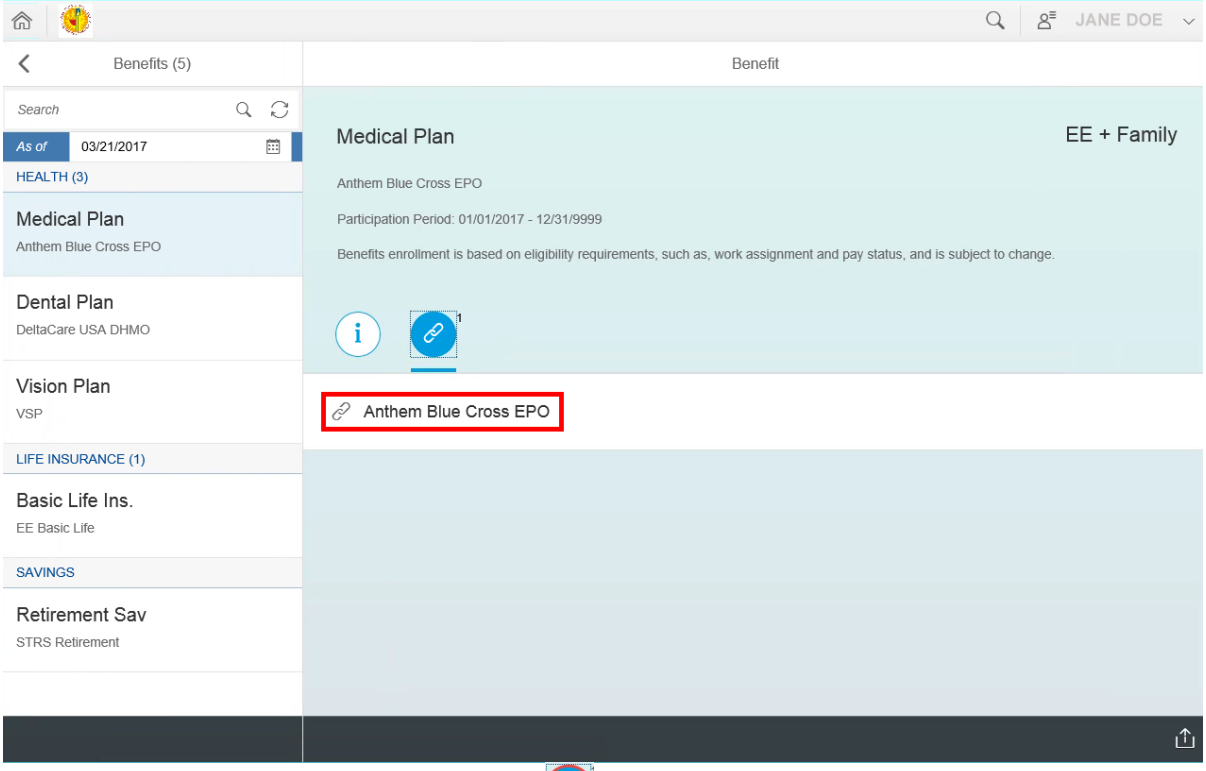


To view benefit plans you are enrolled in, click My Benefits tile.

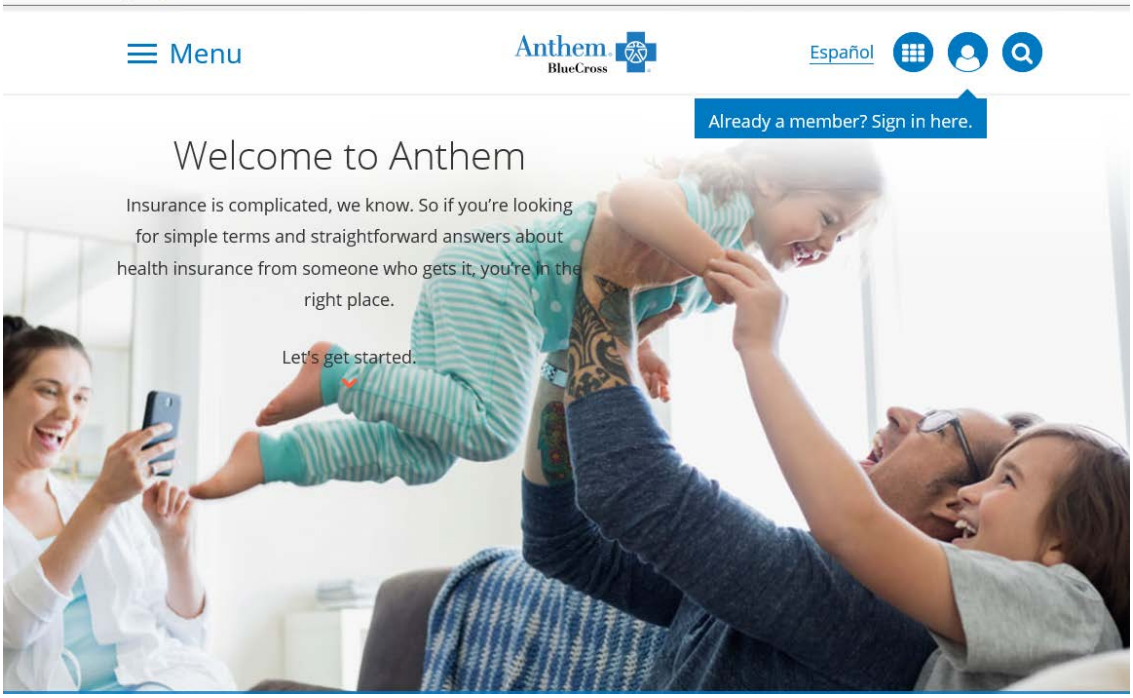


The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled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

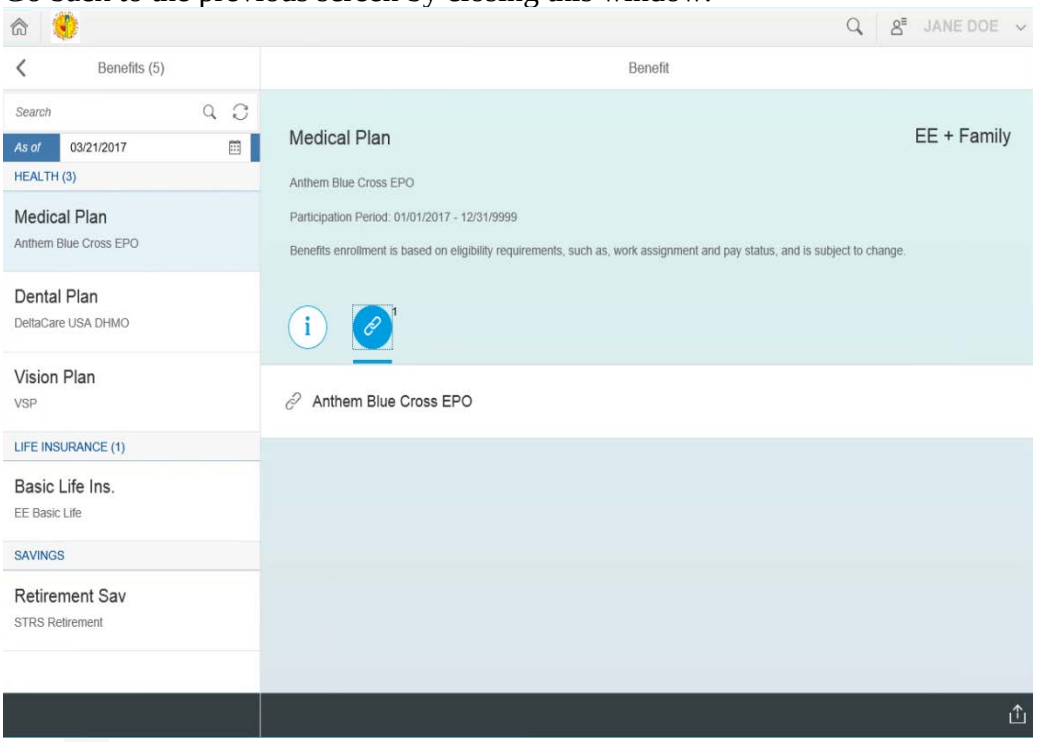
The cost for your coverage is shown. You can also view dependents enrolled in your plan.



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

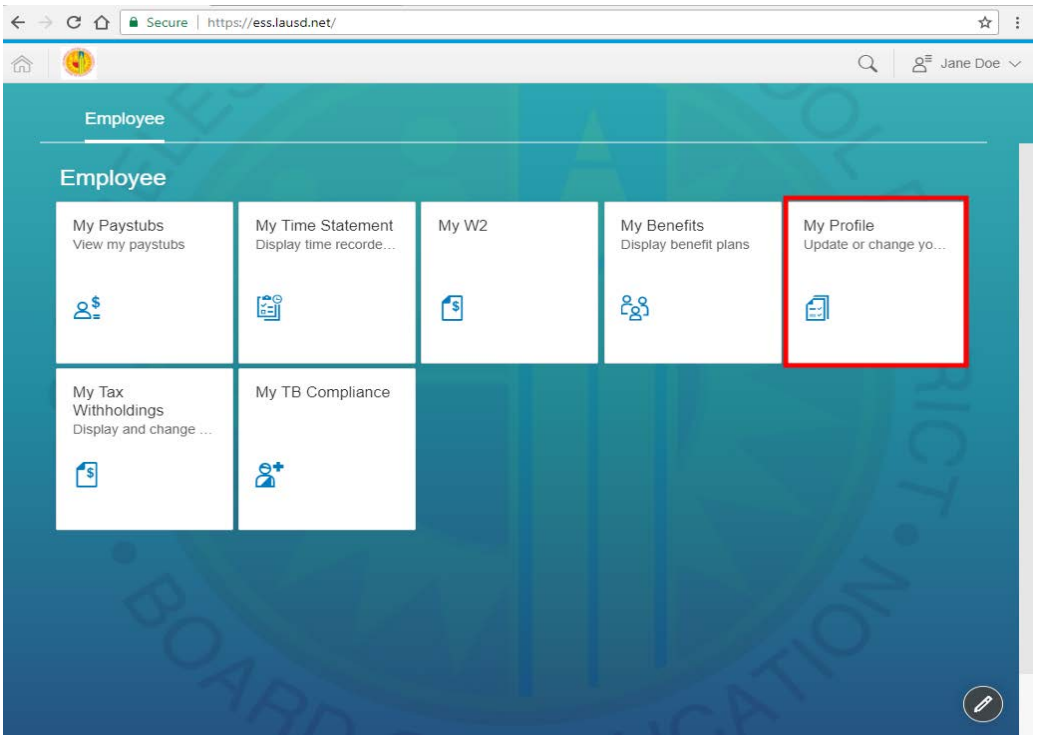


Go back to the previous screen by closing this window.

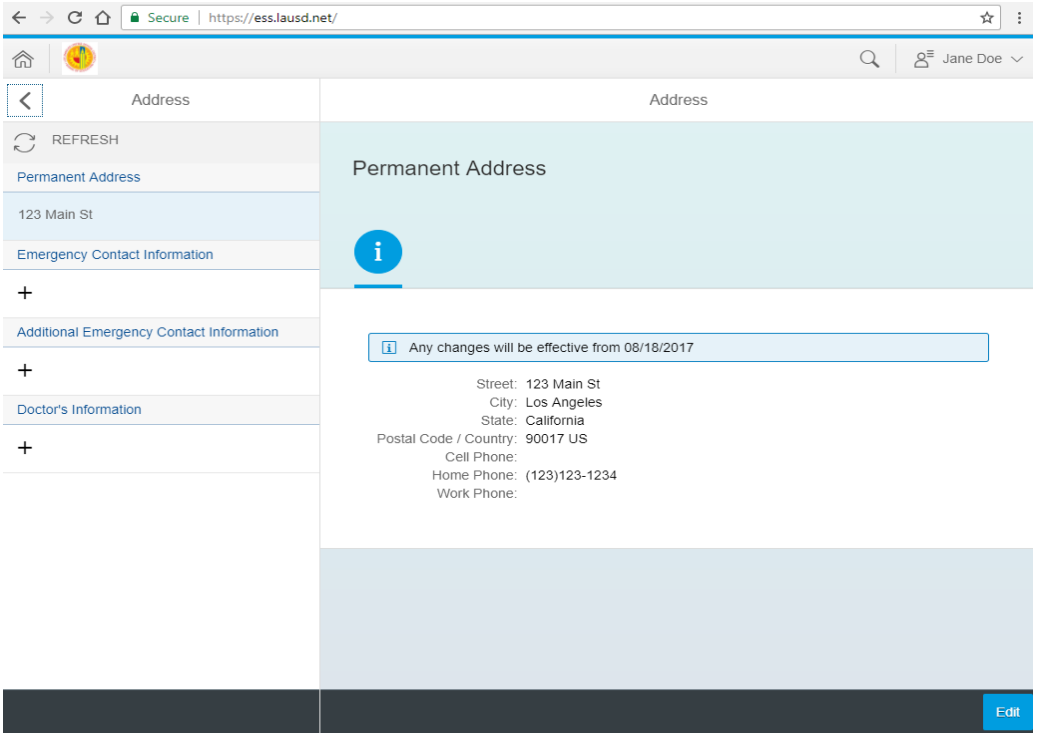


Click to go back to Launchpad.

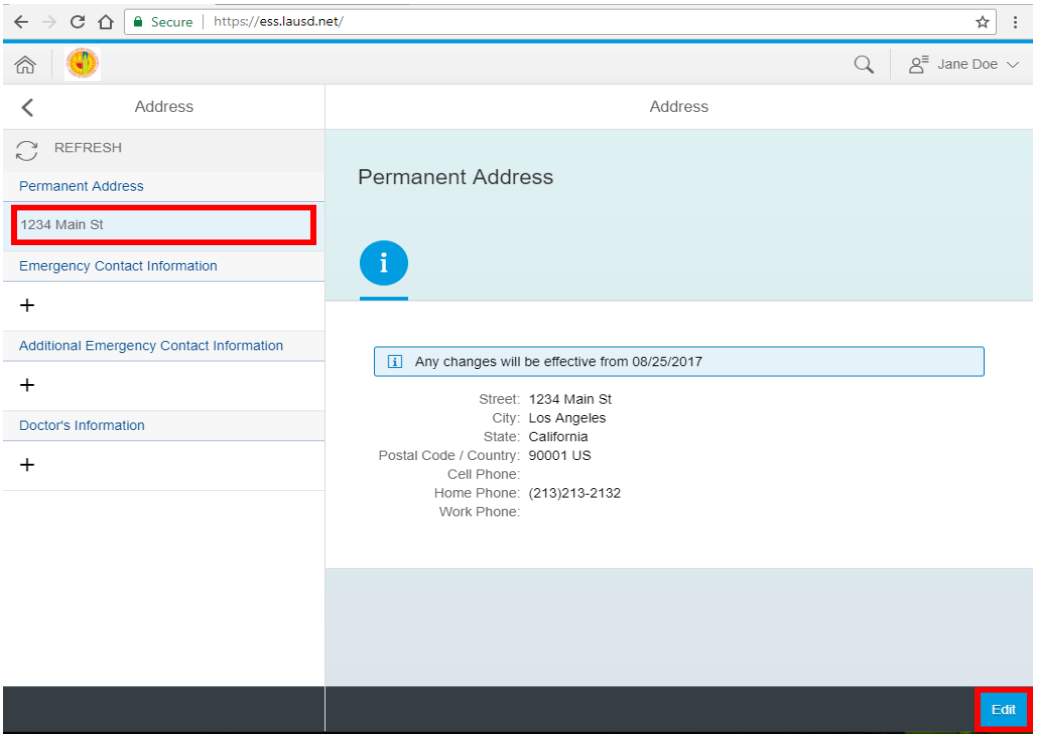
My Profile



To view your profile, click My Profile tile.

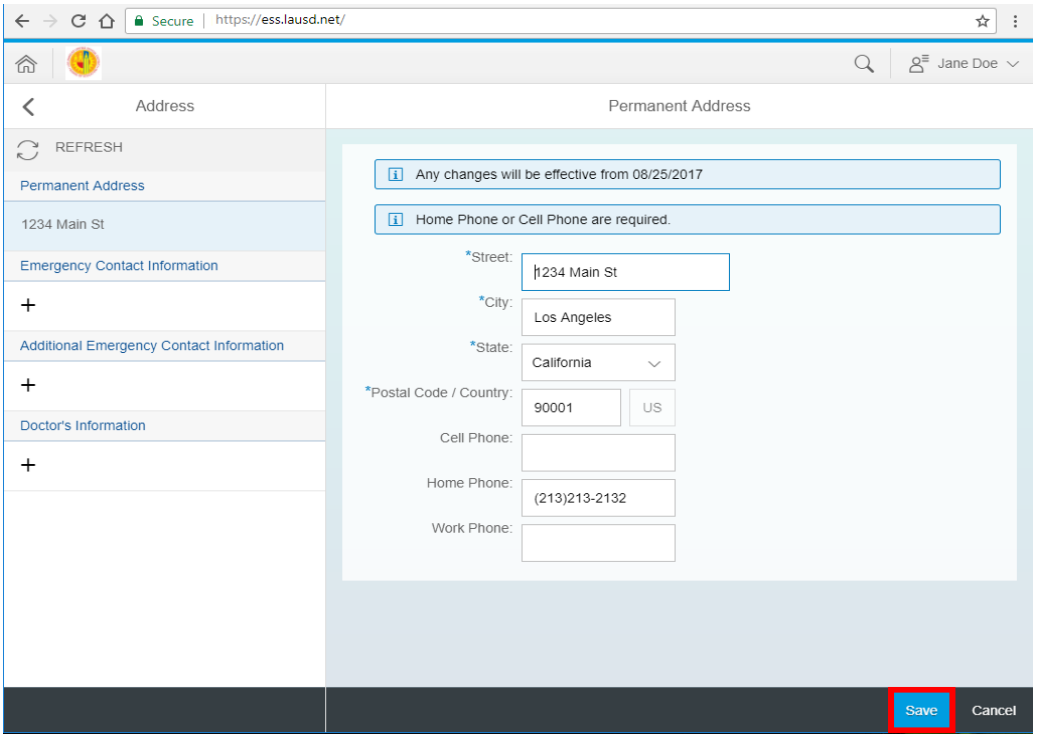


The screen is divided into two sections. Left side of the screen displays overview of my profile which includes Permanent Address, Emergency Contact Information, Additional Emergency Contact Information and Doctor's Information and the right side of the screen displays in detail. To view permanent address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



To change the address click Edit.

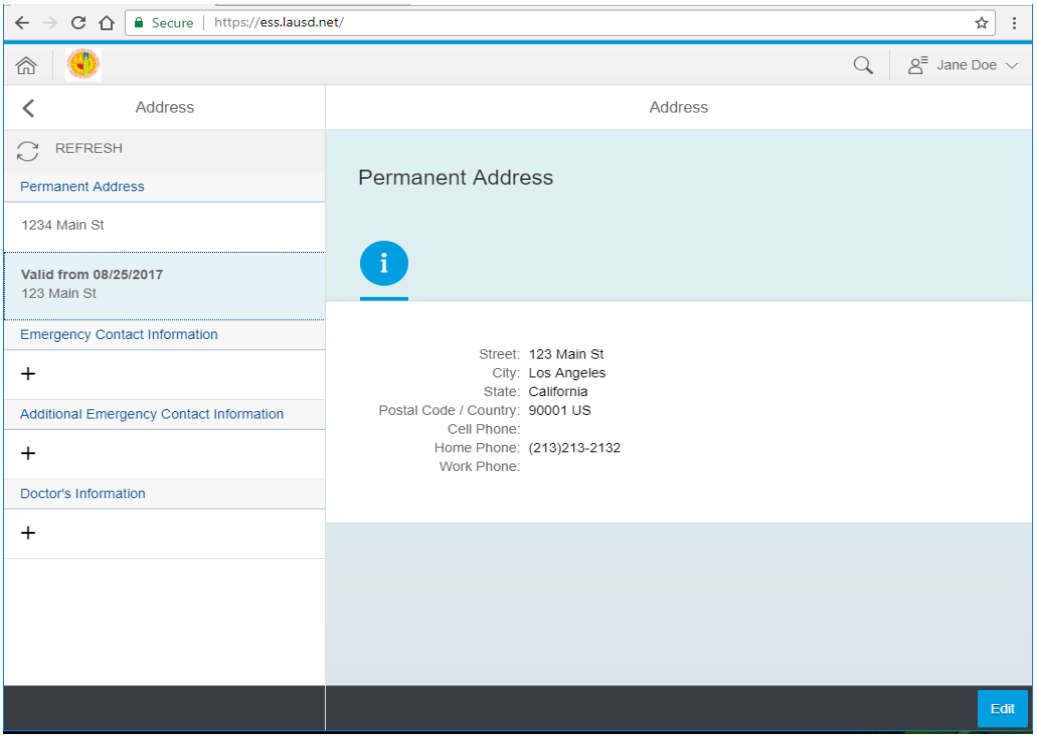
If the relavant address is not in the system click + to create address.



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.

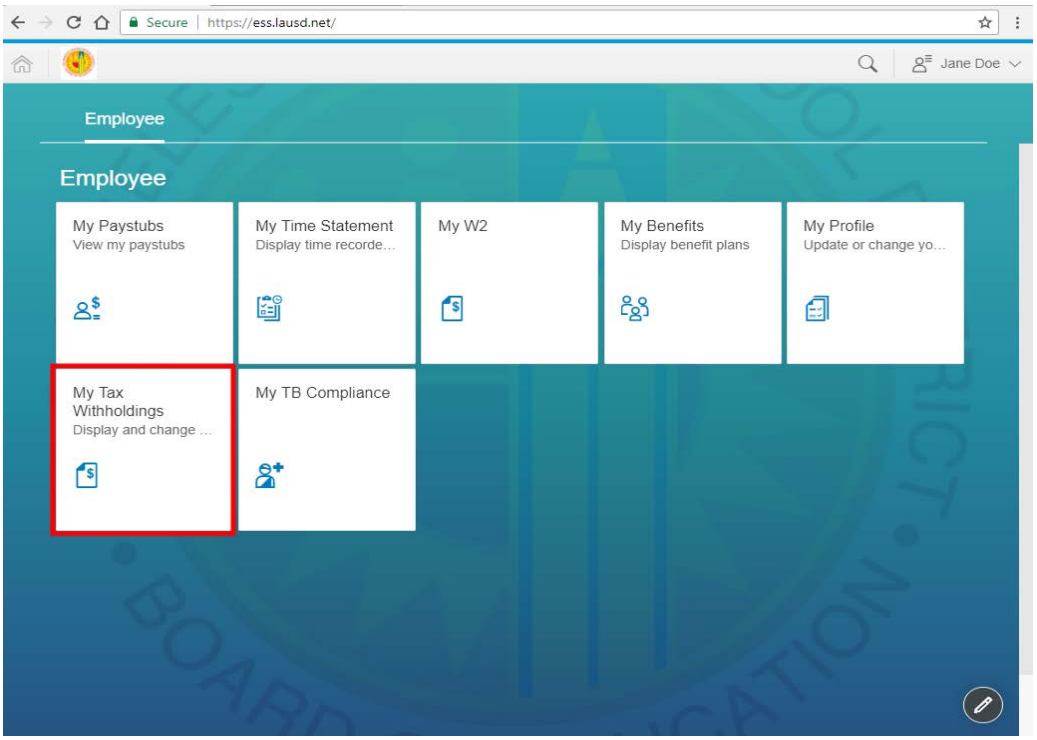
Click Save.



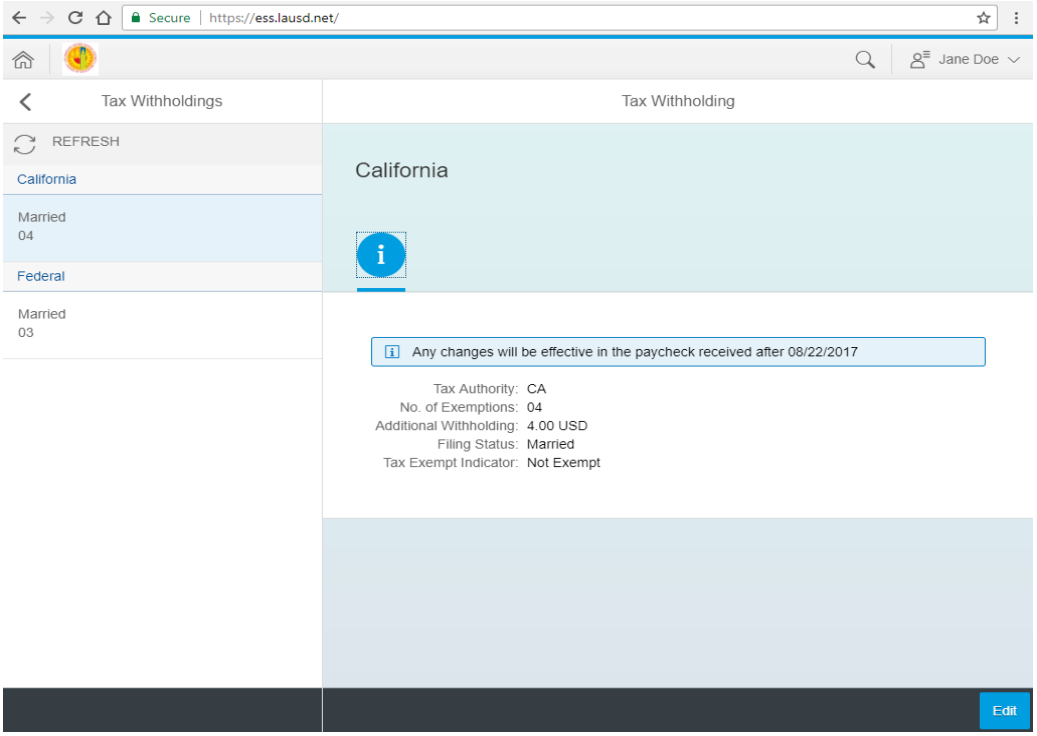
Select the latest record to verify your changes.

Click to go back to Launchpad.

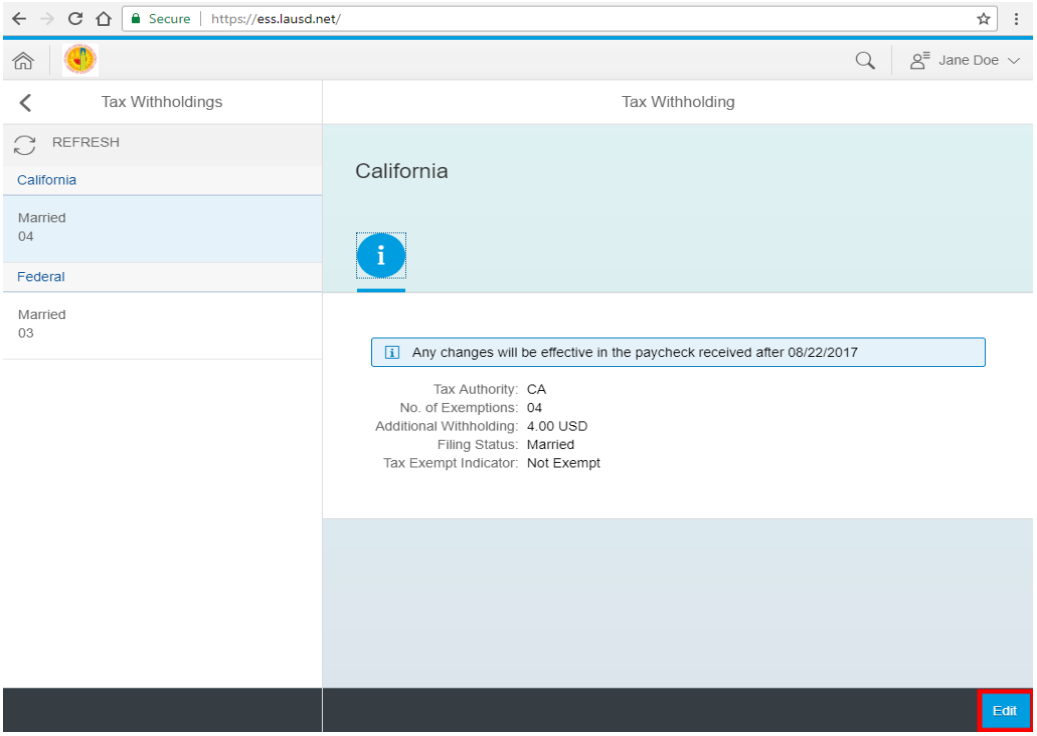
My Tax Withholdings



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



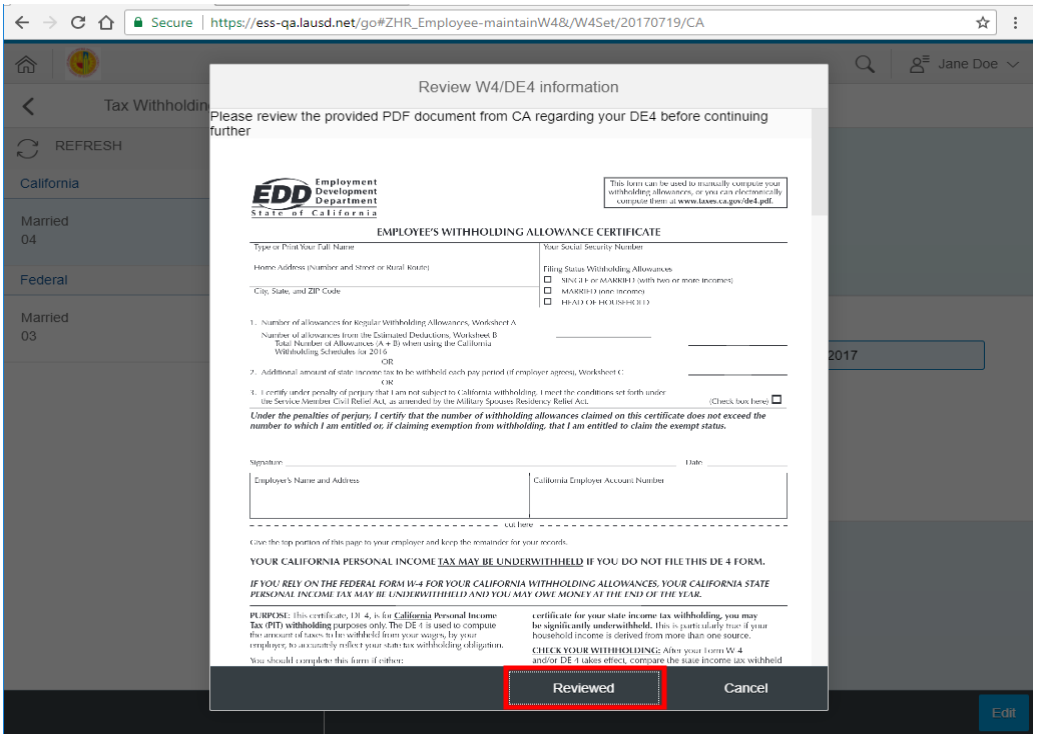
The screen is divided into two sections. Left side of the screen displays overview of tax withholdings which include California withholdings and Federal withholdings and right side of the screen displays the withholding information in detail section. To view California withholdings click under California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



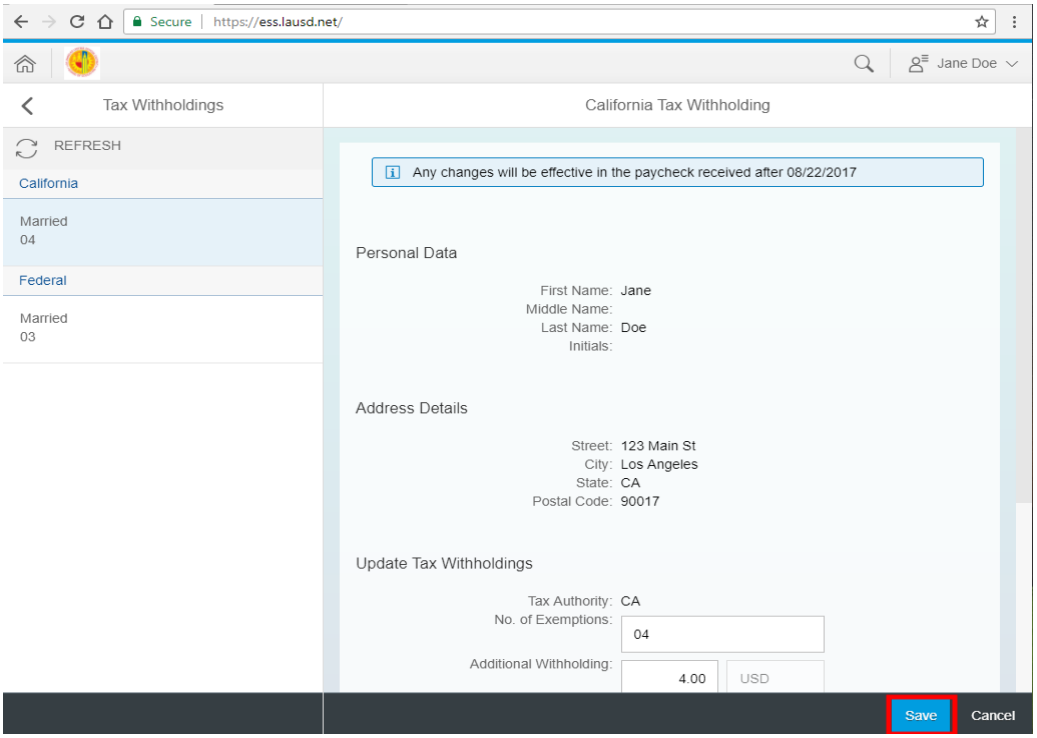
To change the withholding click Edit.

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

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



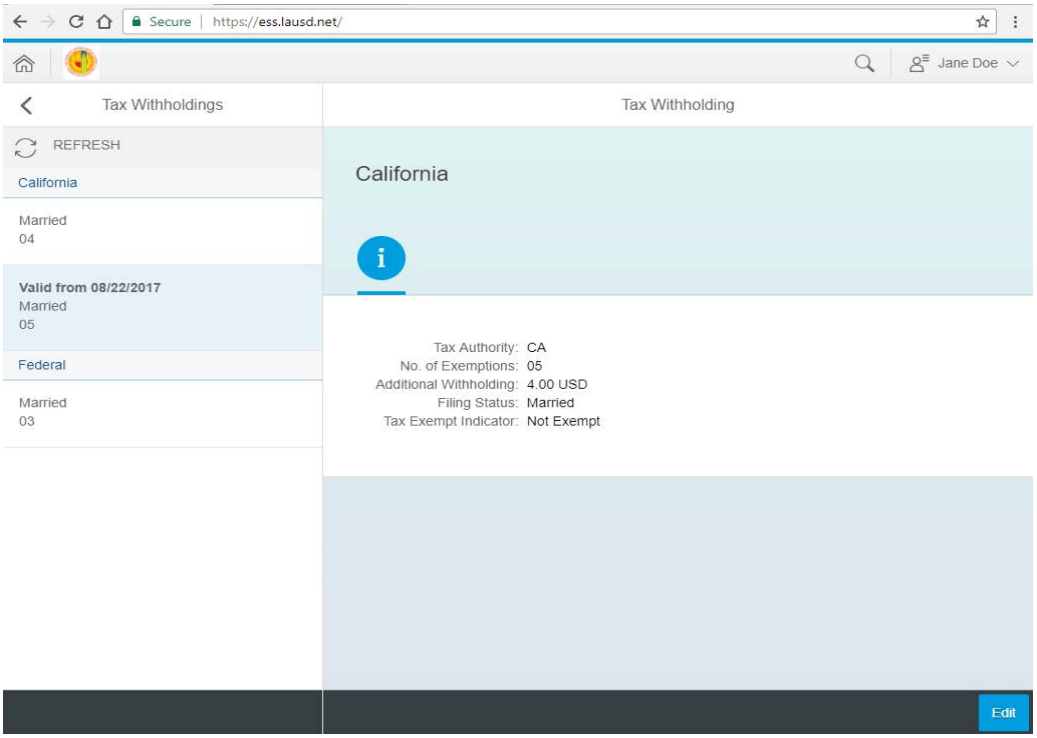
Click Reviewed to move forward or Cancel to move back.



Notice the effective date of this modification in the message on top.

Modify the information as needed, go through the declaration and select it.

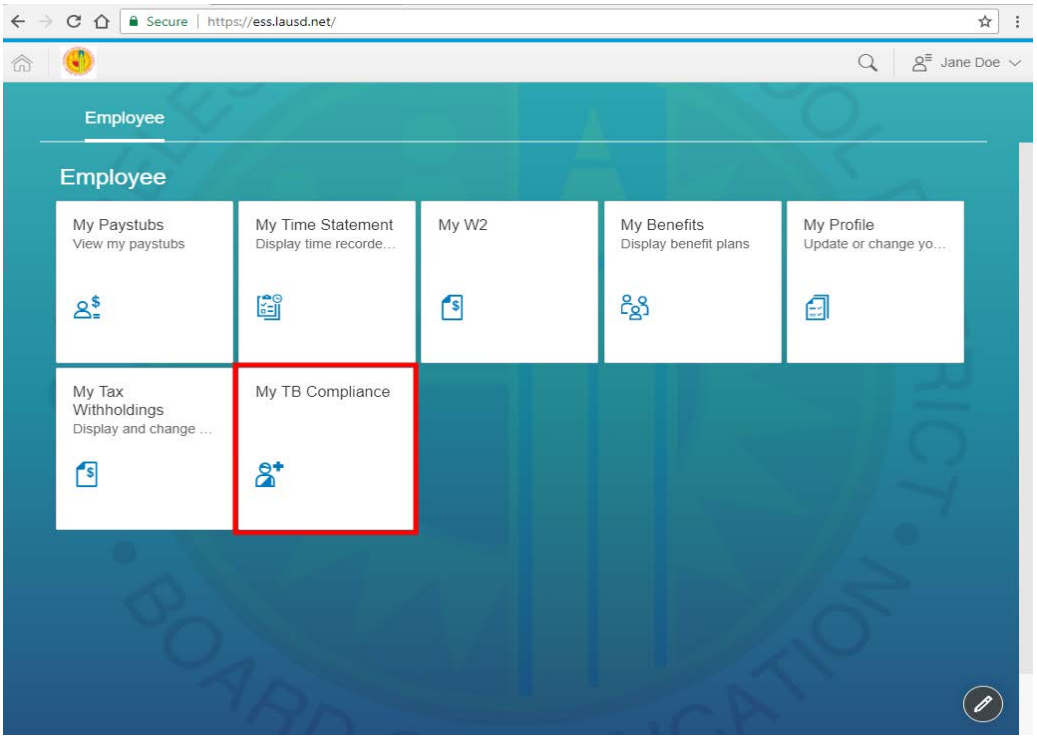
Click Save.



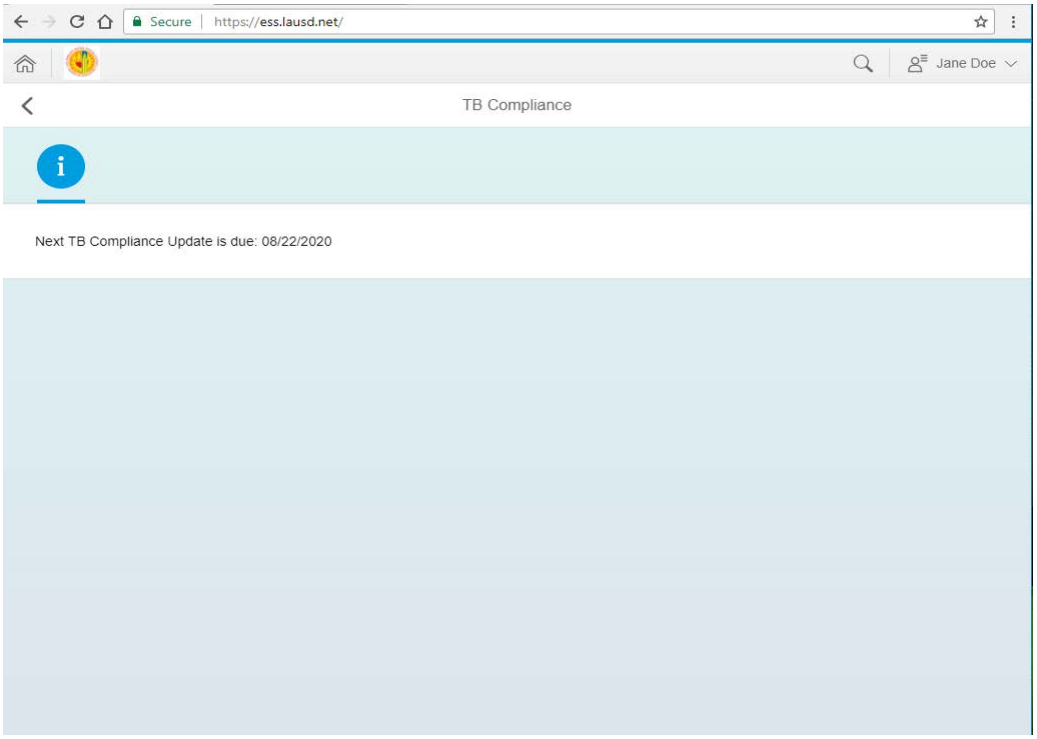
Select the latest record to verify your changes.

Click to go back to Launchpad.

My TB Notifications



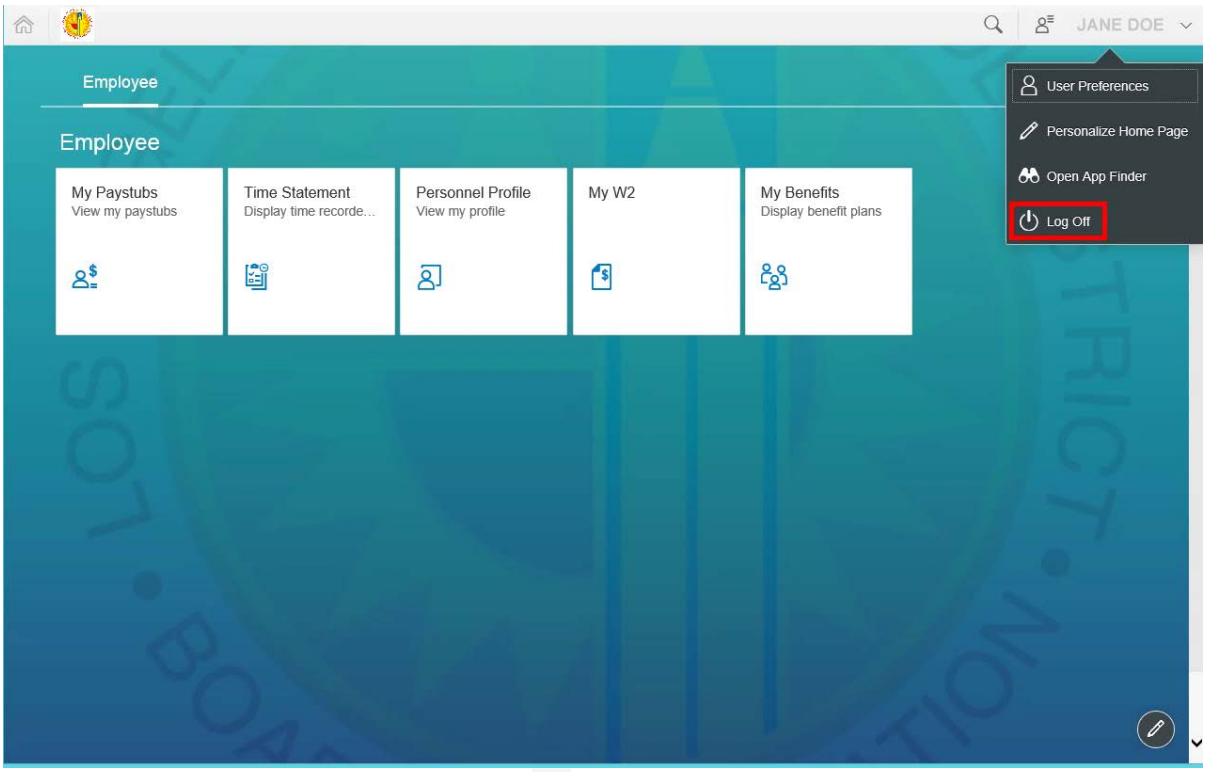
To view your TB notifications, click My TB Notifications tile.



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.