

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

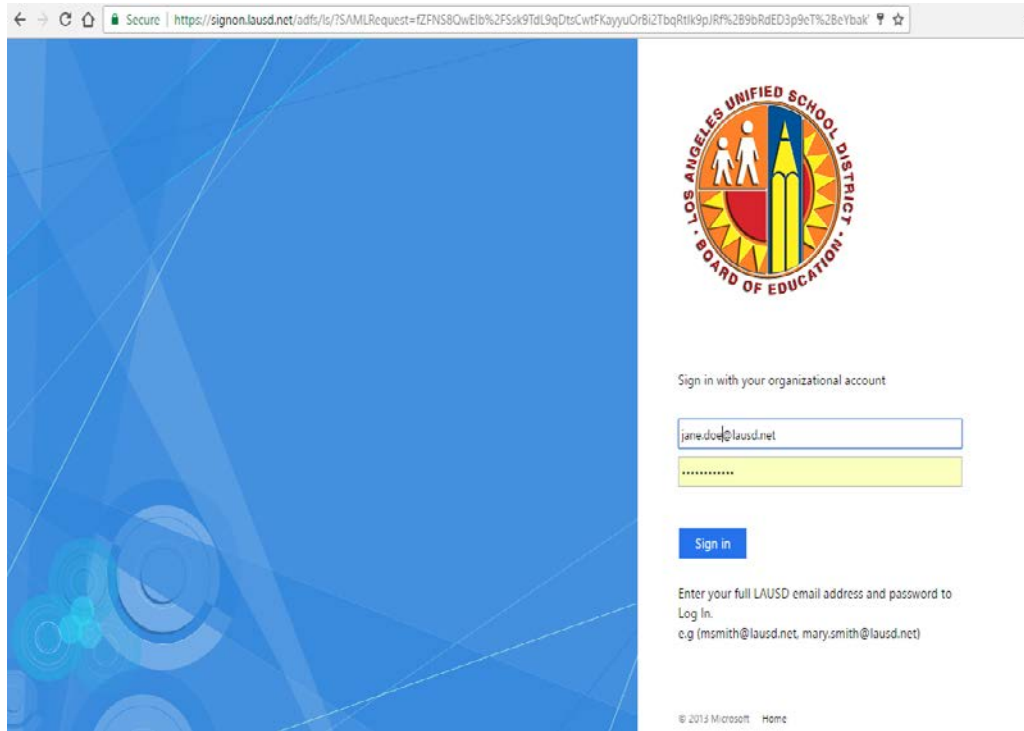
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari. For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

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

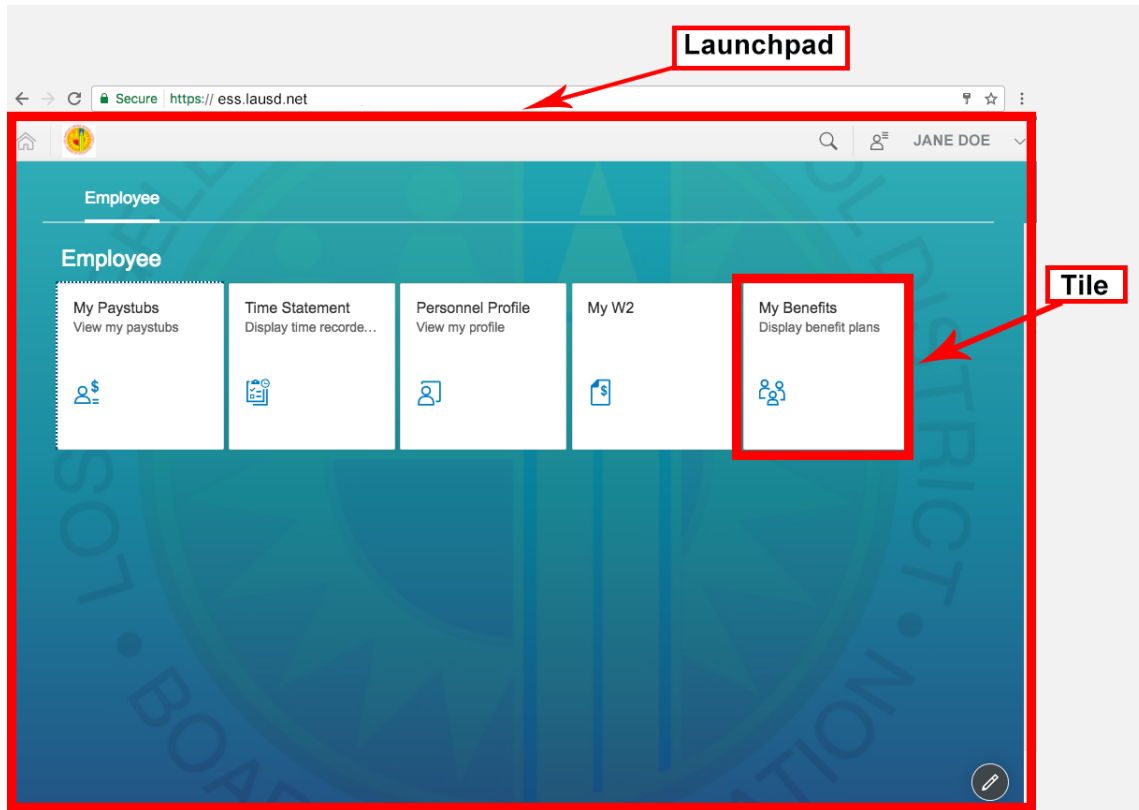
Details

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



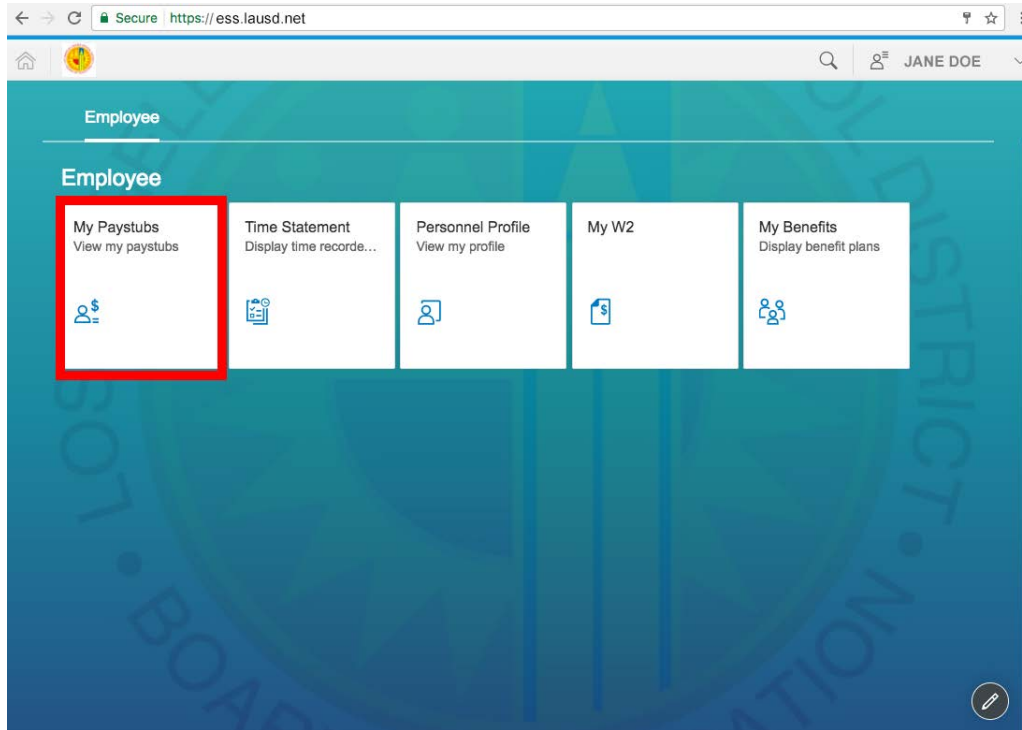
The screenshot shows a web browser window with the URL <https://signon.lausd.net/odfs/ta/7SAMLRequest=tZFNS8QwEib%2FSdk9Tdl9qDtsCwtFKayyuOr8i2TbqRtlk9pJlRf%2B9bRdED3p9cT%2BeYbak>. The page features the LAUSD logo at the top right. Below the logo, the text "Sign in with your organizational account" is 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.

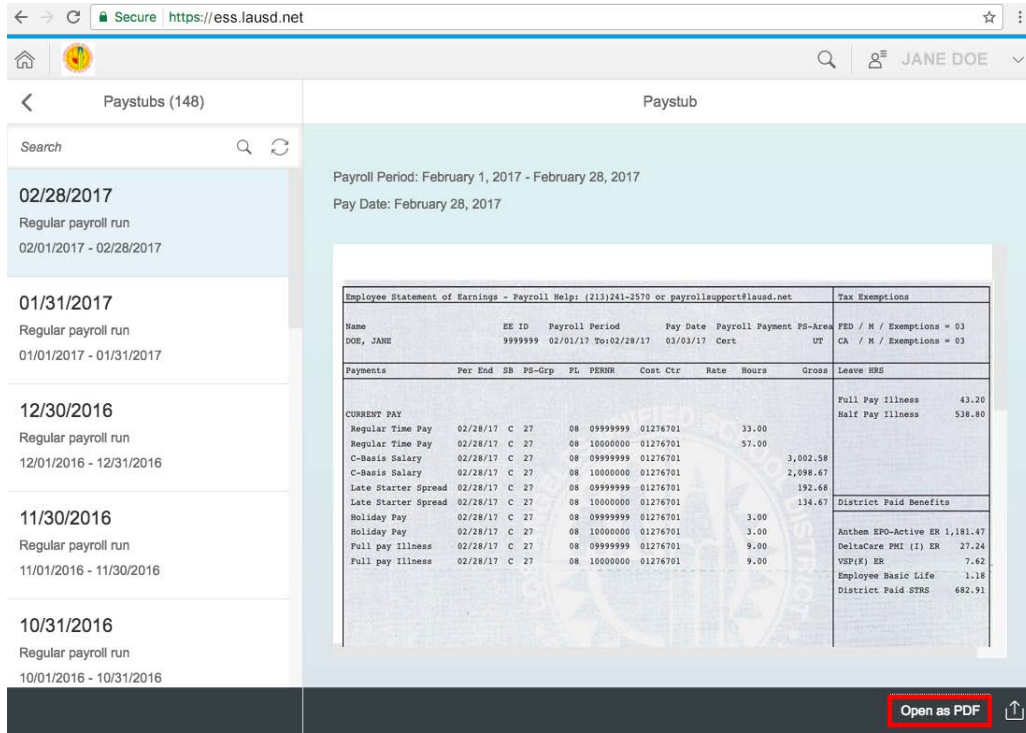


Each tile indicates an application.

My Paystubs



To view your paystubs, click My Paystubs tile.



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 February 28, 2017.

Paystubs (148)

- 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	CA / M / Exemptions					
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				
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				
										District Paid Benefits		
										Full Pay Illness		43.20
										Half Pay Illness		538.80
										Anthem EPO-Active ER		1,181.47
										DeltaCare PHM (I) ER		27.24
										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 web application interface. The search bar contains '1/5/17'. The left sidebar shows 'Paystubs (1)' and a list of paystubs for JANE DOE. The main area displays a detailed paystub for the period 12/01/2016 - 12/31/2016, dated 01/05/2017. The paystub includes a table with columns for Name, EE ID, Payroll Period, Pay Date, Payroll Payment, PS-Area, and Tax Exemptions. It also includes a table for Payments with columns for Per End, SB, PS-Grp, PL, PERNR, Cost Ctr, Rate, Hours, Gross, and Leave HRS. The paystub shows a total gross pay of 3,002.58 and a total leave of 61.20 hours.

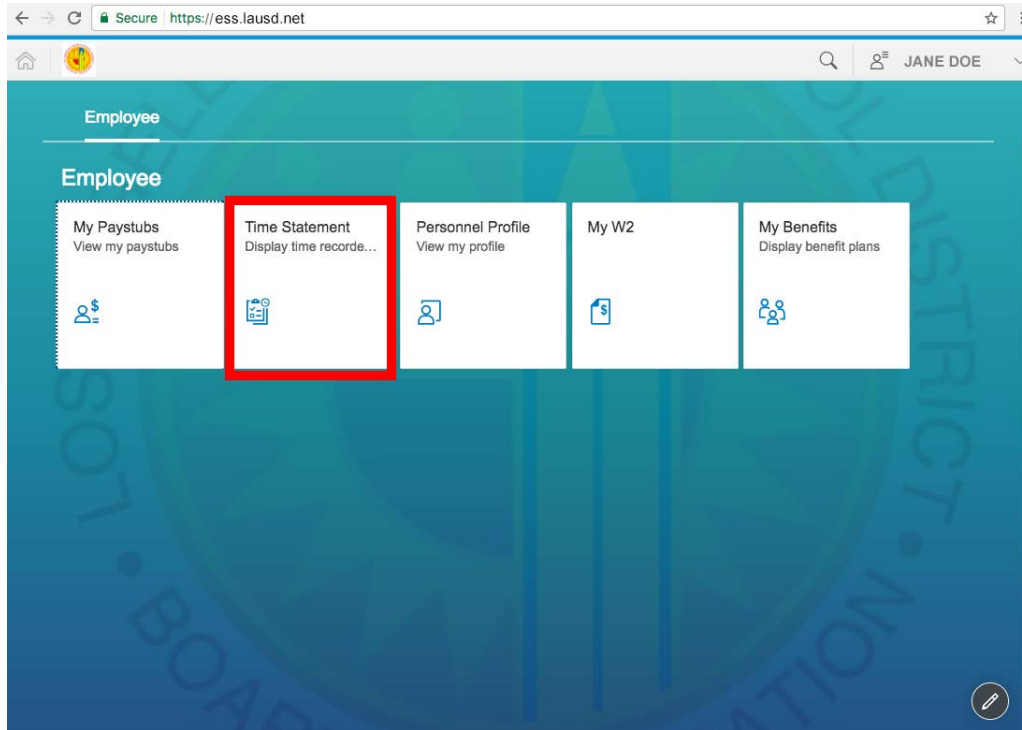
Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area	Tax Exemptions
DOE, JANE	9999999	12/01/16 To:12/31/16	01/05/17	Cert	UT	FED / M / Exemptions = 03 CA / M / Exemptions = 03

Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave HRS	
CURRENT PAY										Full Pay Illness	61.20
Regular Time Pay	12/31/16	C	27	08	09999999	01276701	36.00			Half Pay Illness	538.80
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	59.38108	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	
										Bluecross HMO (A) ER	996.52
										VSP(K) ER	7.62

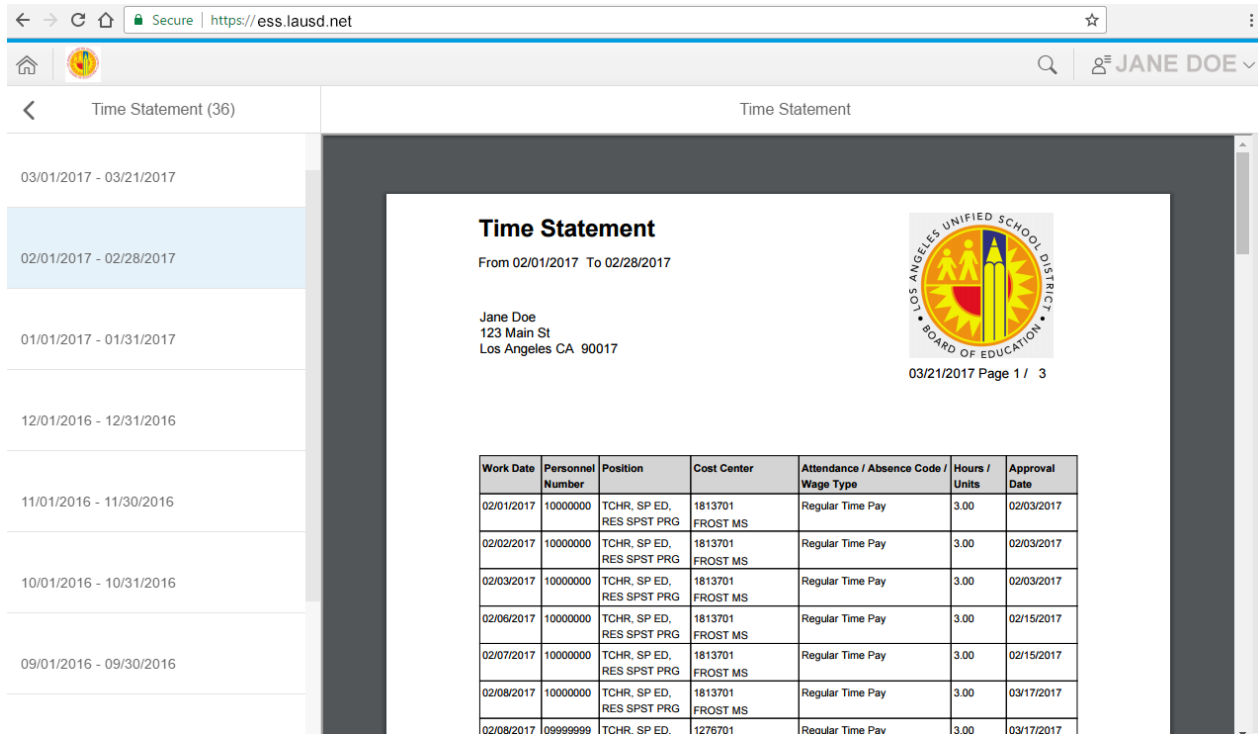
You can search for paystub by typing the pay date (mm/dd/yyyy) in search area.

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 interface displays a list of months on the left sidebar, with the most recent month, 02/01/2017 - 02/28/2017, selected. The main content area shows the 'Time Statement' for Jane Doe, 123 Main St, Los Angeles CA 90017, for the period from 02/01/2017 to 02/28/2017. The statement includes the Los Angeles Unified School District logo and a table of work data.

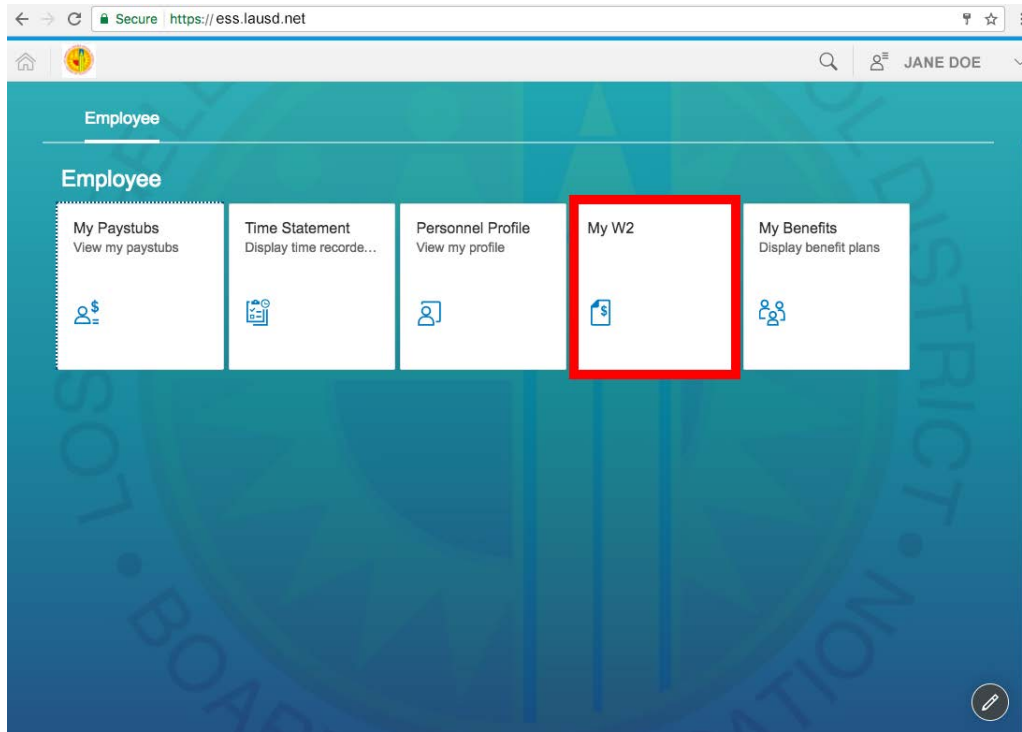
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017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

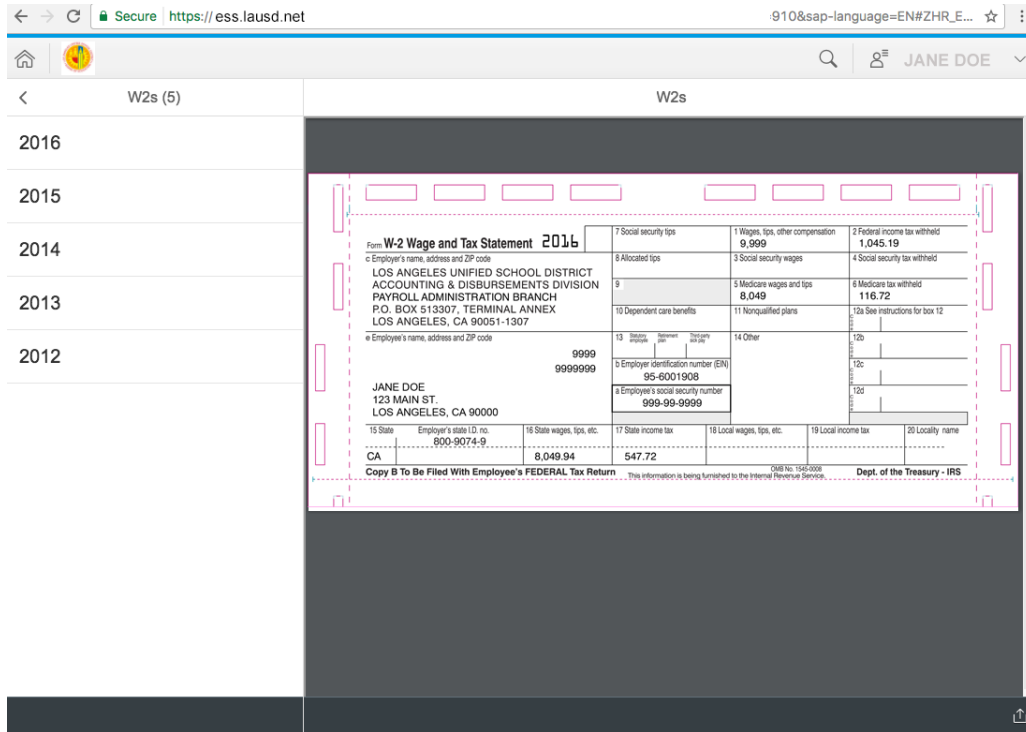
You can save or print time statement.

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 (2012, 2013, 2014, 2015, 2016) under the heading "W2s (5)". The right side of the screen displays a detailed W-2 form for the year 2016. The form includes the following information:

- Form W-2 Wage and Tax Statement 2016**
- 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:** JANE DOE, 123 MAIN ST., LOS ANGELES, CA 90000
- 9999 9999999**
- 1 Wages, tips, other compensation:** 9,999
- 2 Federal income tax withheld:** 1,045.19
- 3 Social security wages:** 8,049
- 4 Social security tax withheld:** 116.72
- 5 Medicare wages and tips:** 8,049
- 6 Medicare tax withheld:** 116.72
- 7 Social security tips:** 0
- 8 Allocated tips:** 0
- 9** 0
- 10 Dependent care benefits:** 0
- 11 Nonqualified plans:** 0
- 12a See instructions for box 12:** 0
- 12b** 0
- 12c** 0
- 12d** 0
- 13 State wages, tips, etc.:** 8,049.94
- 14 State income tax:** 547.72
- 15 State:** CA
- 16 State wages, tips, etc.:** 8,049.94
- 17 State income tax:** 547.72
- 18 Local wages, tips, etc.:** 0
- 19 Local income tax:** 0
- 20 Locality name:** CA

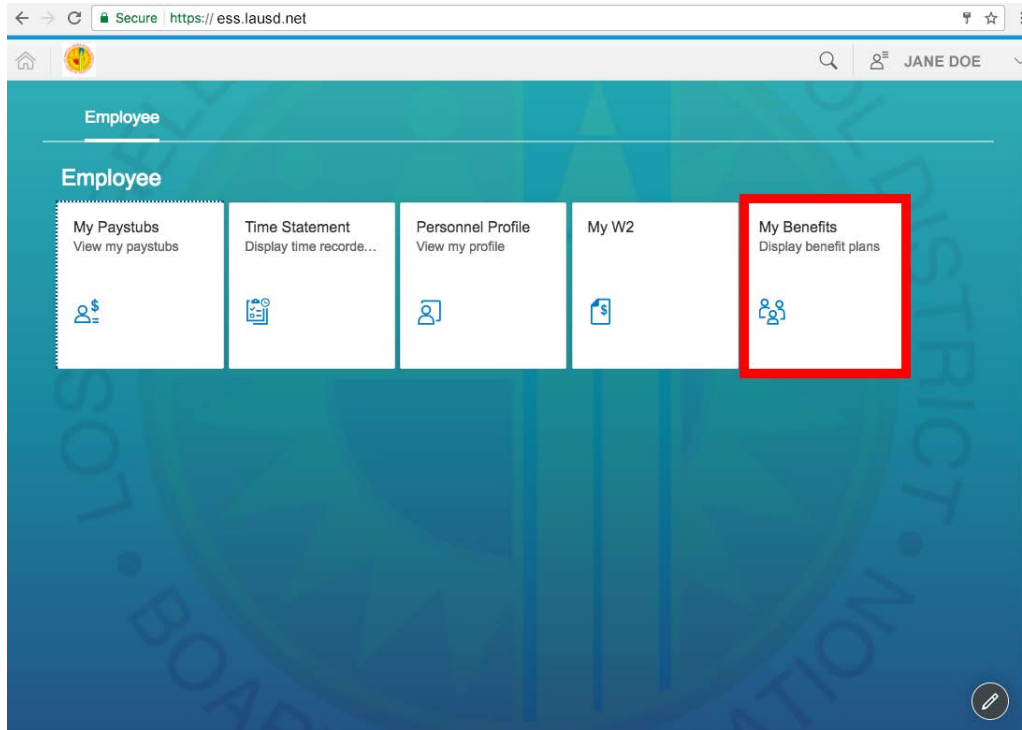
At the bottom of the form, it says "Copy B To Be Filed With Employee's FEDERAL Tax Return" and "This information is being furnished to the Internal Revenue Service." The footer also includes "Call No. 1-800-829-0899" and "Dept. of the Treasury - IRS".

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.

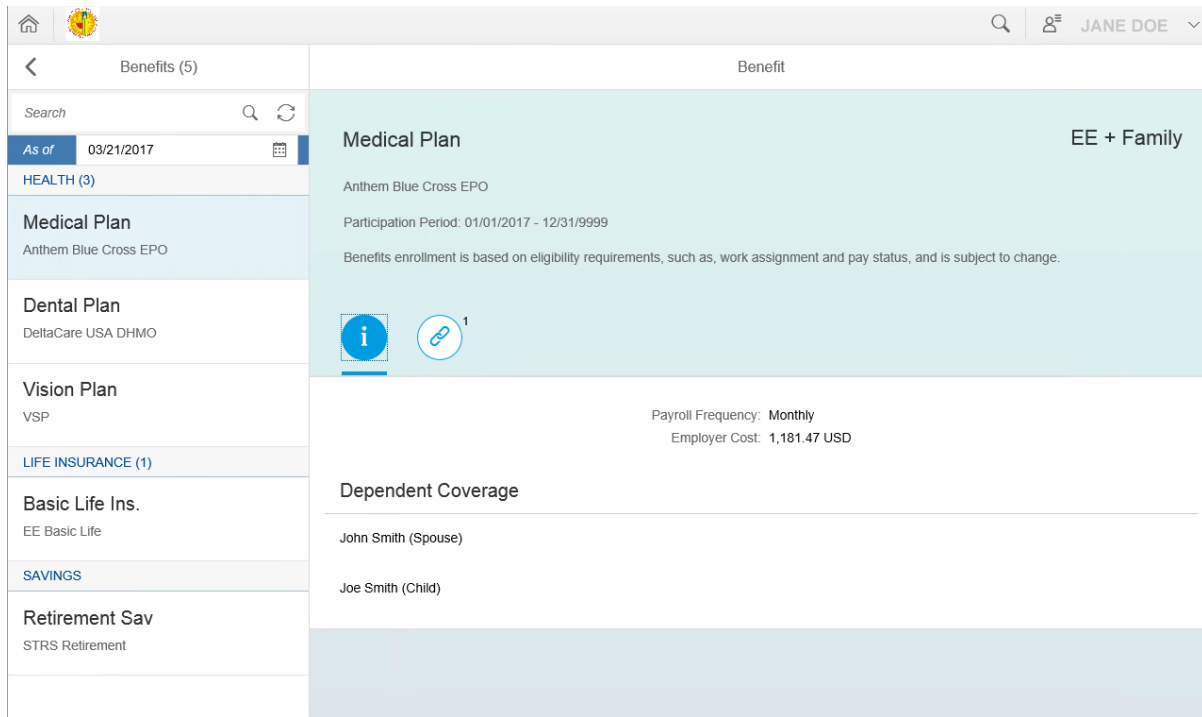
You can save or print W2.

Click  to go back to Launchpad.

My Benefits



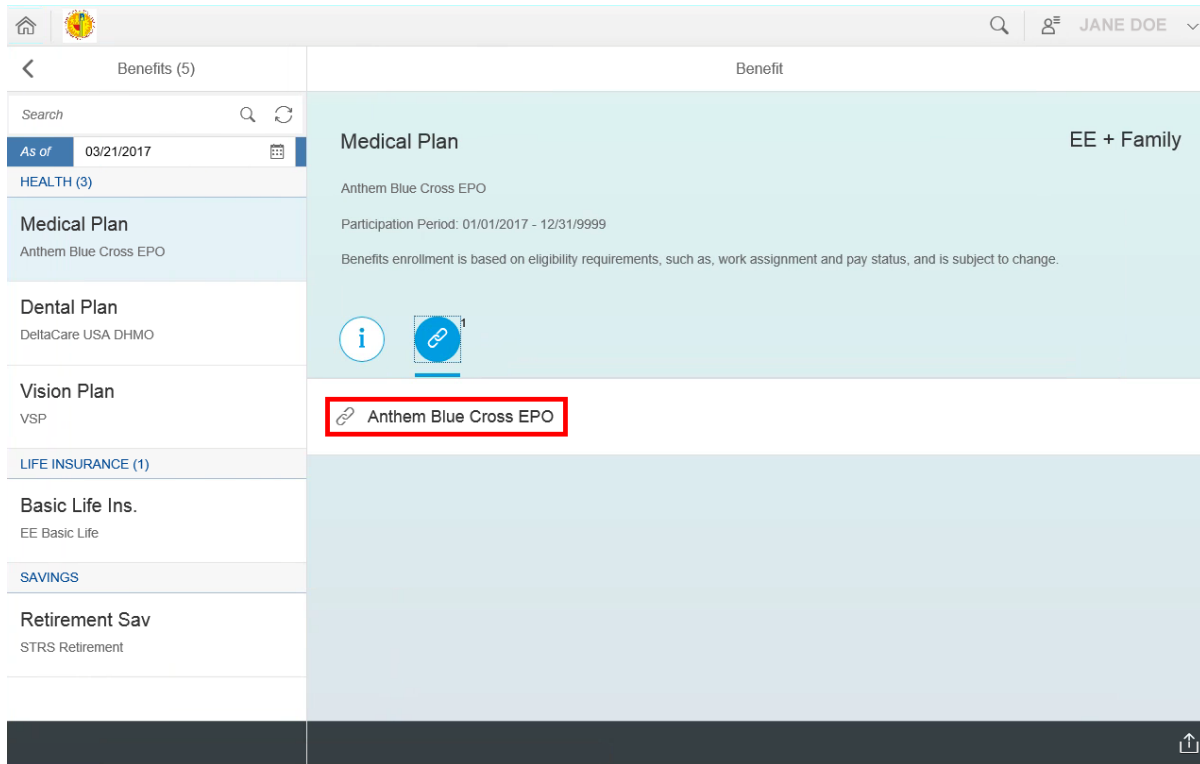
To view benefit plans you are enrolled in, click My Benefits tile.



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).

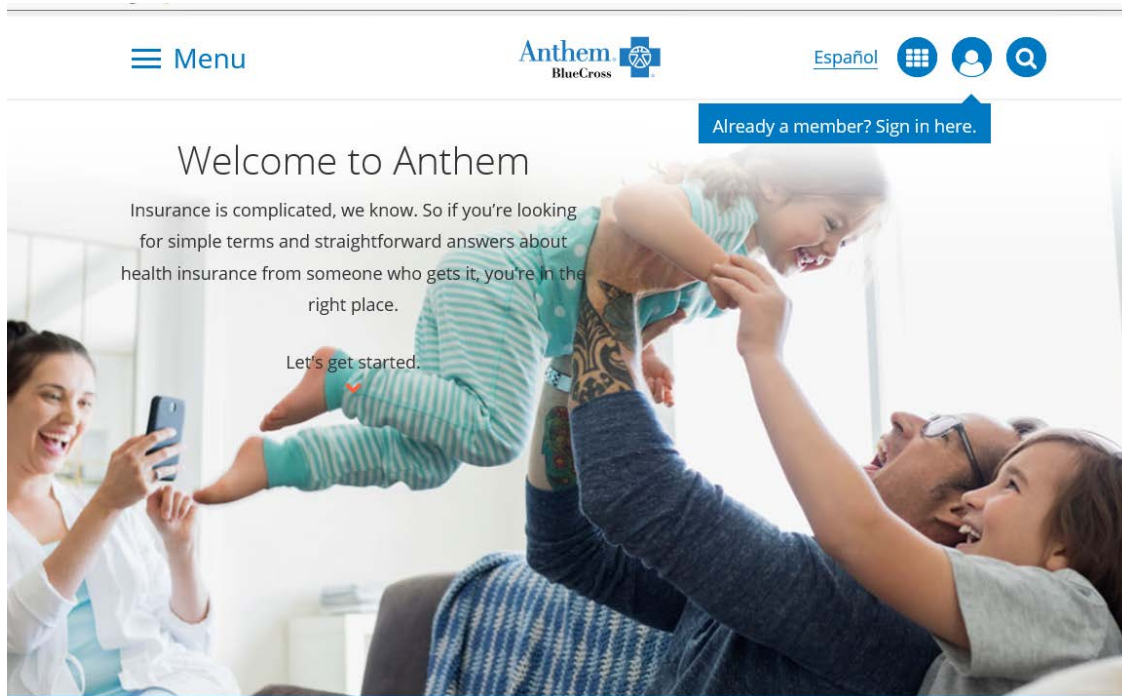
The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled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

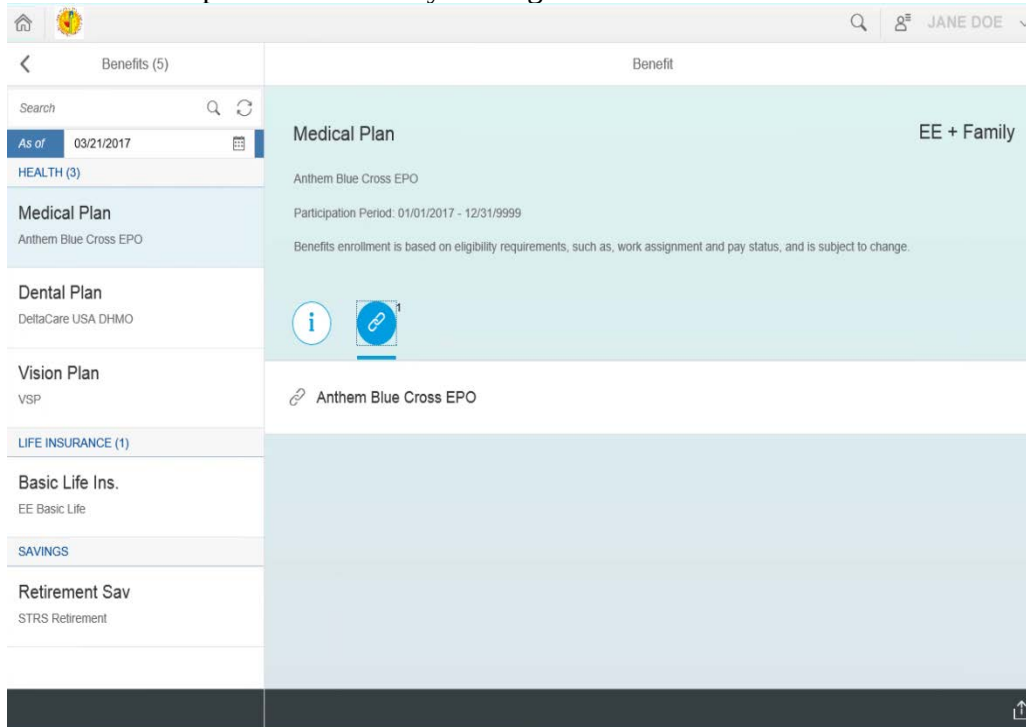


The screenshot shows the 'Benefits (5)' section of the Employee Self Service portal. The left sidebar lists various benefit categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS. Under HEALTH, the 'Medical Plan' is selected, showing 'Anthem Blue Cross EPO'. The main content area displays the 'Medical 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.

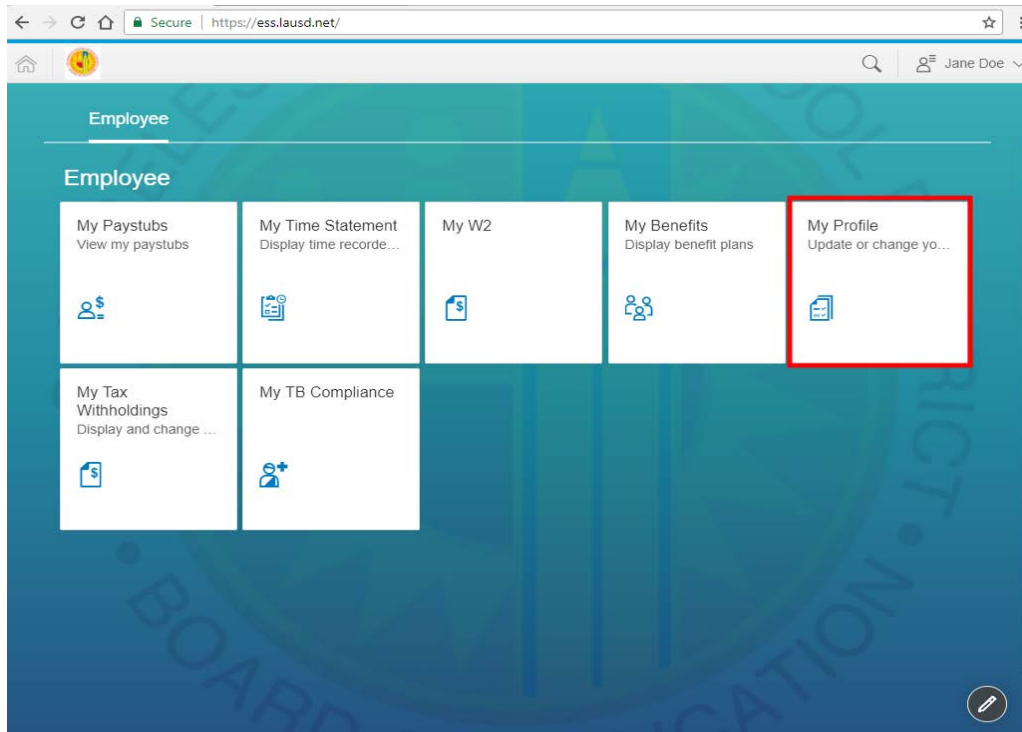


Go back to the previous screen by closing this window.

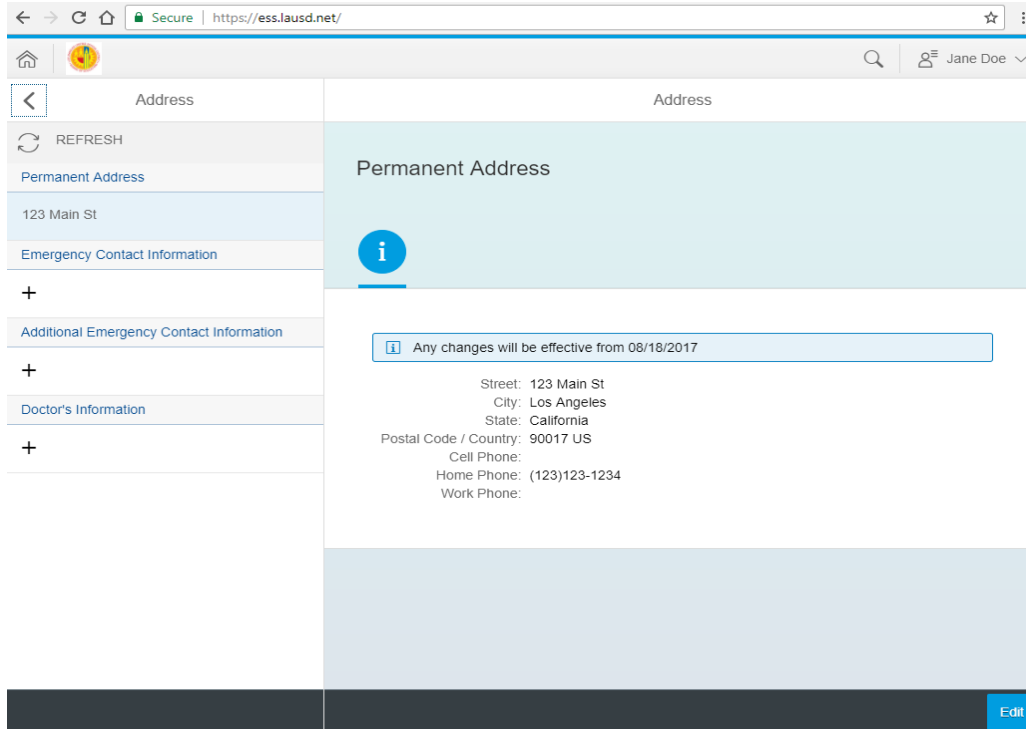


Click  to go back to Launchpad.

My Profile



To view your profile, click My Profile tile.

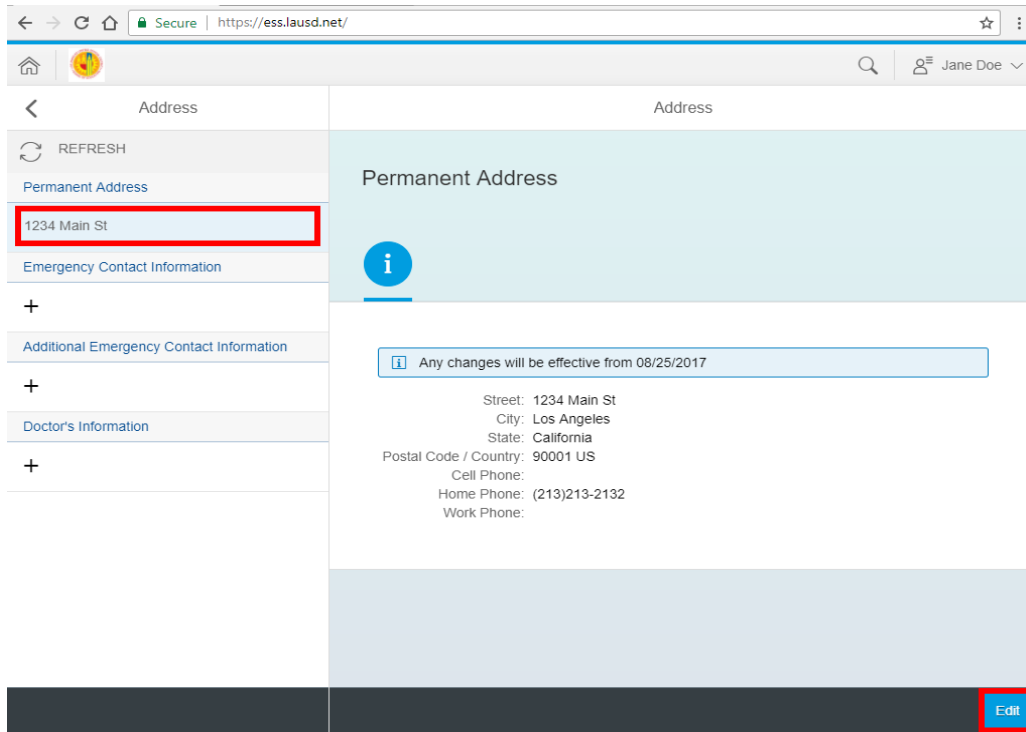


The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page is titled "Address" and features a left sidebar with navigation links: "Permanent Address", "Emergency Contact Information", "Additional Emergency Contact Information", and "Doctor's Information". The main content 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 page.

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

Permanent Address

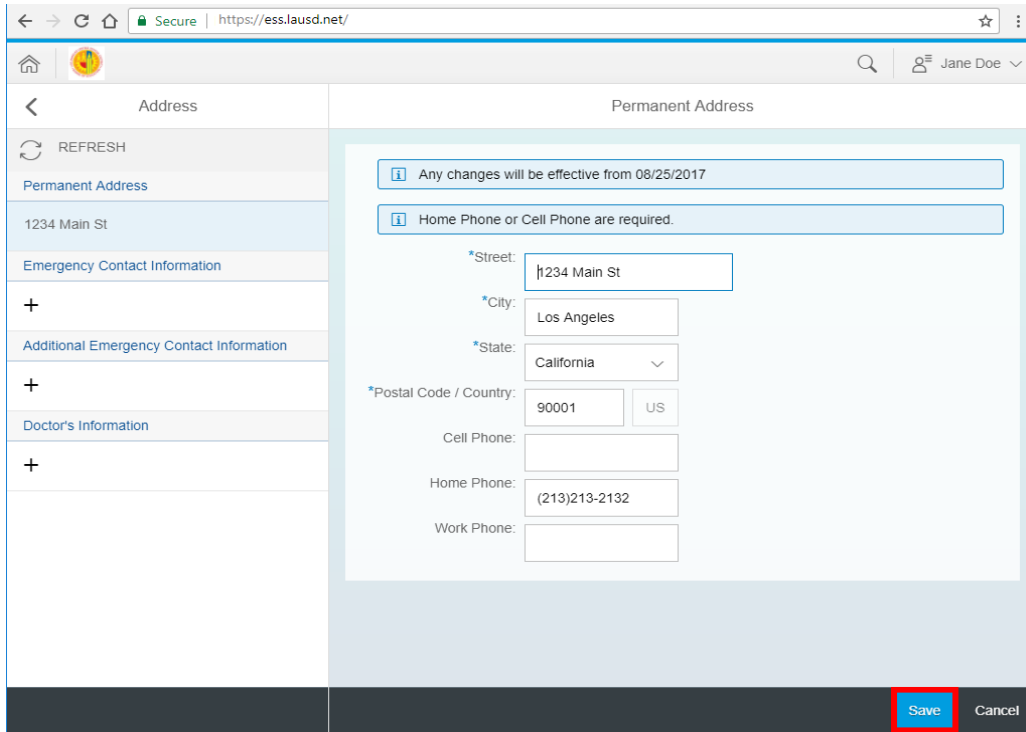
Any changes will be effective from 08/25/2017

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.

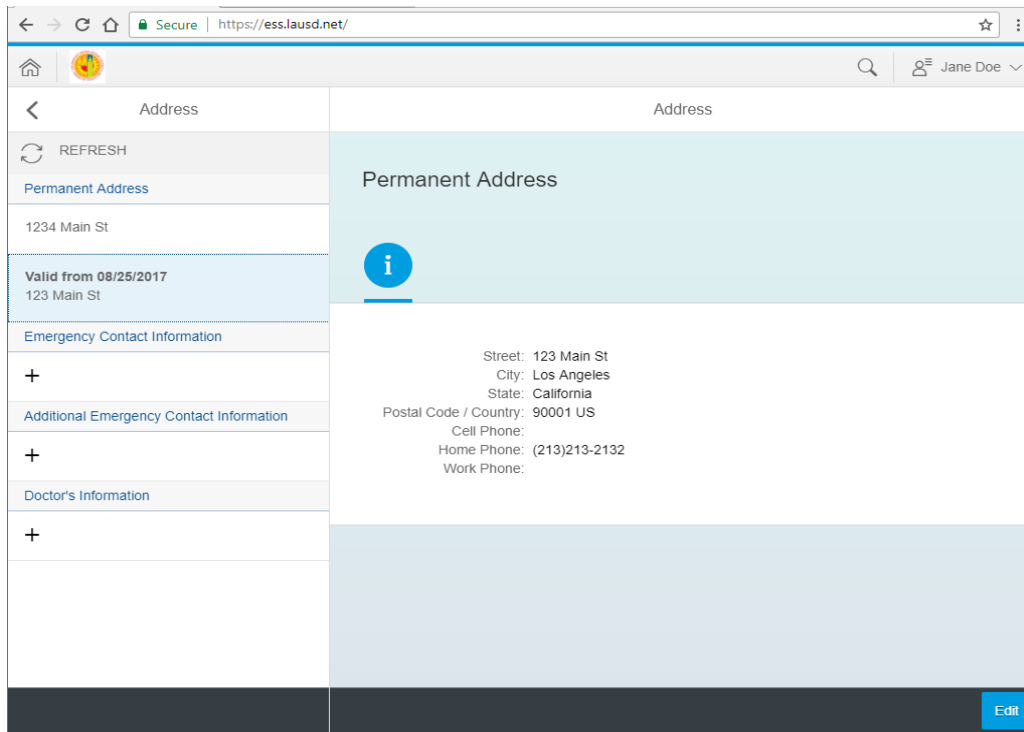
If the relevant address is not in the system click + to create address.



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.

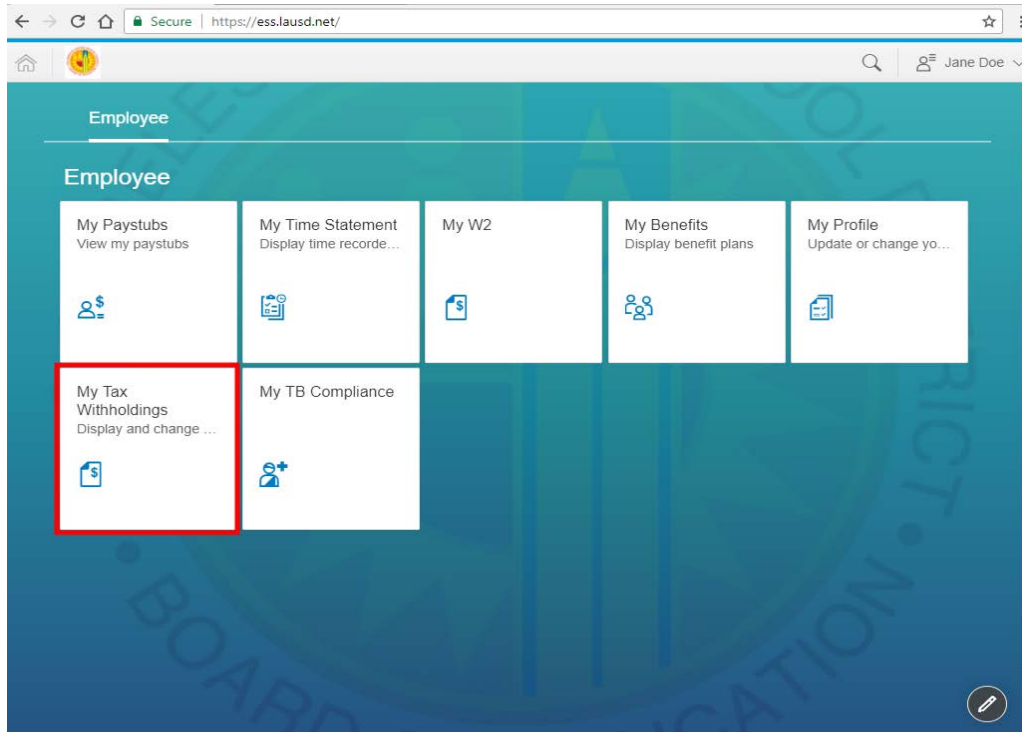


The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page is titled "Address" and displays a "Permanent Address" section. The address is 1234 Main St, Los Angeles, California 90001 US. The page also includes a "Valid from 08/25/2017" date and a "Valid from 08/25/2017" date. The "Emergency Contact Information" section is expanded, showing a list of contacts. The "Doctor's Information" section is also expanded, showing a list of doctors. The "Edit" button is located at the bottom right of the page.

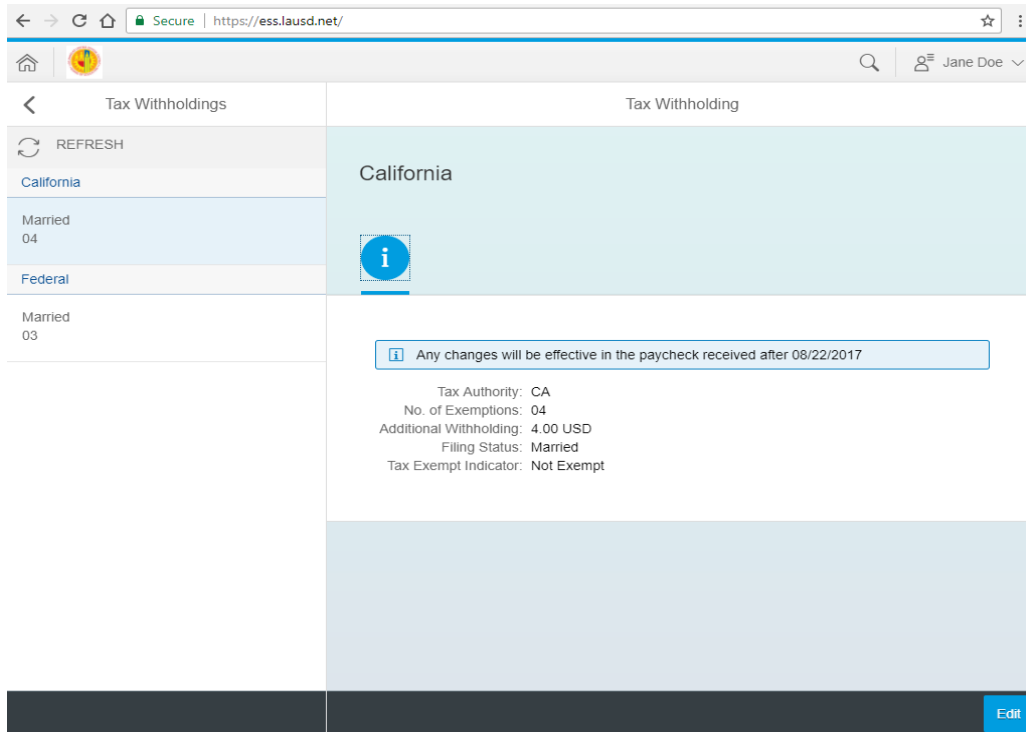
Select the latest record to verify your changes.

Click  to go back to Launchpad.

My Tax Withholdings



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

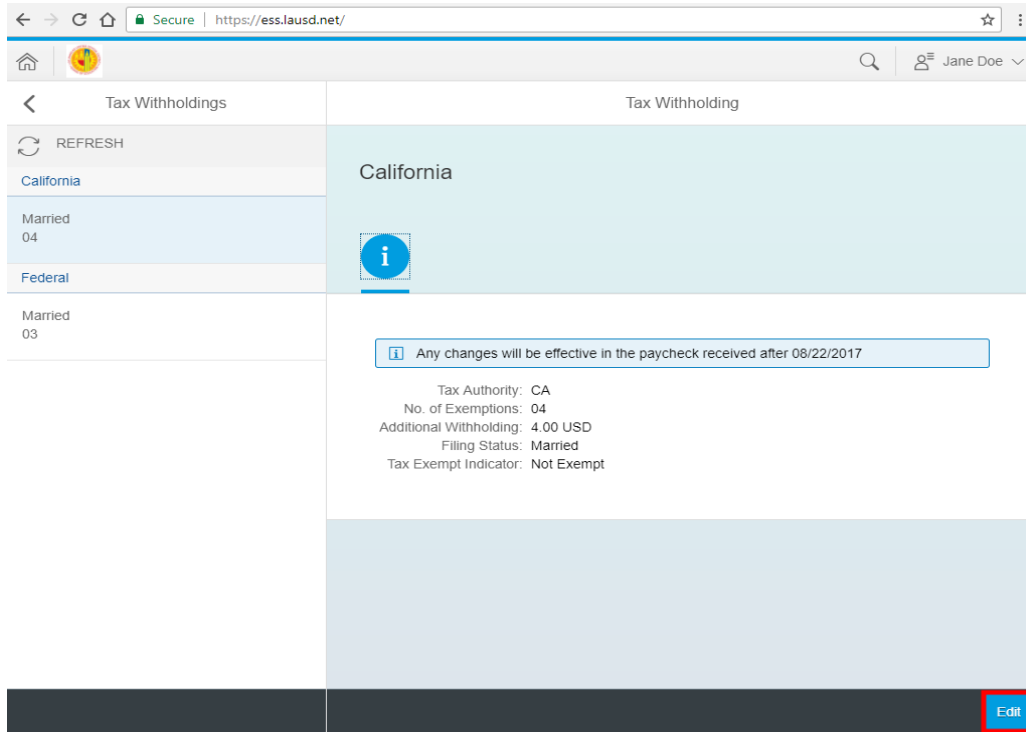


The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page is titled "Tax Withholdings" and "Tax Withholding". On the left side, there is a sidebar with a "REFRESH" button and two sections: "California" (Married 04) and "Federal" (Married 03). The main content area displays the "California" section, which includes an 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
- Tax Exempt Indicator: Not Exempt

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 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 > Tax Withholding > REVIEW

REFRESH

California

Married 04

Federal

Married 03

2017

Jane Doe

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.taxes.ca.gov/de4.pdf

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

1. Type or Print Your Full Name _____ Your Social Security Number _____

2. Home Address (Number and Street or Rural Route) _____

3. City, State, and ZIP Code _____

4. Filing Status Withholding Allowances

☐ SINGLE or MARIED (with two or more incomes)

☐ MARIED (one income)

☐ HEAD OF HOUSEHOLD

5. Number of allowances for Regular Withholding Allowances, Worksheet A _____

6. Number of allowances from the Estimated Deductions, Worksheet B _____

7. Total Number of Allowances (A + B) when using the California Withholding Schedules for 2016 _____

8. Additional amount of state income tax to be withheld each pay period of employee agrees, Worksheet C _____

9. 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 _____

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.

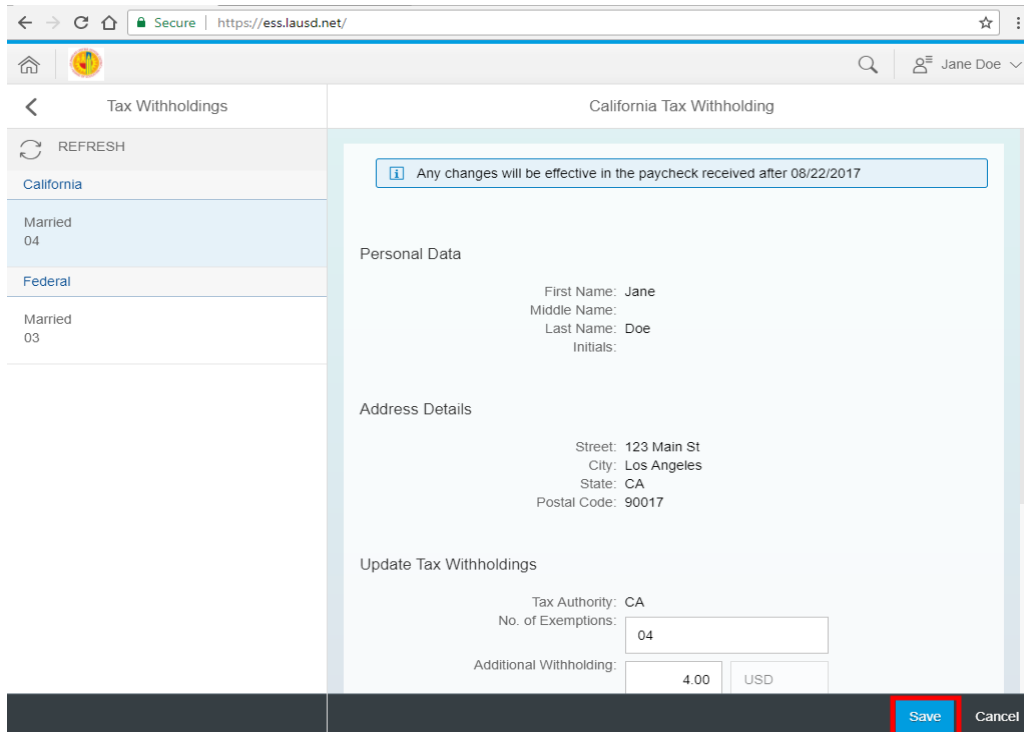
PURPOSE: This certificate, DE 4, is for California Personal Income Tax (PIT) withholding purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages by your employer, to accurately reflect your state tax withholding obligation. You should complete this form if either:

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

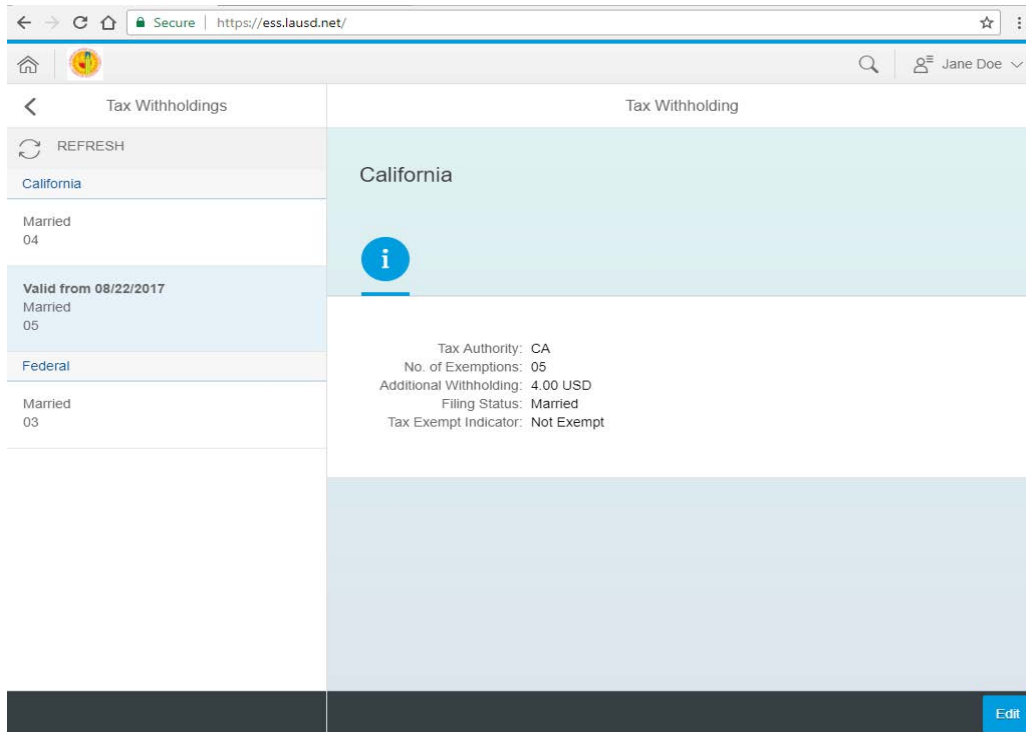
Edit

Click Reviewed to move forward or Cancel to move back.



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 tax types: "California", "Married 04", "Federal", and "Married 03". The main content area displays a form for "California Tax Withholding". At the top of the form, a message states: "Any changes will be effective in the paycheck received after 08/22/2017". The form is divided into three 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 page title is "Tax Withholdings". On the left, there is a sidebar with a "REFRESH" button and a list of tax records. The main content area displays the details for the "California" record, which is marked as "Valid from 08/22/2017". The details include:

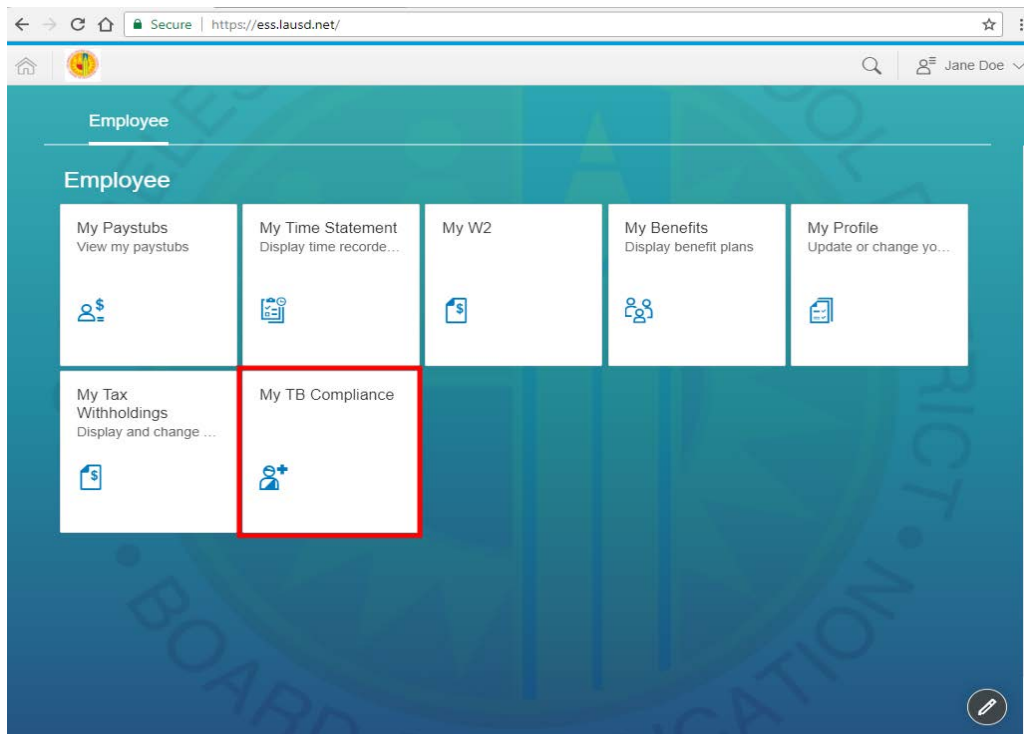
- Tax Authority: CA
- No. of Exemptions: 05
- Additional Withholding: 4.00 USD
- Filing Status: Married
- Tax Exempt Indicator: Not Exempt

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

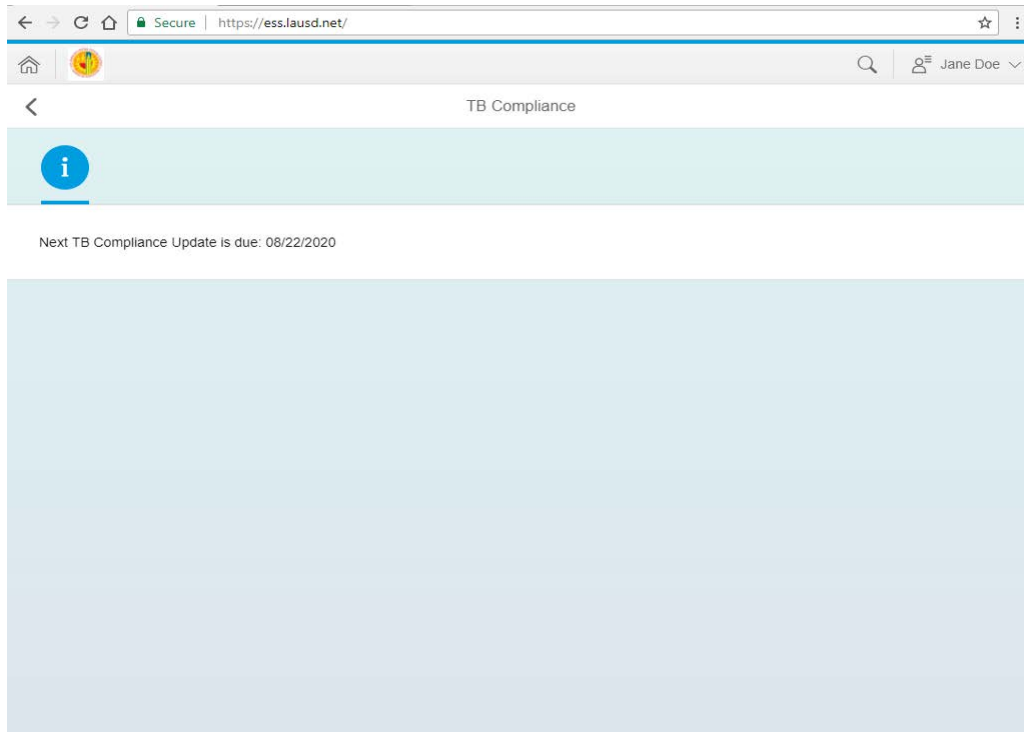
Select the latest record to verify your changes.

Click  to go back to Launchpad.

My TB Notifications



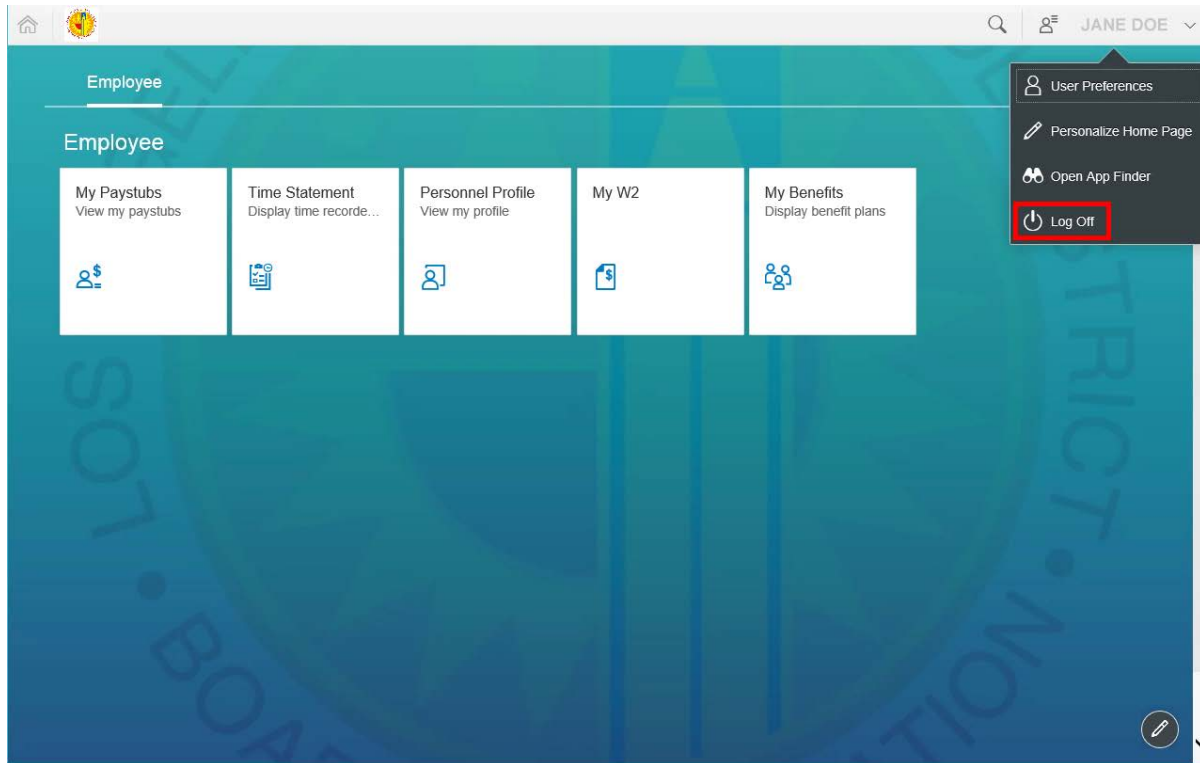
To view your TB notifications, click My TB Notifications tile.



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?
 - o Yes, it is secured and only you can view your own information.
2. Can I save password on my browser?
 - o 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?
 - o Call help desk at (213) 241-5200.
4. Can I view/obtain W2's older than 5 years?
 - o No, please contact the Employee Service Center at (213) 241-6670.
5. Can I make changes to my health benefit plan(s)?
 - o 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?
 - o 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?
 - o 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?
 - o You can contact payroll support services at (213) 241-2570 or email payrollsupport@lausd.net



9. What if I only see ?
 - o It indicates that the browser you are using is not supported. Please use one of the recommended browsers.