



Updated: 12/6/2021

## Log in to the ESS at <u>https://ESS.lausd.net</u>.

From the ESS launchpad, click on the My Paystubs tile to view your paystubs.

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	Pay Date	Payroll Type	Payroll Period or Offcycle Reason				20
	Payroll Year: 2021						
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	02/26/2021	Regular payroll run	02/01/2021 - 02/28/2021	4	. 7	>	
	01/29/2021	Regular payroll run	01/01/2021 - 01/31/2021	4	. *	>	

The screen displays a list of pay dates. Latest pay date is displayed on top. To view additional paystubs you can scroll down the list and click more. There are controls on each row to download PDF (  $\stackrel{\checkmark}{-}$  ), or print PDF (  $\stackrel{\frown}{-}$  ) or view paystub (  $\stackrel{>}{-}$  ).

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





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Paystub will be displayed as a pdf.

Downloading paystub or print paystub can be done from here too.

Click to go back to Paystub list page.

Click to go back to Launchpad.