



# School Business Services Panel School Administrative Assistants Office Managers

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February 28, 2018



# TRAINING OBJECTIVES

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- Announce Important Payroll Reminders.
- Provide Payroll Administration Resources.
- Provide references and methods of communication with key Payroll personnel.



# Important Payroll Reminders

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## Lump Sum Payment of Differential

- Certificated time entries for March 1, 2018 through March 31, 2018 are due on March 23, 2018. Payday is Thursday, April 5, 2018.

## Holiday Update

- All Semi-Monthly time for March 16 – March 30 needs to be reported and approved by **Friday, March 23, 2018**.
- X-Basis employees are at-will, do not time report Unpaid (UP).
- Do not schedule Certificated employees to work or attend a training during Spring Recess.
- Classified employees assigned to school locations are reported vacation during Spring Recess.



# NEW AND IMPROVED PAYROLL ADMINISTRATION WEBSITE

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Payroll Administration is in the process of making changes to the Payroll Administration website. The website is user-friendly and documents and references are easily accessible to time reporters and approvers. The following are examples of what you will find in the Payroll Administration website.

- Job Aids
- Visual Job Aids
- Bulletins
- Reference Guides
- Forms



# WHO BENEFITS

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- Experienced Time Reporters
- New Time Reporters
- Back-up Time Reporters



# PAYROLL ADMINISTRATION WEBSITE

- Go to LAUSD Home Page <http://home.lausd.net>
- Click on Offices



En Español MyLAUSD Superintendent Board of Education **Offices** Local Districts

 Los Angeles Unified School District  
Believe. Achieve. L.A. Unified.

Home About LAUSD Resources Employment Find-a-School        Search LAUSD

**MAGNET AND DUAL LANGUAGE SCHOOLS LATE APPLICATION WINDOW IS NOW OPEN**



**Magnet and Bilingual schools** [Read more](#)

**African American Family Day**  
An event that unites all families and students of pre-Kindergarten to grade 12. There will be exciting workshops, special guests, student entertainment and a college fair. Click on the graphic to register.

**Magnet and Bilingual schools**  
The late application window is now open for Magnet and Dual Language/Bilingual programs. Click on the graphic to learn more.

**Black History Month**  
The District celebrates Black History Month. The Los Angeles Board of Education passed a resolution last month, with the theme, "African-Americans in Times of War." Click on the graphic to learn more.

**Become a Student Board Member**  
Applications are now available for the 2018-19 L.A. Unified Student Member of the Board of Education. March 9 is the application deadline.



# PAYROLL ADMINISTRATION WEBSITE

- Select Payroll Payroll Administration

The screenshot shows the top navigation bar of the Los Angeles Unified School District website. It includes a search bar with the text "can't find something?", social media icons for S, F, E, C, and a search icon. Below the navigation bar is a menu with "Home", "About LAUSD", "Employment", "Find a School", "Offices", and "Quick Links". The main content area is titled "L.A. Unified Office Directory" and lists various office services under the letters A, H, and P. The "Payroll Administration (213-241-2570)" link is highlighted with a red box.

**Los Angeles Unified School District**  
Investing in LAUSD

can't find something?

S F E C

Home About LAUSD Employment Find a School Offices Quick Links

## L.A. Unified Office Directory

<b>A</b>	<b>H</b>	<b>P</b>
<ul style="list-style-type: none"><li>▶ A-G Graduation Requirements (213 241-6895)</li><li>▶ Academic Decathlon (213-241-2691)</li><li>▶ Academic English Mastery Program (213 241-3340)</li><li>▶ Access Equity Acceleration (213-241-3340)</li></ul>	<ul style="list-style-type: none"><li>▶ Health Education Programs (HEP) (213 241-2554)</li><li>▶ Health Insurance for Children (866 742-2273)</li><li>▶ Healthy Start (213 241-4293)</li><li>▶ Help Desk (ITD Service Desk) (213 241-5200)</li></ul>	<ul style="list-style-type: none"><li>▶ Personalized Learning Systems (213 241 3017)</li><li>▶ Parent and Community Services (213 481-3350)</li><li>▶ Parent Emergency Information</li><li>▶ Payroll Administration (213-241-2570)</li></ul>






# PAYROLL ADMINISTRATION WEBSITE

- Select Time Reporting and Communications

Skip navigation Select Language ▼

SUPERINTENDENT BOARD OF EDUCATION SIGN IN



Los Angeles Unified School District  
Investing in LAUSD

can't find something?

S F E C

Home About LAUSD Employment Find a School Offices Quick Links ▼

### Payroll Administration

- ▶ Home
- ▶ 2017-2018 Calendars/ Time Cards
- ▶ LAUSD MyPay
- ▶ Payroll Forms
- Payroll Information
  - Bargaining Unit Information
    - ▶ CSEA
    - ▶ Teamsters
  - ▶ Retirement Information
    - ▶ Time Reporting and Communications
  - ▶ Resources
  - ▶ W-2/ Tax Info

**Select Time Reporting and Communications**

### Payroll Administration Branch

Welcome to the Payroll Administration web page. The following pages have been designed to provide you with information on the various services performed by the different sections of the branch. The web pages provide payroll information and concepts to assist you in understanding how employees of the District are paid.

### Mission Statement

"Our mission is to support the educational community by providing quality customer service to ensure reliable, accurate and timely compensation. We take pride in our continuous focus on the ever-changing needs of our customers to improve processes and accountability while fostering trust among the people we serve."

### Payroll Customer Services

Phone: (213) 241-2570  
Monday to Friday 8:00 am TO 4:30 pm  
Fax: (866) 761-7413  
E-mail: [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)

*Please be informed that we no longer have the Payroll Customer Services walk-in counter on the first floor. The remaining staff (after the budget cut) assigned on the first floor were relocated on the 27th floor effective August 21st.*

*To address the reduced resources due to the 30% budget cut, Payroll Administration reorganized the branch and consolidated the operational units. This is to ensure that we focus on the payroll "core" functions that employees are paid accurately and timely.*

*Employees coming into the Beaudry building who may have payroll needs/appointment are directed to check-in and get the appropriate visitor badge on the first floor before proceeding to the 27th floor customer service counter.*





# TIME REPORTING AND COMMUNICATIONS PAGE

- Time Reporting and Communications Page

The screenshot displays the LAUSD Payroll Administration website. The top navigation bar includes links for Home, About LAUSD, Employment, Find a School, Offices, and Quick Links. The left sidebar is titled "Payroll Administration" and lists various categories such as Home, 2017-2018 Calendars/ Time Cards, LAUSD MyPay, Payroll Forms, Payroll Information, Bargaining Unit Information (CSEA, Teamsters), Retirement Information, Time Reporting and Communications, Resources, and W-2/ Tax Info. The main content area is titled "Time Reporting and Communications" and features six key links, each with an icon: "Time Reports and Time Approvers" (calculator and folders), "Current Bulletins" (bulletin board), "Payroll Concepts" (PAYROLL gears), "Reference Guides" (stack of books), "Job Aids" (directional signs), and "FAQ's" (question mark sticky note). At the bottom, there are links for "Training Videos" (clapperboard) and "Upcoming Information" (Stay Tuned sign).



# BULLETINS

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- Bulletins



## Bulletins

### [BUL-6307.4 Certification of Absence Forms](#)

- ▶ [Certification/Request of Absence for Non-Illness](#)
- ▶ [Certification/Request of Absence for Illness, Family Illness, New Child](#)

### [BUL-6638.0 Time Reporting and Time Approval Policy](#)

### [BUL-6053.1 Elimination of Anticipated Hours Mileage and Differential Pay](#)

### [BUL-6529.1 Legally-Mandated Paid Sick Leave for Eligible Employees](#)

### [BUL-6861.0 California Paid Parental Leave for Eligible District Employees](#)

### [BUL-5996.1 Overtime Policy](#)

- ▶ [Overtime Request Form](#)

### [BUL-6873.0 Mileage Pay Policy](#)

- ▶ [Mileage Form](#)

# REFERENCE GUIDES

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- Reference Guides



## Reference Guides

[REF-041184.0 Professional Development and Miscellaneous Time Reporting Codes](#)

[REF-6528.1 Reporting Paid Sick Leave-Substitute Temp Eligible Employees](#)

[REF-6874.0 Paid Parental Leave for Eligible Employees](#)

# JOB AIDS

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- Job Aids



## Job Aids

[2017-2018 Holiday Pay and Time Entry Instructions for Winter Spring Break](#)

[Vacation Balance Report](#)

[1994 Vested Vacation Bank](#)

[Protected Personal Necessity](#)

[Paid Parental Leave](#)

[Accessing Employee Self Service using a Personal Computer or Laptop](#)

# Training Videos

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- Training Videos



## Training Videos

[How to Add Website Addresses to Favorites](#)

[WebGui vs WinGui](#)

[How to Log onto WinGui using Citrix](#)

[How to Set-Up a Printer in WinGui](#)

[How to Change an SAP Report Layout](#)

[How to Export SAP Reports to Excel](#)

[Display Working Times Report](#)

[Display Working Times Report with Payroll Area Filter](#)

[How to Time Report using Employee List by Cost Center](#)

[How to Time Report Employees not Assigned to Cost Center](#)

[How to Time Report Wage Type Differentials](#)

[How to Approve Time Reported](#)

[Absence Quota Report](#)

[Cumulated Time Evaluation Report](#)

[Time Reconciliation Reports Overview](#)

[Reported Hours Vs Plan Hours for TMS1](#)

[Time in CATS Not Yet Approved](#)

[Time Entered or Approved After Cut-Off](#)

[Time Approved but Not Transferred](#)

# Accessing the Employee Self-Service (ESS) Website

- Click LAUSD MyPay



The screenshot shows the LAUSD website interface. At the top, there is a navigation bar with "Skip navigation", a language selector, and links for "SUPERINTENDENT", "BOARD OF EDUCATION", and "SIGN IN". Below this is the LAUSD logo and the text "Los Angeles Unified School District Investing in LAUSD". A search bar and social media icons are also present. A main navigation bar includes "Home", "About LAUSD", "Employment", "Find a School", "Offices", and "Quick Links". The "Payroll Administration" section is expanded, showing a list of links. "LAUSD MyPay" is highlighted with a red box and a red arrow. To the right, the "Payroll Administration Branch" and "Payroll Customer Services" sections are visible, containing contact information and a mission statement.

**Payroll Administration**

- ▶ Home
- ▶ 2017-2018 Calendars/ Time Cards
- ▶ **LAUSD MyPay**
- ▶ Payroll Forms
- Payroll Information
  - Bargaining Unit Information
    - ▶ CSEA
    - ▶ Teamsters
  - ▶ Retirement Information
  - ▶ Time Reporting and Communications
- ▶ Resources
- ▶ W-2/ Tax Info

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E-mail: [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)

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# Accessing the Employee Self-Service (ESS) Website

- Select the guide you need:

## Payroll Administration

- ▶ Home
- ▶ 2017-2018 Calendars/ Time Cards
- ▶ **LAUSD MyPay**
- ▶ Payroll Forms
- Payroll Information
  - Bargaining Unit Information
    - ▶ CSEA
    - ▶ Teamsters
  - ▶ Retirement Information
  - ▶ Time Reporting and Communications
- ▶ Resources
- ▶ W-2/ Tax Info

### [Access the Employee Self-Service \(ESS\) Website](#)

**LAUSD MyPay** is a three year initiative that will update payroll processes, policies, and technologies to make sure that your paycheck is accurate, efficient, and environmentally friendly. By modernizing payroll at LAUSD, we can serve our employees even better, save hundreds of trees, and return millions of dollars to classrooms.

If you have questions about LAUSD MyPay that are not answered with the information below, please contact the MyPay contact person at your site and/or Payroll Support Services by emailing [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net) or calling (213) 241-2570.

#### Step-by-Step Guides

- [How to View/Print your Pay Stub](#)
- [How to View/Print your Time Statement](#)
- [How to View/Print your W2](#)





# Accessing the Employee Self-Service (ESS) Website

- Click on the web link for the ESS - <https://ESS.lausd.net>
- For technical assistance, please contact the ITD Helpdesk at (213) 241-5200



## Accessing new Employee Self Service using a Personal Computer or Laptop



Updated: 1/25/2018

### 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.

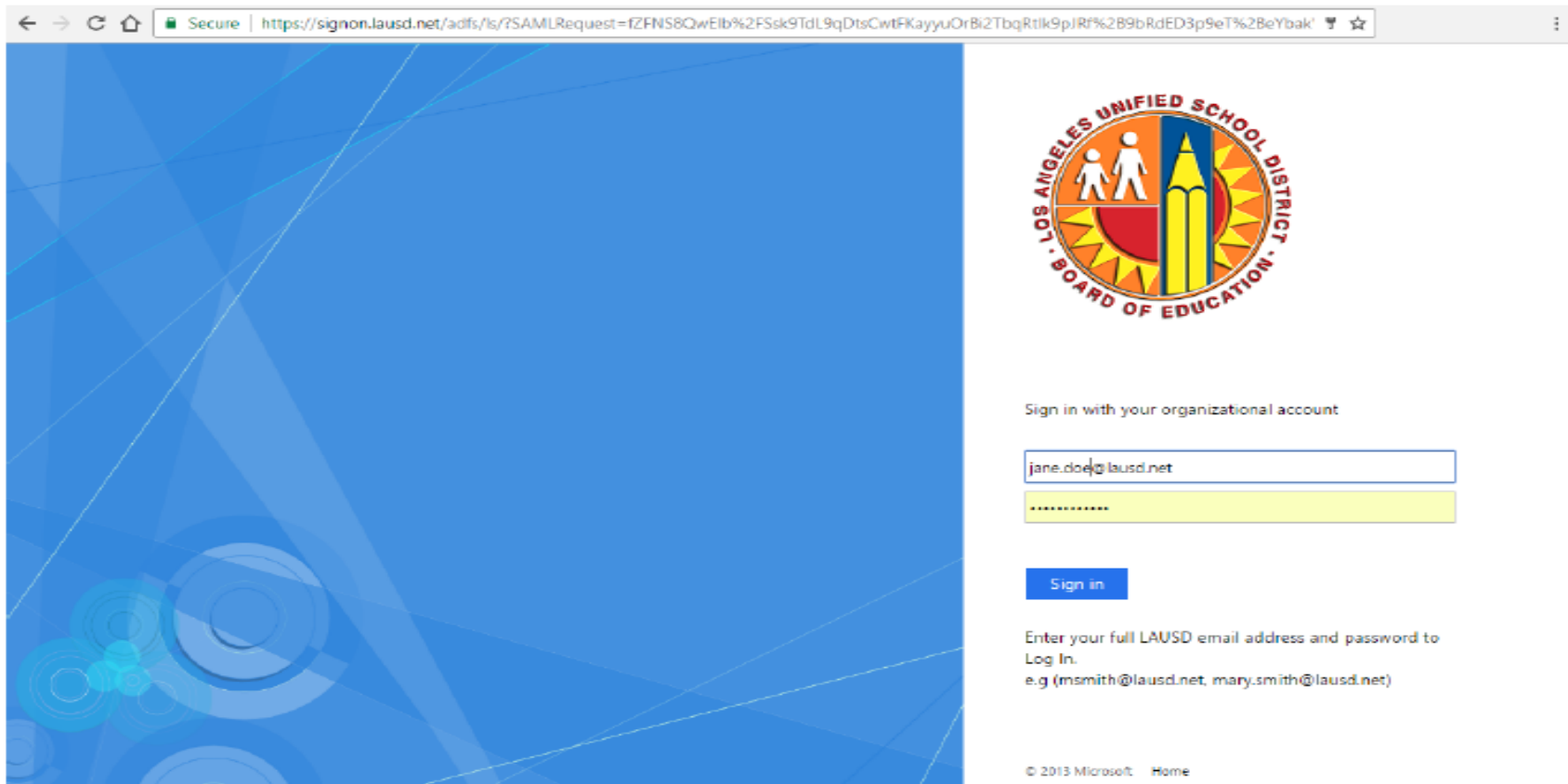
### Details

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



# Signing onto the Employee Self-Service (ESS) Website

- Sign in using your full email domain into the user ID field
- Enter your single sign-on password
- Click Sign in



The screenshot shows a web browser window with the URL <https://signon.lausd.net/adfs/ls/?SAMLRequest=fZFNS8QwE1b%2FSsk9Tdl9qDtsCwtFKayyuOrBi2TbqRtlk9pJRF%2B9bRdED3p9eT%2BeYbak>. The page features a blue background with a circular graphic on the left. On the right, there is a circular logo for the Los Angeles Unified School District Board of Education. Below the logo, the text reads "Sign in with your organizational account". There are two input fields: the first contains "jane.doe@lausd.net" and the second is a password field with dots. A blue "Sign in" button is positioned below the fields. Further down, the text says "Enter your full LAUSD email address and password to Log In. e.g (msmith@lausd.net, mary.smith@lausd.net)". At the bottom left, it says "© 2013 Microsoft Home".



# How to View My Option(s)

- Click on the tab of choice to view or print
- Changes can be made to the My Personnel Profile and My Tax Withholdings (Exemption status excluded)

Employee

Employee

- My Paystubs**  
View my paystubs  
Icon: Person with dollar sign
- Time Statement**  
Display time records...  
Icon: Calendar
- Personnel Profile**  
View my profile  
Icon: Person
- My W2**  
Icon: Document with dollar sign
- My Benefits**  
Display benefit plans  
Icon: Group of people

# Viewing the option selected

- The selected option will default to the current period

The screenshot shows a web browser window with the URL <https://ess.lausd.net>. The user is logged in as JANE DOE. The main content area displays a list of payroll stubs on the left and a detailed paystub for the period February 1, 2017 - February 28, 2017 on the right. The selected stub is for 02/28/2017.

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

Employee Statement of Earnings - Payroll Help: (213)241-2576 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	PENR	Cost Ctr	Rate	Hours	Gross	Leave HRS		
<b>CURRENT PAY</b>												
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	01/28/17	C	27	08	09999999	01276701			3,002.38			
C-Basis Salary	01/28/17	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	01/28/17	C	27	08	09999999	01276701		3.00			<b>District Paid Benefits</b>	
Holiday Pay	02/28/17	C	27	08	10000000	01276701		3.00			Asthen EPO-Active ER	1,181.47
Full pay Illness	02/28/17	C	27	08	09999999	01276701		9.00			DeltaCare PMI (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**



# Printing or Saving the option

- A PDF version will populate
- Stroll down to display saving, printing and/or viewing options

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

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
DOE, JANE	9999999	02/01/17 To:02/28/17		03/03/17	Cert	UT					CA / M / Exemptions = 03
Payments	Per End	SB	PS-Grp	FL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave HRS	
CURRENT PAY										Full Pay Illness	43.20
Regular Time Pay	02/28/17	C	27	08	09999999	01276701		33.00		Half Pay Illness	538.80
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		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 PMI (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
										Annualized Status	
											36,696.31
											37,400.08



# Frequently Asked Questions

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1. Is this application secure?
  - Yes, it is secure. 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 ITD does not recommend saving passwords.
3. What if I forget my password?
  - Call ITD Helpdesk at (213) 241-5200 to reset.
4. Can I view/print W2's older than 5 years?
  - The ESS only stores W2 statements for the previous 5 years.
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.



# Frequently Asked Question Continued


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6. 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](mailto: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 my paystub?

- You can contact Payroll Support Services at (213) 241-2570 or email [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net)

9. What if I only see  Icon?

- It indicates that the browser you are using is not supported. Please use one of the recommended browsers.
- You may also contact the ITD Helpdesk at (213) 241-2500 for support.



# TIME REPORTING/PAYROLL RESOURCES

Documents	Number
Guidelines for Supplemental Assignment Differentials	BUL-3856.5
Elimination of Advance Reporting of Hours, Mileage, and Differential Pay	BUL-6053.1
Overtime Policy	BUL-5996.1
Certification of Absence Forms	BUL-6307.4
Legally-Mandated Paid Sick Leave for Eligible Employees	BUL-6529.1
Time Reporting and Time Approval Policy	BUL-6638.0
California Paid Parental Leave for Eligible District Employees	BUL-6861.0
Mileage Pay Policy	BUL-6873.0
Time Reporting Instructions for Differentials	REF-1802.14
Reporting Paid Sick Leave for Substitute/Temp Eligible Employees	REF-6528.1
Paid Parental Leave for Eligible Employees	REF-6874.0
Professional Development (PD) and Miscellaneous (MS) Time Reporting Codes	REF-041184.0
Resources	
California Credit Union	<a href="http://www.ccupaycard.org">www.ccupaycard.org</a>
Certificated Salary Tables	<a href="http://achieve.lausd.net/Page/4045">http://achieve.lausd.net/Page/4045</a>
Classified Salary Schedule	<a href="http://achieve.lausd.net/Page/7275">http://achieve.lausd.net/Page/7275</a>
Collective Bargaining Agreements	<a href="http://achieve.lausd.net/Page/4080">http://achieve.lausd.net/Page/4080</a>
Employee Self Services (ESS)	<a href="http://ess.lausd.net/">http://ess.lausd.net/</a>
Payroll Concepts Manual	<a href="http://achieve.lausd.net/payroll">http://achieve.lausd.net/payroll</a>



# TIME REPORTING/PAYROLL RESOURCES

Office	Telephone	Fax	Website
Benefits Administration	(213) 241-4262	(213) 241-4247	<a href="http://achieve.lausd.net/Page/5244">http://achieve.lausd.net/Page/5244</a>
Food Services Division	(213) 241-6419	(213) 241-4881	<a href="http://lausd.schoolwires.net/Page/462">http://lausd.schoolwires.net/Page/462</a>
Human Resources	(213) 241-5100		<a href="http://achieve.lausd.net/hr">http://achieve.lausd.net/hr</a>
Information Technology Division	(213) 241-5200		<a href="http://lausd.schoolwires.net/page/10580#spn-content">http://lausd.schoolwires.net/page/10580#spn-content</a>
Local District Central	(213) 241-0167	(213) 241-3350	<a href="http://achieve.lausd.net/Page/673">http://achieve.lausd.net/Page/673</a>
Local District East	(323) 224-3100	(323) 224-3393	<a href="https://achieve.lausd.net/Page/8747">https://achieve.lausd.net/Page/8747</a>
Local District South	(310) 354-3515	(310) 527-7763	<a href="https://achieve.lausd.net/ldsouth">https://achieve.lausd.net/ldsouth</a>
Local District West	(310) 354-2100	(310) 479-7269	<a href="https://achieve.lausd.net/ldwest">https://achieve.lausd.net/ldwest</a>
Local District Northeast	(818) 252-5400	(818) 252-5487	<a href="https://achieve.lausd.net/northeast">https://achieve.lausd.net/northeast</a>
Local District Northwest	(818) 654-3600	(818) 818-0527	<a href="https://achieve.lausd.net/northwest">https://achieve.lausd.net/northwest</a>
Payroll Administration	(213) 241-2570	(866) 761-7413	<a href="http://achieve.lausd.net/payroll">http://achieve.lausd.net/payroll</a>
Personnel Commission	(213) 241-7800	(213) 241-6804	<a href="http://achieve.lausd.net/Page/2135">http://achieve.lausd.net/Page/2135</a>
Division of Risk Management (FMLA, Absence Management, Workers Compensation, Reasonable Accommodations)	(213) 241-3139	(213) 241-4247	<a href="http://achieve.lausd.net/Page/4141">http://achieve.lausd.net/Page/4141</a>
Staff Relations	(213) 241-6056	(213) 241-8401	<a href="http://achieve.lausd.net/staffrelations">http://achieve.lausd.net/staffrelations</a>



# CONTACT US

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## Payroll Customer Services

**(213) 241-2570**

**Monday – Friday**

**8:00 AM – 4:30 PM**

**payrollsupport@lausd.net**

**Fax: (866) 761-7413**



# QUESTIONS?

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