School Business Services Panel
School Administrative Assistants
Office Managers

February 28, 2018

TRAINING OBJECTIVES

- Announce Important Payroll Reminders.

- Provide Payroll Administration Resources.

- Provide references and methods of communication with key Payroll personnel.

Important Payroll Reminders

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, <u>do not </u>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

Payroll Adminstration 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

Upload Documents

WHO BENEFITS

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

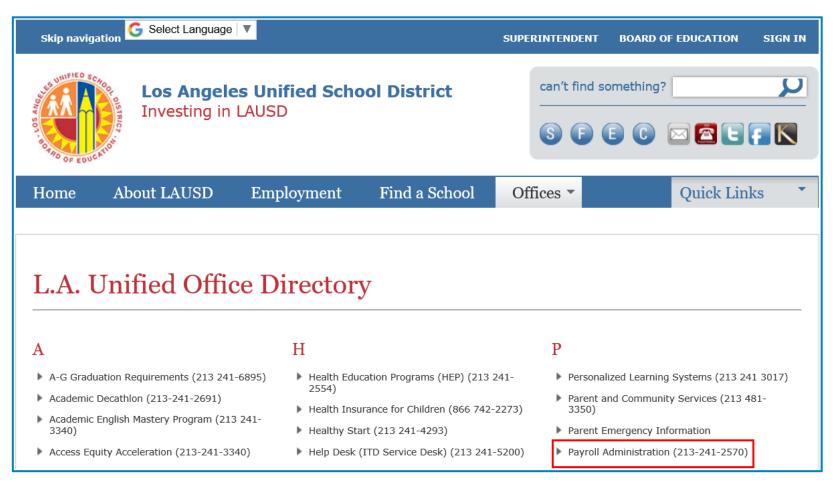# PAYROLL ADMINISTRATION WEBSITE

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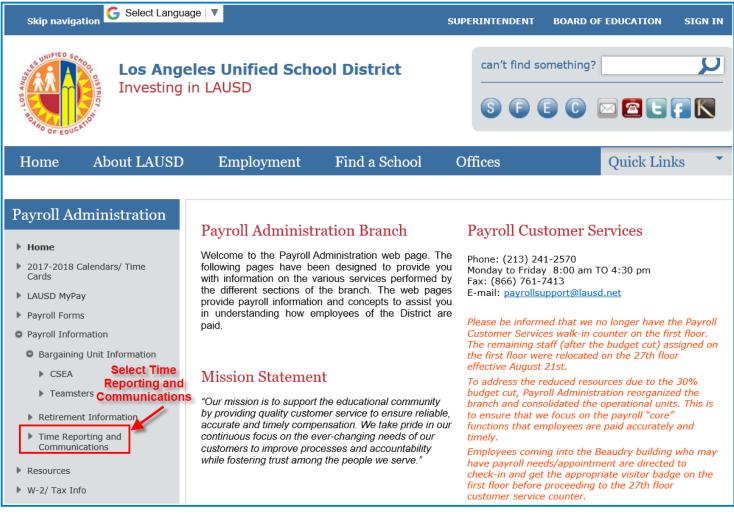- Click on Offices

PAYROLL ADMINISTRATION WEBSITE

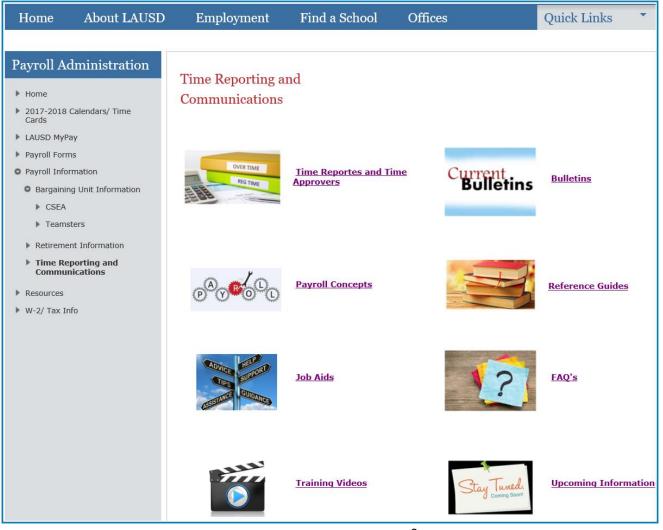- Select Payroll Payroll Administration

PAYROLL ADMINISTRATION WEBSITE

- Select Time Reporting and Communications

TIME REPORTING AND COMMUNICATIONS PAGE

▪ Time Reporting and Communications Page

BULLETINS

- 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

- Reference Guides

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

▪ 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

- Training Videos
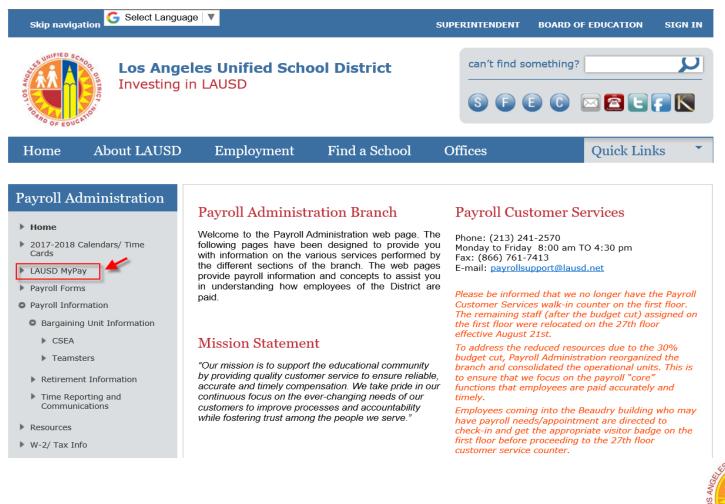
Training Videos

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

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 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

Business Applications Supporting Education

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
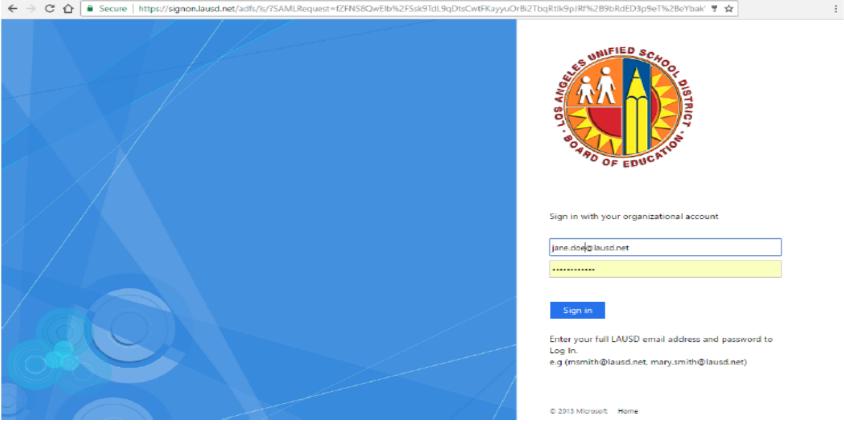Please contact the ITD-Helpdesk at (213) 241-5200.

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

16

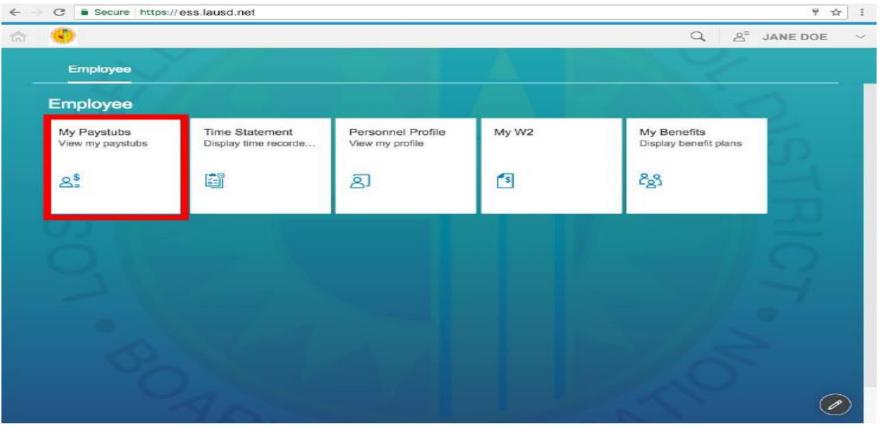# Signing onto the Employee Self-Service (ESS) Website

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

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)

Viewing the option selected

- The selected option will default to the current period

Printing or Saving the option

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

Frequently Asked Questions

1. Is this application secure?

   o   Yes, it is secure. 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 ITD does not recommend saving passwords.

3. What if I forget my password?

   o   Call ITD Helpdesk at (213) 241-5200 to reset.

4. Can I view/print W2's older than 5 years?

   o   The ESS only stores W2 statements for the previous 5 years.

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.

Frequently Asked Question Continued

6. 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.

   o You may also visit their website at http://benefits.lausd.net for more information.

8. What if I have questions related to my paystub?

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

9. What if I only see [icon] Icon?

   o It indicates that the browser you are using is not supported. Please use one of the recommended browsers.

   o 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	www.ccupaycard.org
Certificated Salary Tables	http://achieve.lausd.net/Page/4045
Classified Salary Schedule	http://achieve.lausd.net/Page/7275
Collective Bargaining Agreements	http://achieve.lausd.net/Page/4080
Employee Self Services (ESS)	http://ess.lausd.net/
Payroll Concepts Manual	http://achieve.lausd.net/payroll

TIME REPORTING/PAYROLL RESOURCES

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

CONTACT US

Payroll Customer Services

(213) 241-2570

Monday – Friday

8:00 AM – 4:30 PM

payrollsupport@lausd.net

Fax: (866) 761-7413

QUESTIONS?