

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

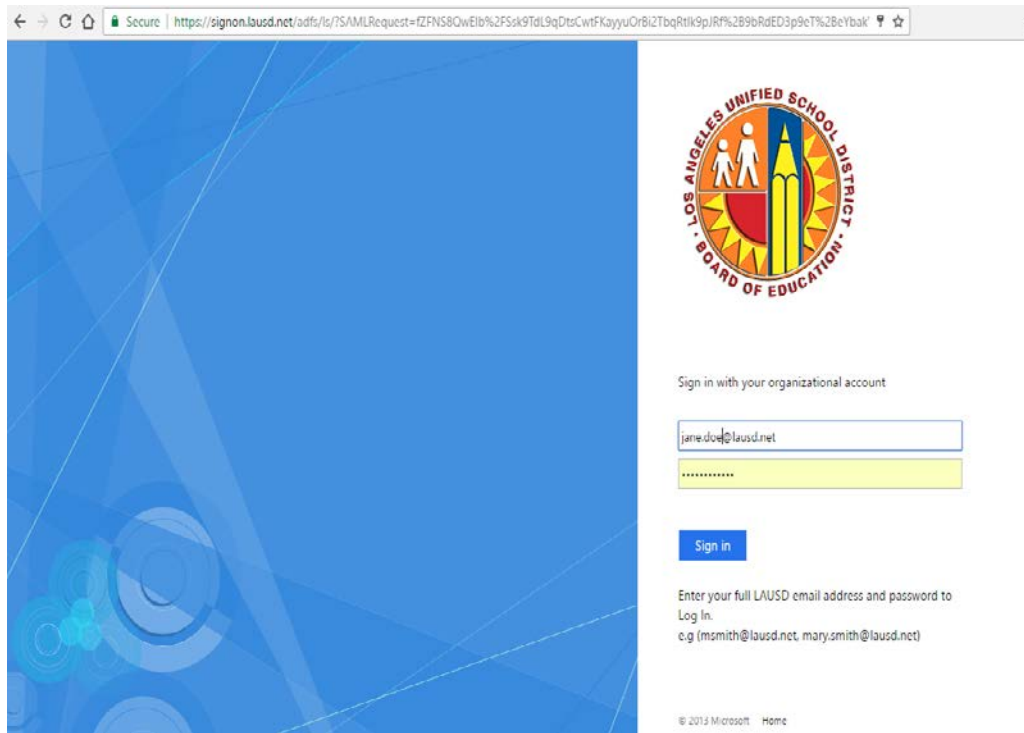
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari. For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

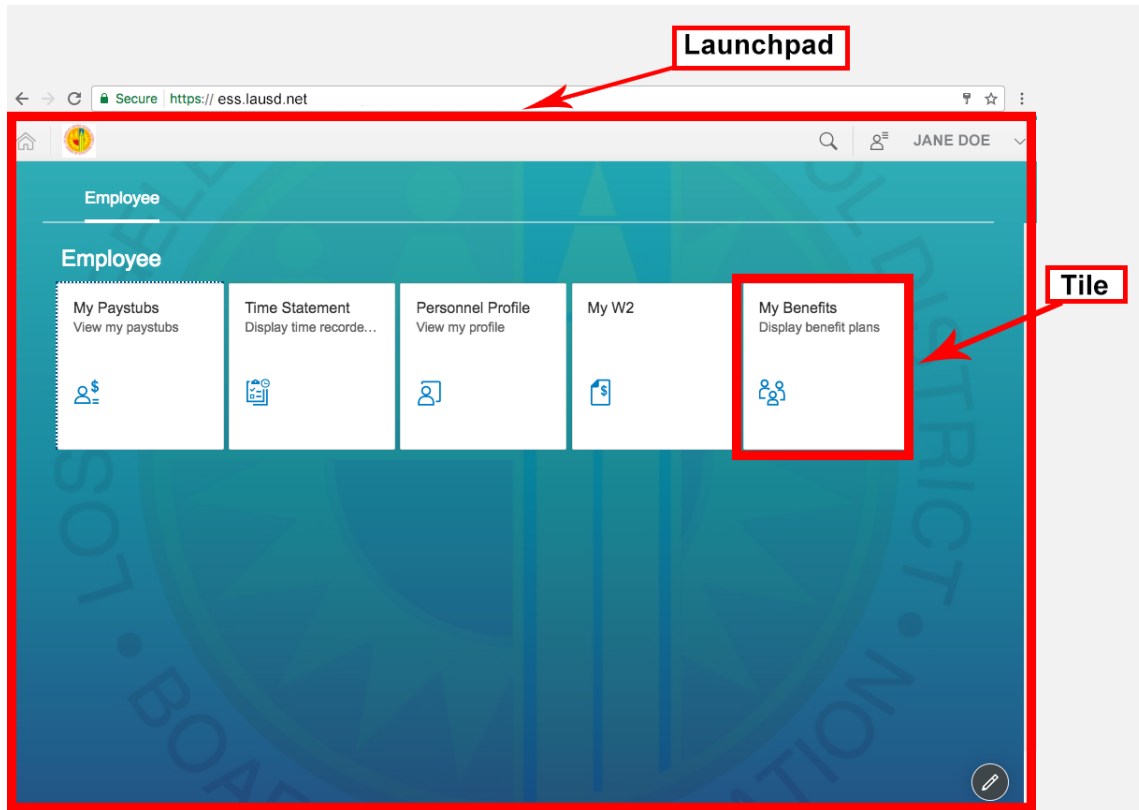
Please contact the ITD-Helpdesk at (213) 241-5200 or send an email to ess@lausd.net

Details

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

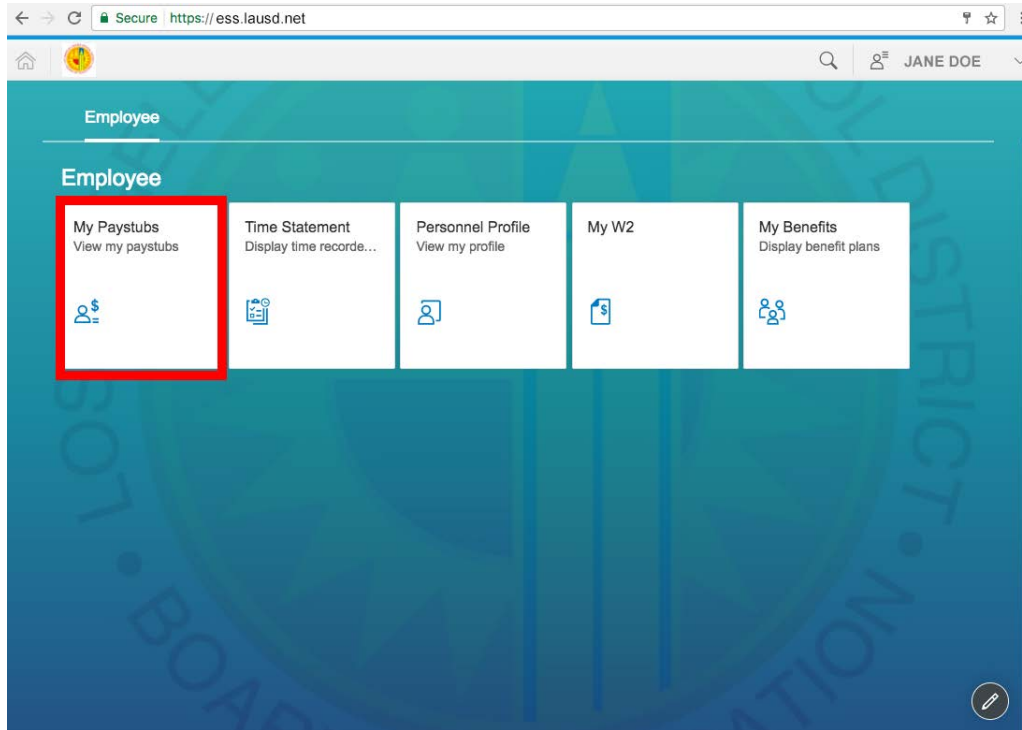


Enter your LAUSD email address and password, then click Sign in.



Each tile indicates an application.

My Paystubs



To view your paystubs, click My Paystubs tile.

Paystubs (148)

Search

- 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

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 = 03						CA / M / Exemptions = 03	
Payments												
	Per	End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave HRS	
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 PHE (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.

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						
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	PL	PENR	Cost Ctr	Rate	Hours	Gross	Leave HRS		
CORRENT 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		
										Earned Amt	36,696.31	
										Paid Amt	37,400.08	
										Difference	703.77	
										Hours Summary		

You can save or print paystub.

Paystubs (1) Paystub

1/5/17

REFRESH

01/05/2017
Regular payroll run
12/01/2016 - 12/31/2016

Payroll Period: December 1, 2016 - December 31, 2016
Pay Date: January 5, 2017

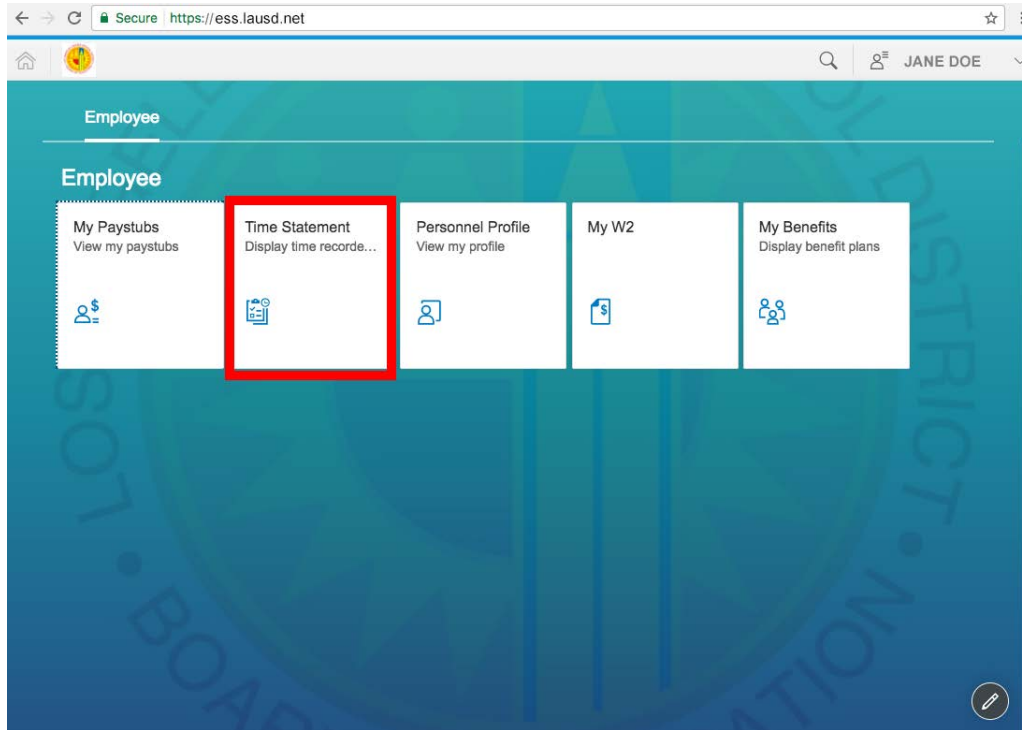
Employee Statement of Earnings - Payroll Help: (213)241-2570 or payrollsupport@lausd.net										Tax Exemptions		
Name	EE ID	Payroll Period	Pay Date	Payroll Payment	PS-Area	FED / M / Exemptions = 03	CA / M / Exemptions = 03					
Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gross	Leave HRS		
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			2,098.67			
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	59.35108	1.00	59.35		District Paid Benefits	
Holiday Pay	12/31/16	C	27	08	09999999	01276701		30.00			Bluecross HMO (A) ER	996.52
Holiday Pay	12/31/16	C	27	08	10000000	01276701		30.00			WSP(K) ER	7.62

Open as PDF

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 is split into two main sections:

- Left Section:** A vertical list of month ranges from 03/01/2017 - 03/21/2017 down to 09/01/2016 - 09/30/2016. The most recent month, 02/01/2017 - 02/28/2017, is highlighted in blue.
- Right Section:** A detailed view of the selected month's time statement. It includes the Los Angeles Unified School District logo, the title "Time Statement", the date range "From 02/01/2017 To 02/28/2017", and the employee's name and address: Jane Doe, 123 Main St, Los Angeles CA 90017. Below this is a table of work records.

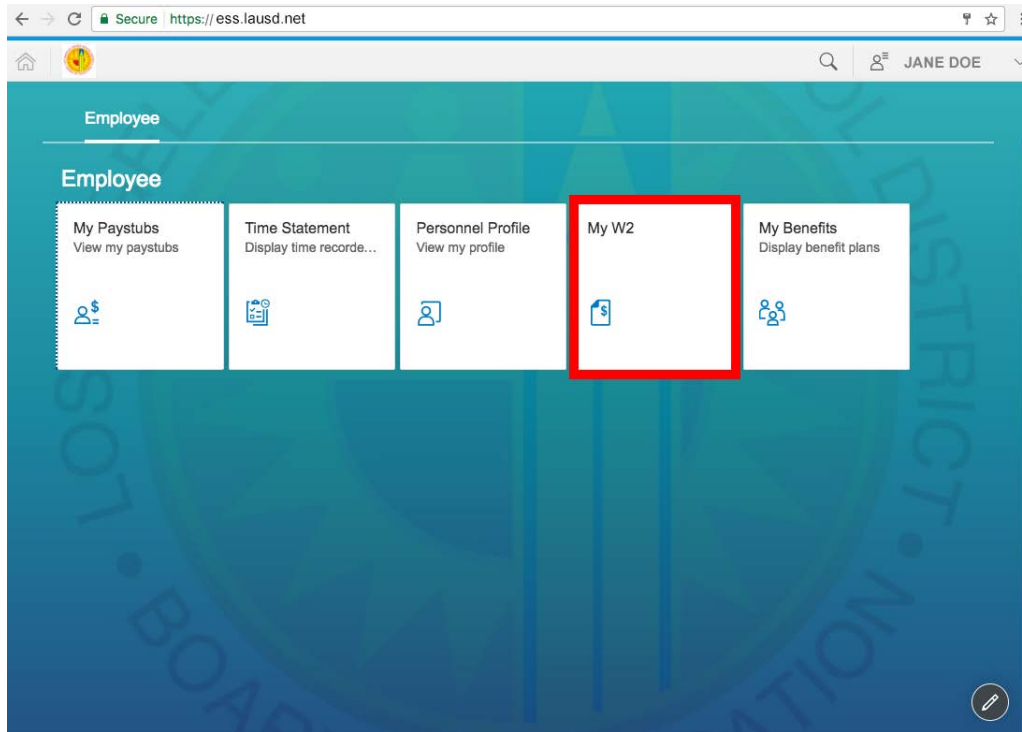
Work Date	Personnel Number	Position	Cost Center	Attendance / Absence Code / Wage Type	Hours / Units	Approval Date
02/01/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
02/02/2017	10000000	TCHR, SP ED, RES SPST PRG	1813701 FROST MS	Regular Time Pay	3.00	02/03/2017
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	08999999	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 menu with 'W2s (5)' selected, and a list of years from 2012 to 2016. The main content area displays the selected W2 for 2016. The W2 form is titled 'Form W-2 Wage and Tax Statement 2016' and includes the following information:

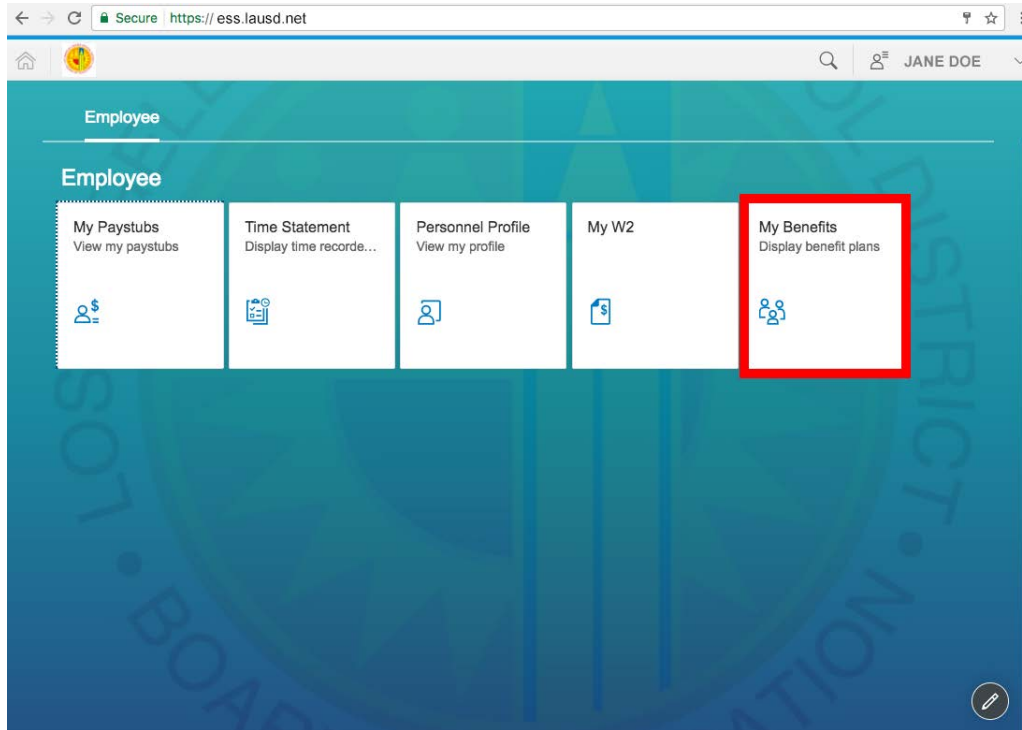
Form W-2 Wage and Tax Statement 2016 c Employer's name, address and ZIP code LOS ANGELES UNIFIED SCHOOL DISTRICT ACCOUNTING & DISBURSEMENTS DIVISION PAYROLL ADMINISTRATION BRANCH P.O. BOX 513307, TERMINAL ANNEX LOS ANGELES, CA 90051-1307		7 Social security tips	1 Wages, tips, other compensation 9,999	2 Federal income tax withheld 1,045.19
e Employer's name, address and ZIP code JANE DOE 123 MAIN ST. LOS ANGELES, CA 90000		8 Allocated tips	3 Social security wages	4 Social security tax withheld
f Employer identification number (EIN) 99999999		9	5 Medicare wages and tips 8,049	6 Medicare tax withheld 116.72
g Employee's social security number 999-99-9999		10 Dependent care benefits	11 Nonqualified plans	12a See instructions for box 12
15 State Employer's state ID no. CA 800-9074-9	16 State wages, tips, etc. 8,049.94	17 State income tax 547.72	18 Local wages, tips, etc.	19 Local income tax
20 Locality name CA		Copy B To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.		

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.

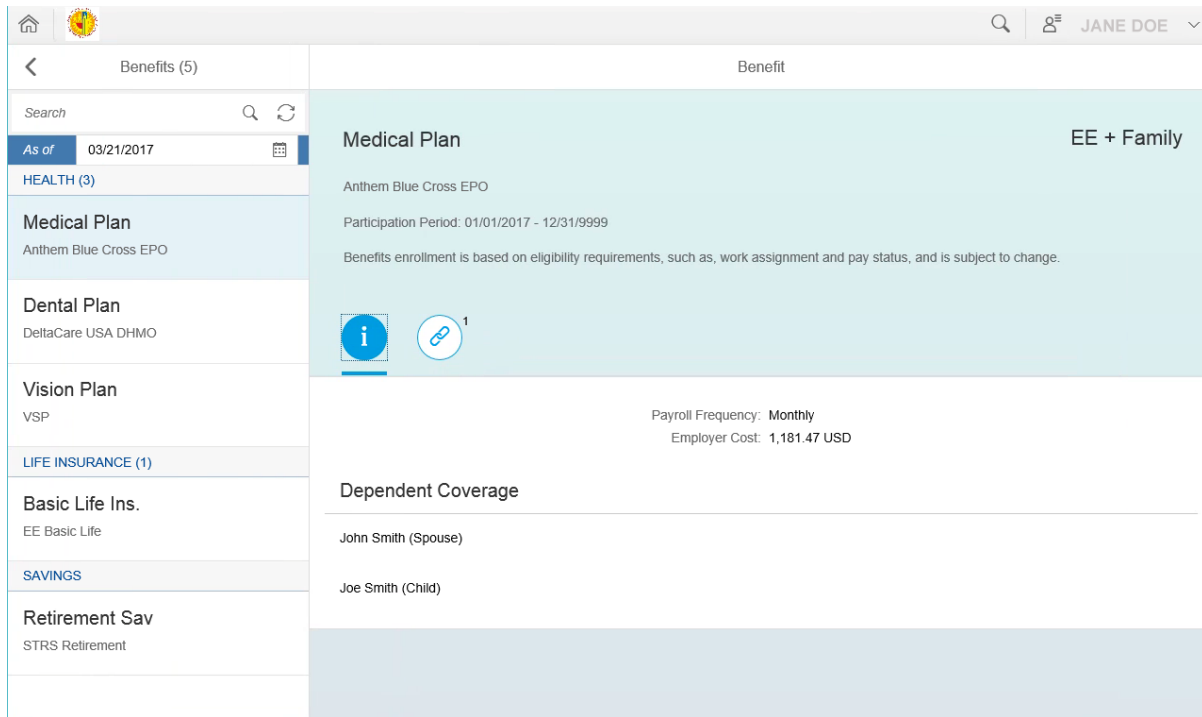
You can save or print W2.

Click to go back to Launchpad.

My Benefits



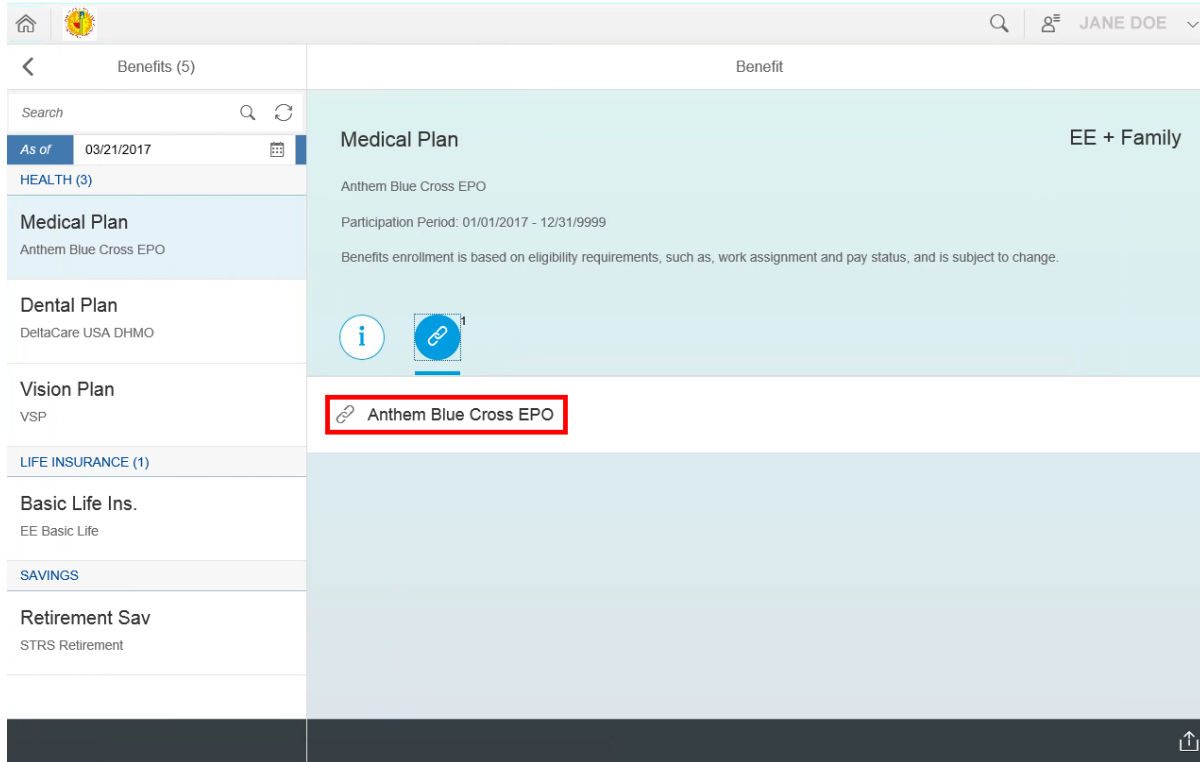
To view benefit plans you are enrolled in, click My Benefits tile.




The screenshot displays the 'Benefits (5)' page for user 'JANE DOE'. The left sidebar lists various benefit categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS. Under 'HEALTH (3)', the 'Medical Plan' is selected, showing 'Anthem Blue Cross EPO'. The main content area provides details for the 'Medical Plan' for 'EE + Family', including the provider 'Anthem Blue Cross EPO', participation period '01/01/2017 - 12/31/9999', and a note that enrollment is based on eligibility requirements. It also shows 'Payroll Frequency: Monthly' and 'Employer Cost: 1,181.47 USD'. Below this, the 'Dependent Coverage' section lists 'John Smith (Spouse)' and 'Joe Smith (Child)'. Information and link icons are visible near the plan details.

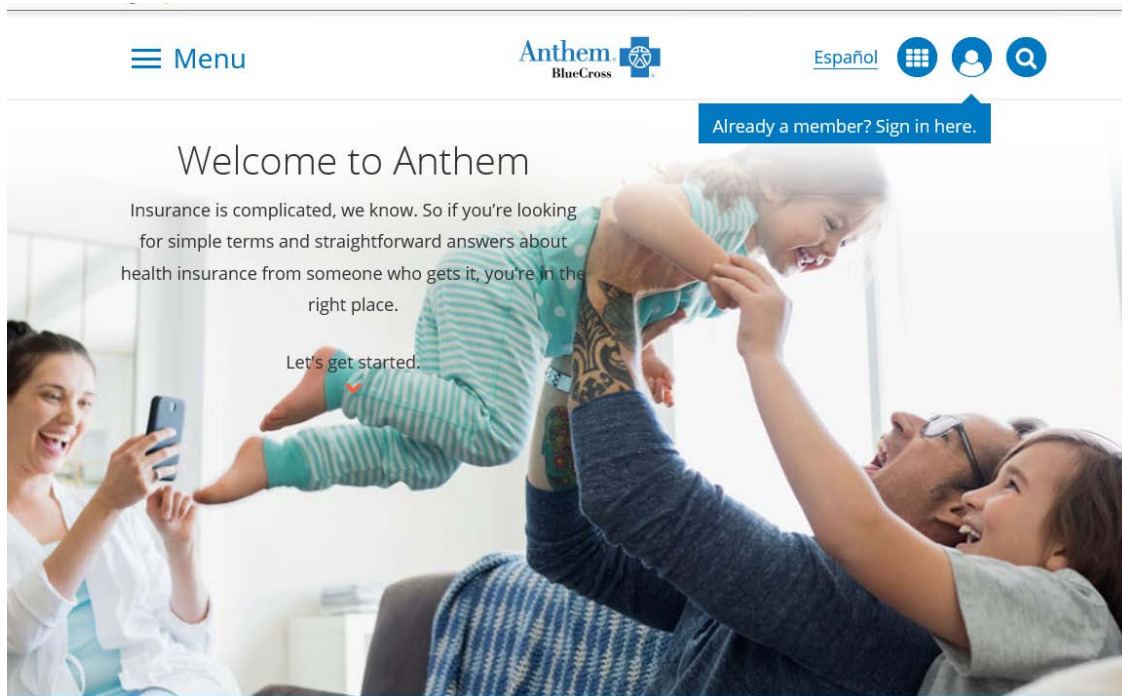
The screen is divided into two sections. Left side of the screen displays a list of plans. Right side of the screen displays the plan details. You can view plan details of your health, life insurance, savings and flexible spending accounts. The scroll bar on the left allows you to see all of your enrolled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

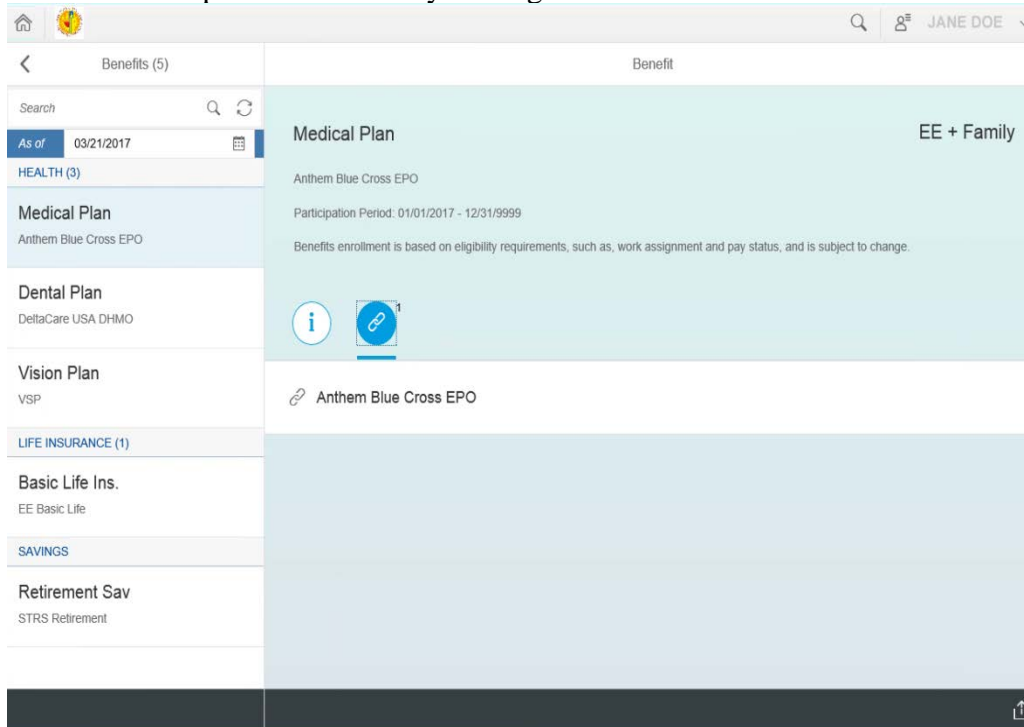


The screenshot shows a web interface for an employee named JANE DOE. The main content area displays the 'Medical Plan' details for 'Anthem Blue Cross EPO' for 'EE + Family'. The plan details include the participation period from 01/01/2017 to 12/31/9999 and a note that enrollment is based on eligibility requirements. Below the plan details, there are two icons: an information icon (i) and a link icon (chain link). A red box highlights the link icon and the text 'Anthem Blue Cross EPO' below it. The left sidebar lists other benefits categories: HEALTH (3), LIFE INSURANCE (1), and SAVINGS.

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

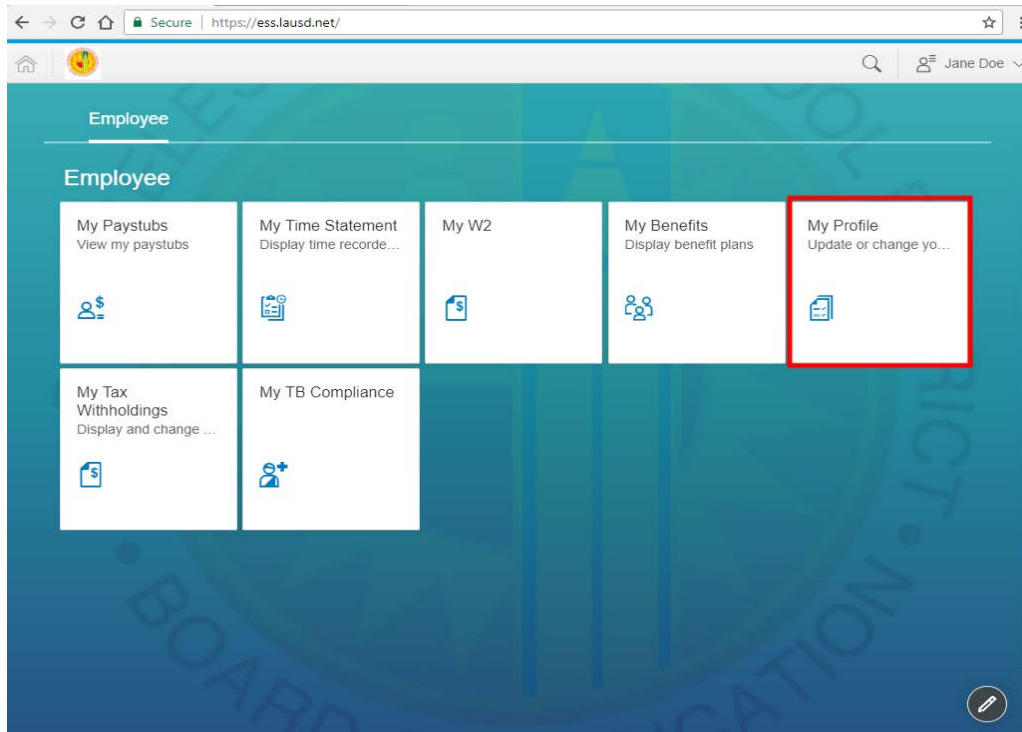


Go back to the previous screen by closing this window.

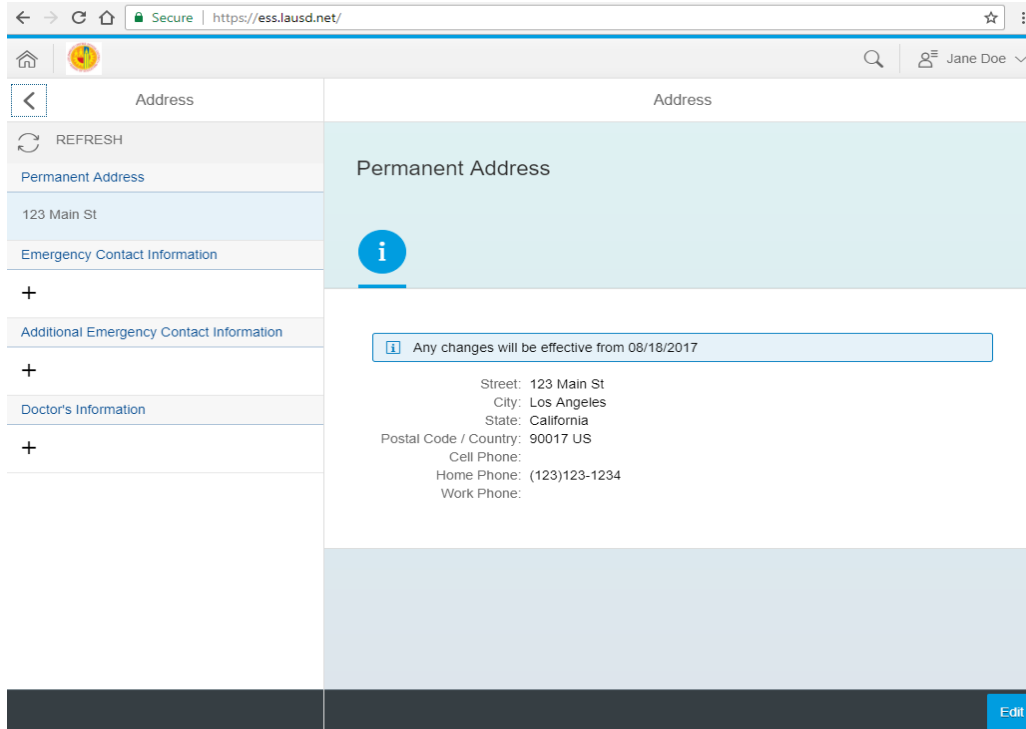


Click to go back to Launchpad.

My Profile

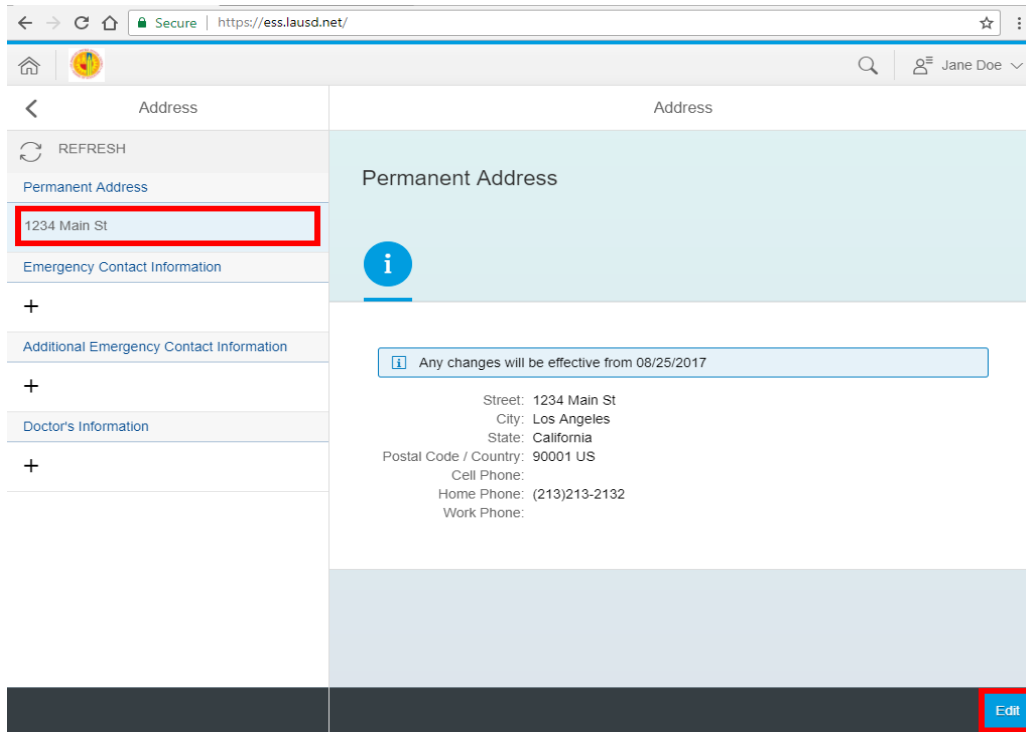


To view your profile, click My Profile tile.



The screenshot shows a web browser window at <https://ess.lausd.net/>. The user is logged in as Jane Doe. The interface is split into two columns. The left column contains a navigation menu with the following items: 'Address', 'REFRESH', 'Permanent Address', '123 Main St', 'Emergency Contact Information', '+', 'Additional Emergency Contact Information', '+', 'Doctor's Information', and '+'. The right column displays the 'Permanent Address' section. It features a light blue header with an information icon (i) and a message box stating 'Any changes will be effective from 08/18/2017'. Below this, the address details are listed: Street: 123 Main St, City: Los Angeles, State: California, Postal Code / Country: 90017 US, Cell Phone, Home Phone: (123)123-1234, and Work Phone. An 'Edit' button is located at the bottom right of the address section.

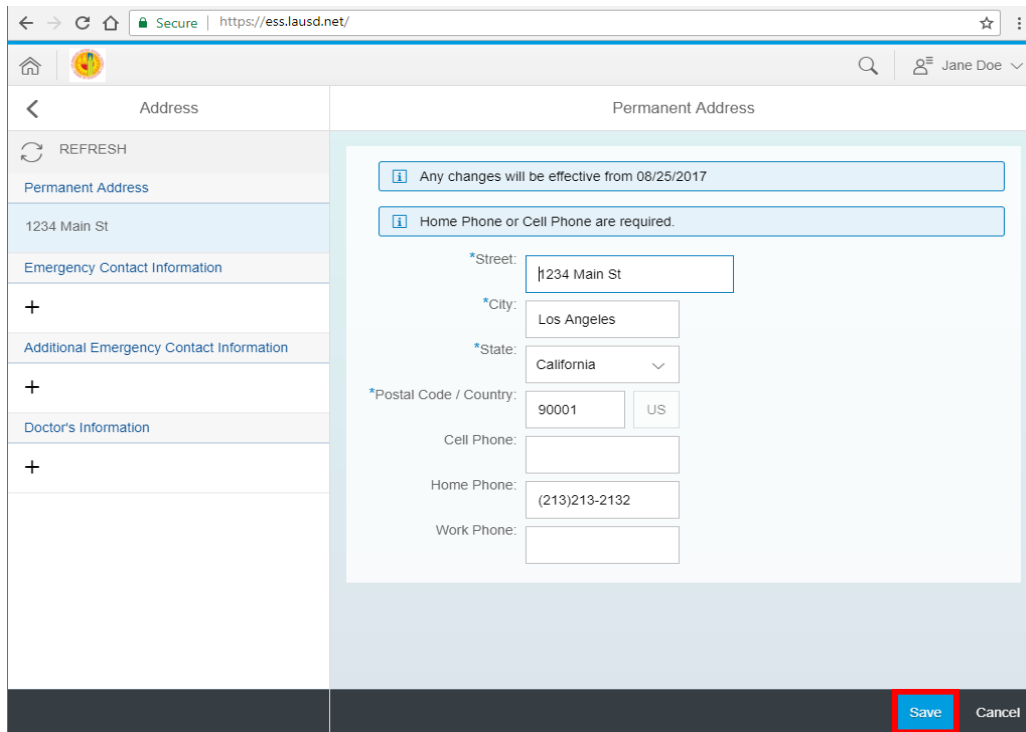
The screen is divided into two sections. Left side of the screen displays overview of my profile which includes Permanent Address, Emergency Contact Information, Additional Emergency Contact Information and Doctor's Information and the right side of the screen displays in detail. To view permanent address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



The screenshot shows a web browser window at <https://ess.lausd.net/>. The user is logged in as Jane Doe. The page title is "Address". On the left sidebar, there is a "REFRESH" button and a list of address types: "Permanent Address", "Emergency Contact Information", "Additional Emergency Contact Information", and "Doctor's Information". The "Permanent Address" is selected and highlighted with a red box, showing the address "1234 Main St". Below this, there is a plus sign (+) to add more information. The main content area displays the details for the selected address: "Permanent Address" with an information icon (i). A message box states: "Any changes will be effective from 08/25/2017". The address details are: Street: 1234 Main St, City: Los Angeles, State: California, Postal Code / Country: 90001 US, Cell Phone: (213)213-2132, Home Phone: (213)213-2132, and Work Phone: (213)213-2132. At the bottom right of the main content area, there is a blue "Edit" button highlighted with a red box.

To change the address click Edit.

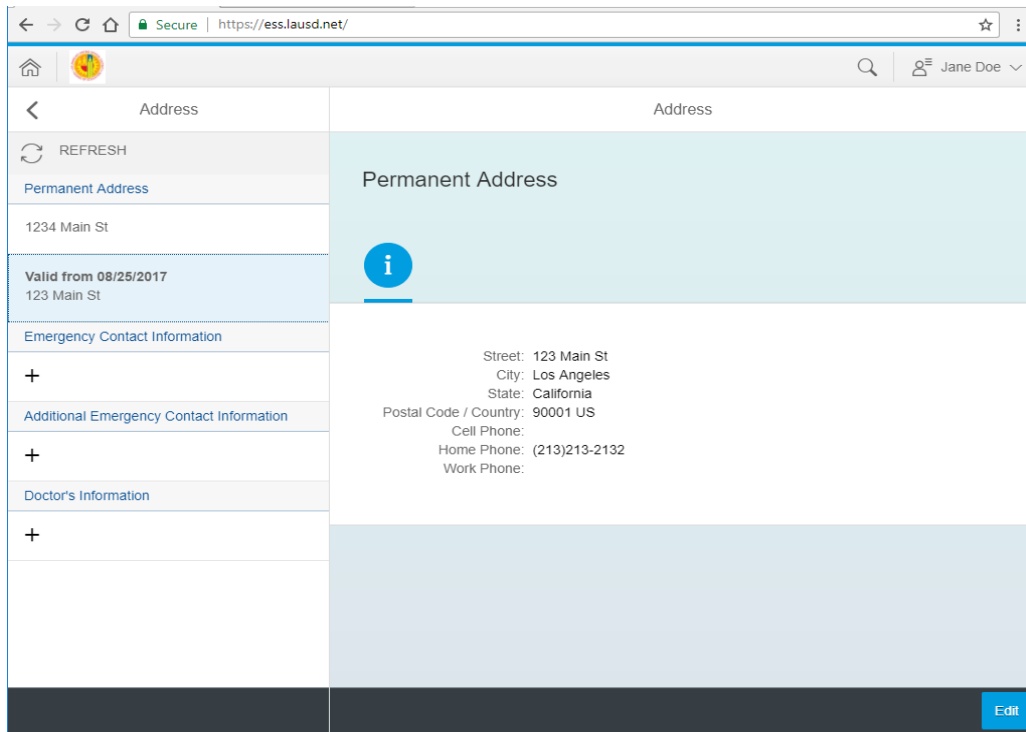
If the relevant address is not in the system click + to create address.




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.

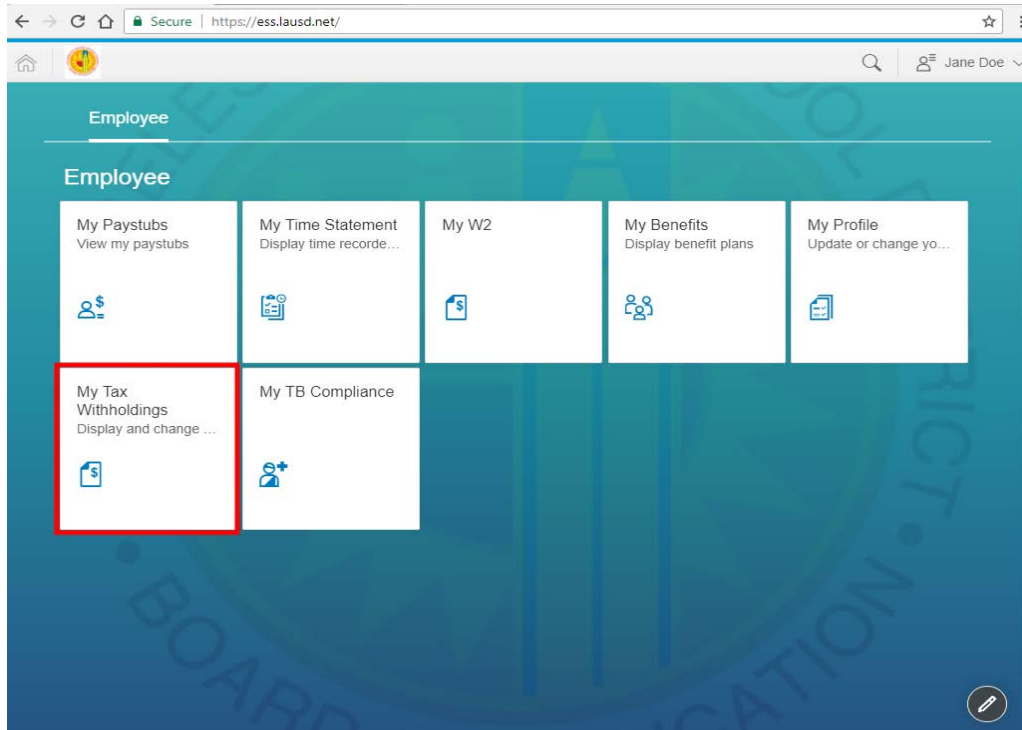
Click Save.



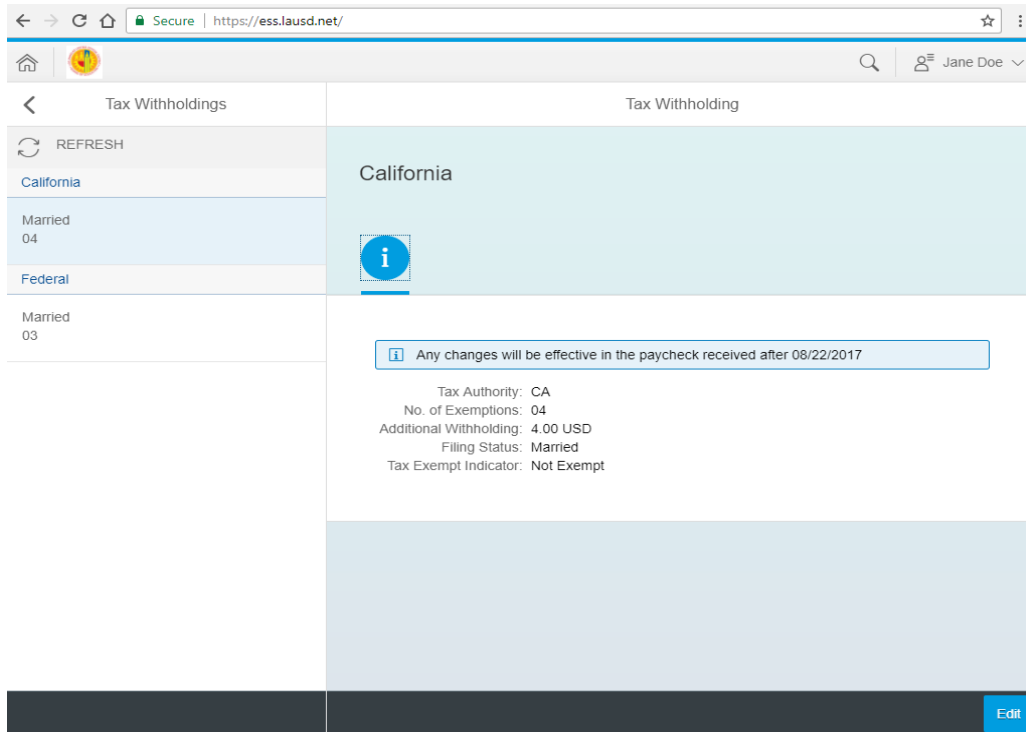
Select the latest record to verify your changes.

Click  to go back to Launchpad.

My Tax Withholdings

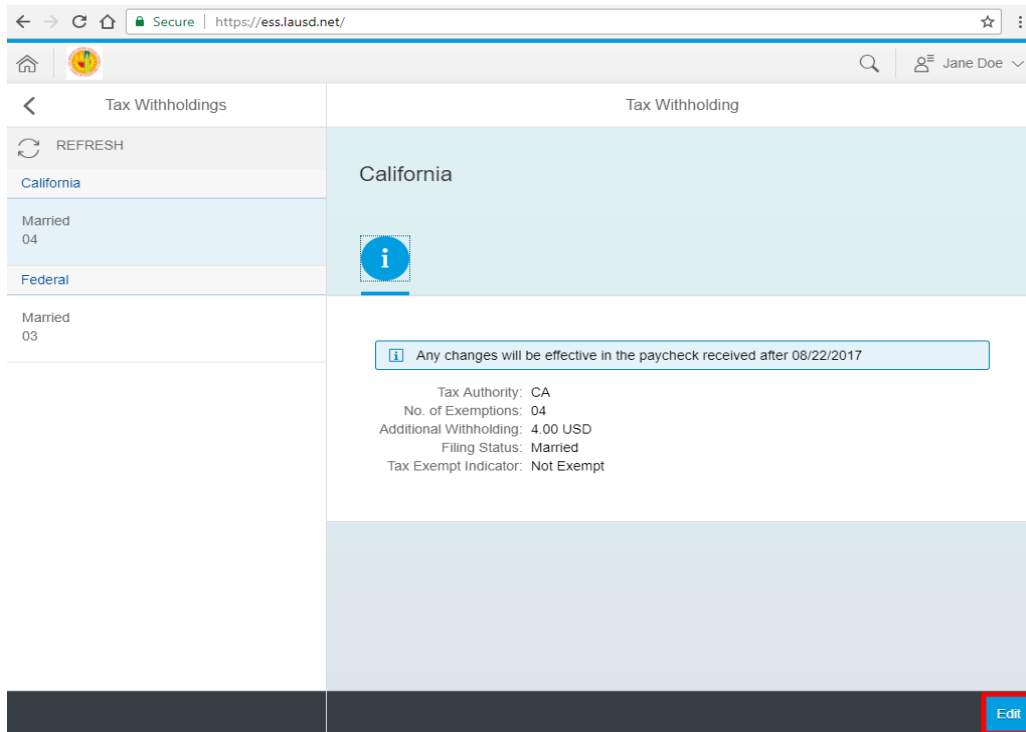


To view your tax withholdings, click My Tax Withholdings tile.



The screenshot shows a web browser window at <https://ess.lausd.net/>. The page is titled "Tax Withholding" and is divided into two main sections. On the left is a navigation pane with a "REFRESH" button and a list of categories: "California", "Married 04", and "Federal". The "California" category is selected. The right section displays the "California" details, including 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, and Tax Exempt Indicator: Not Exempt. An "Edit" button is located at the bottom right of the details section.

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.



The screenshot shows a web browser window with the URL <https://ess.lausd.net/>. The page title is "Tax Withholding". On the left, there is a sidebar with a "REFRESH" button and a list of tax categories: "California", "Married 04", "Federal", and "Married 03". The main content area displays the "California" tax withholding information. It includes a blue 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, and Tax Exempt Indicator: Not Exempt. At the bottom right of the main content area, there is a red "Edit" button.

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.

Review W4/DE4 information

Please review the provided PDF document from CA regarding your DE4 before continuing further

EDD Employment Development Department
State of California

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

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

Home Address (Number and Street or Rural Route) _____ Filing Status: Withholding Allowances
 SINGLE or MARRIED (with two or more incomes)
 MARRIED (one income)
 HEAD OF HOUSEHOLD

City, State, and ZIP Code _____

1. Number of allowances for Regular Withholding Allowances, Worksheet A _____
 Number of allowances from the Estimated Deductions, Worksheet B _____
 Total Number of Allowances, A + B when using the California Withholding Schedules for 2016 _____
OR

2. Additional amount of state income tax to be withheld each pay period of employer agent, Worksheet C _____
OR

3. 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: _____

Employee'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.

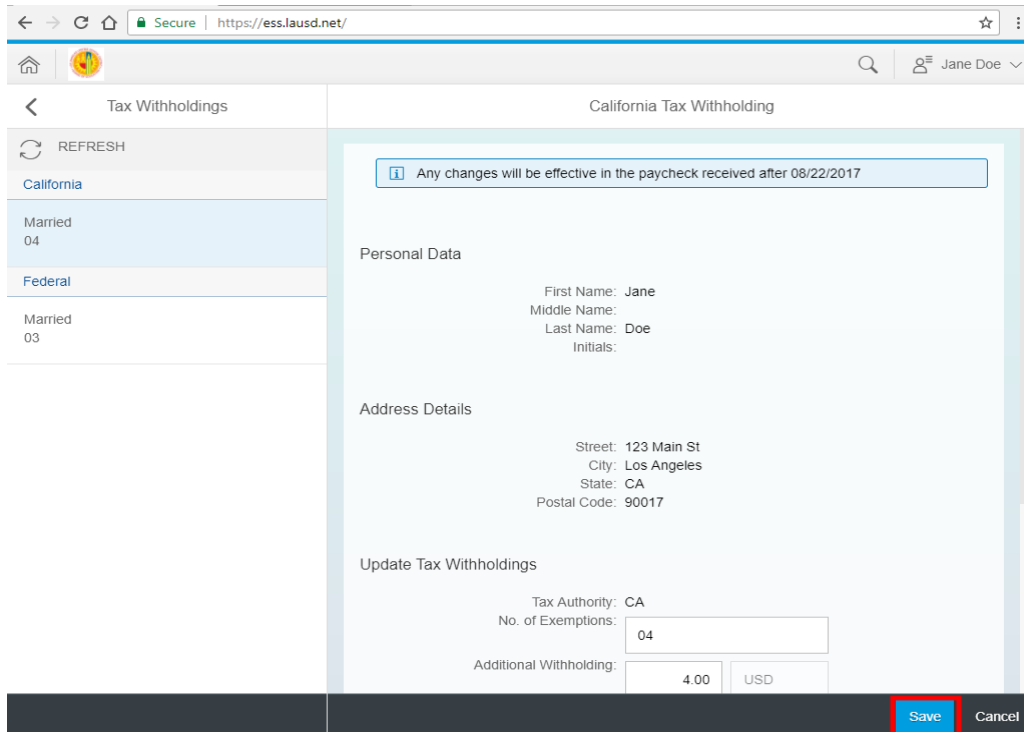
YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.
IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.

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 obligations. You should complete this form if either:

certificates 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 forms W-4 and/or DE 4 takes effect, compare the state income tax withheld

Reviewed Cancel

Click Reviewed to move forward or Cancel to move back.



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

Home | Jane Doe

← Tax Withholdings | California Tax Withholding

REFRESH

California

Married 04

Federal

Married 03

Any changes will be effective in the paycheck received after 08/22/2017

Personal Data

First Name: Jane
Middle Name:
Last Name: Doe
Initials:

Address Details

Street: 123 Main St
City: Los Angeles
State: CA
Postal Code: 90017

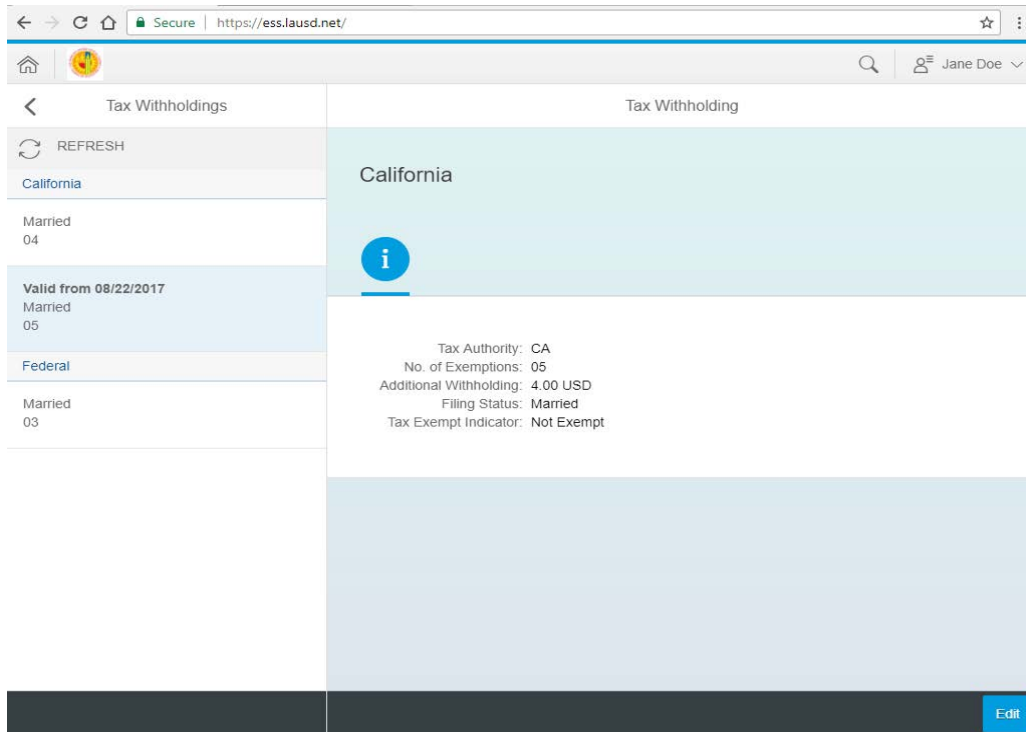
Update Tax Withholdings

Tax Authority: CA
No. of Exemptions: 04

Additional Withholding: 4.00 USD

Save Cancel

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 at <https://ess.lausd.net/>. The page title is "Tax Withholding". On the left, there is a sidebar with a "REFRESH" button and a list of records for California. The main content area shows details for the selected record:


California
Married 04
Valid from 08/22/2017 Married 05
Federal
Married 03

Information icon (i) is present. Tax details:

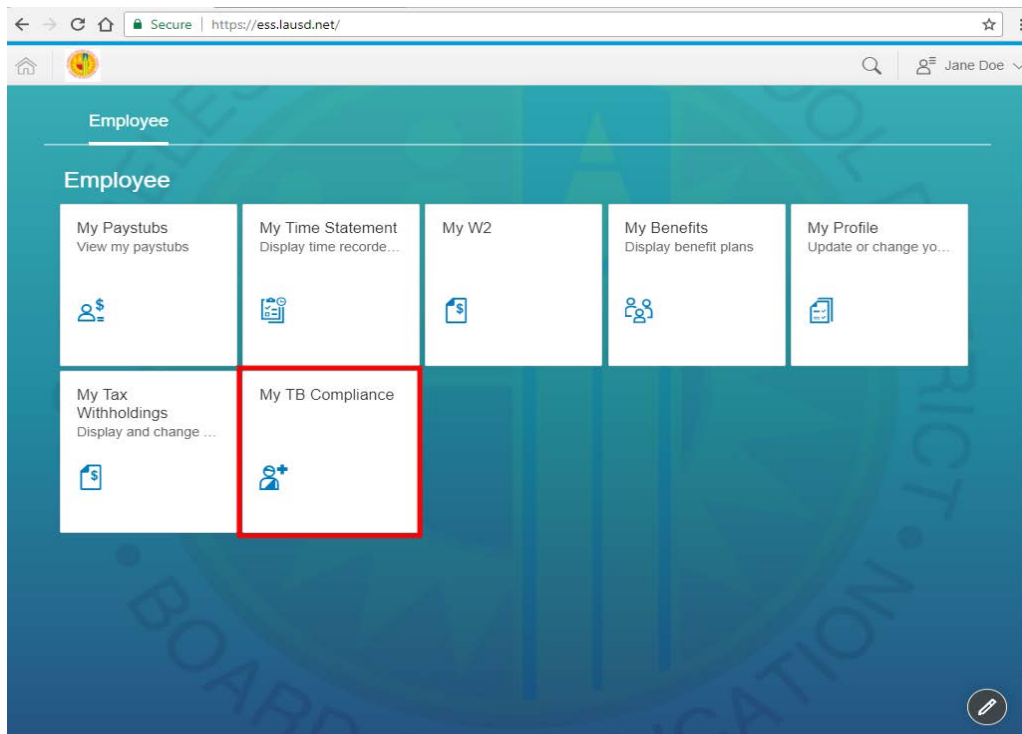
- Tax Authority: CA
- No. of Exemptions: 05
- Additional Withholding: 4.00 USD
- Filing Status: Married
- Tax Exempt Indicator: Not Exempt

An "Edit" button is located at the bottom right of the main content area.

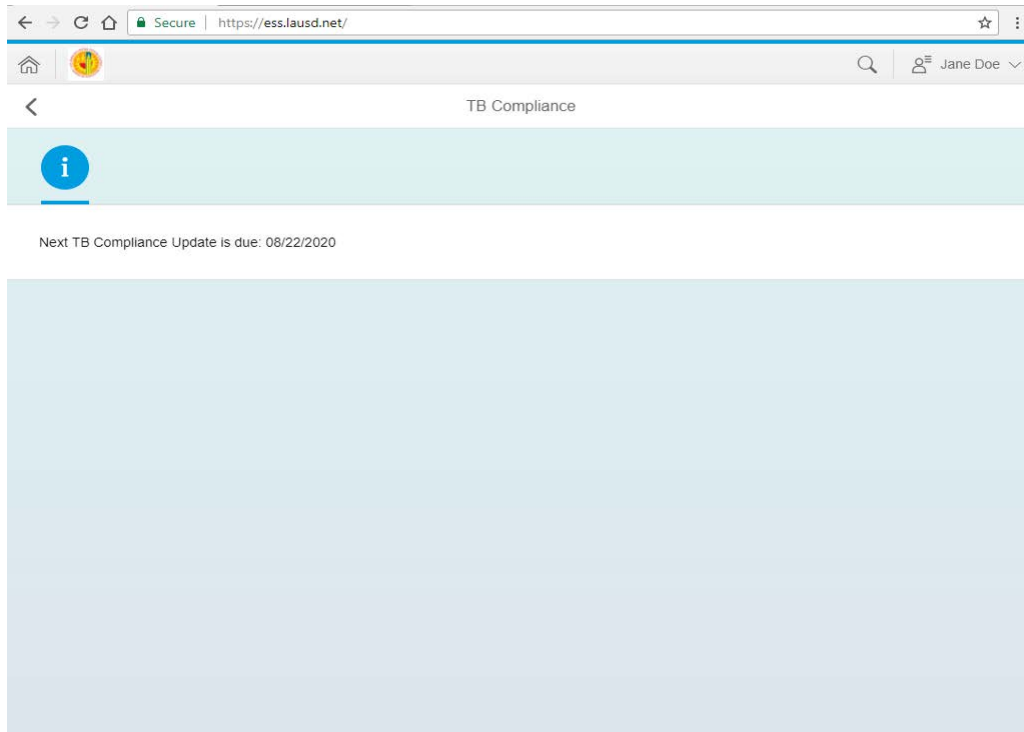
Select the latest record to verify your changes.

Click  to go back to Launchpad.


My TB Notifications



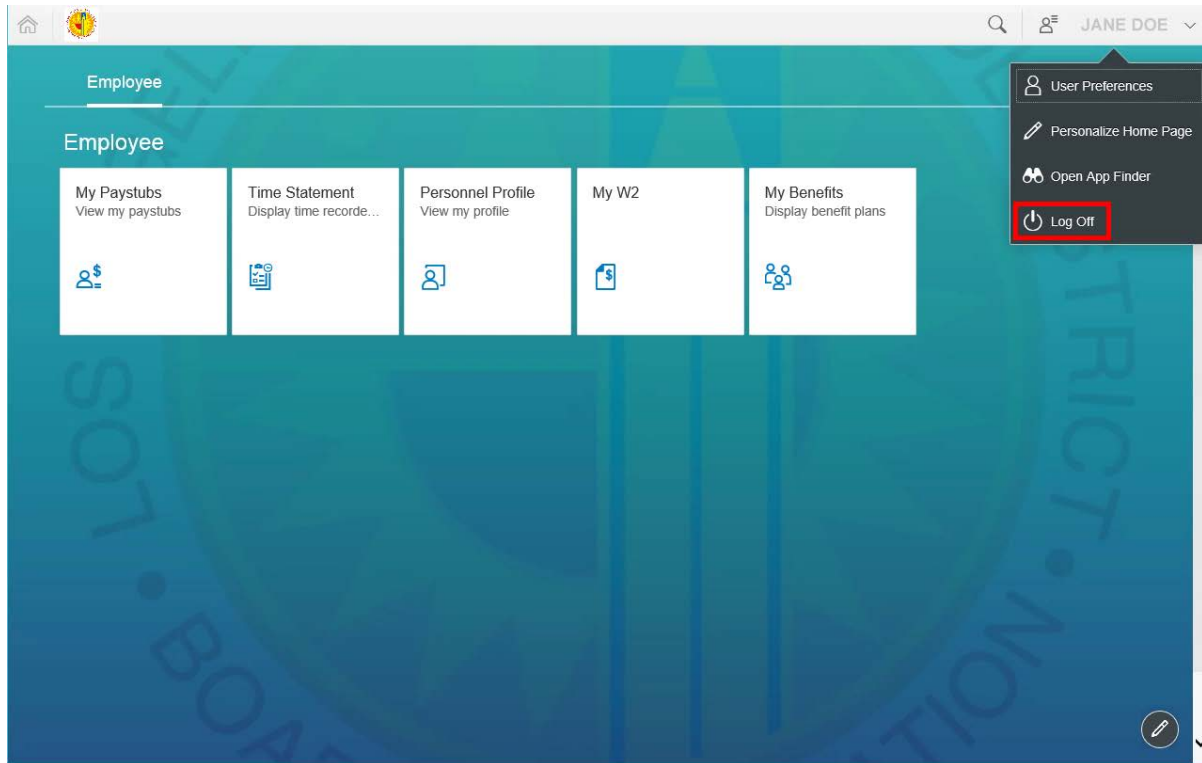
To view your TB notifications, click My TB Notifications tile.




TB notification is displayed.

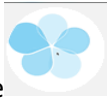
Click  to go back to Launchpad.

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.