BASE
Business Applications
Supporting Education

Accessing new Employee Self Service using a
Personal Computer or Laptop

Updated: 10/24/2017

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

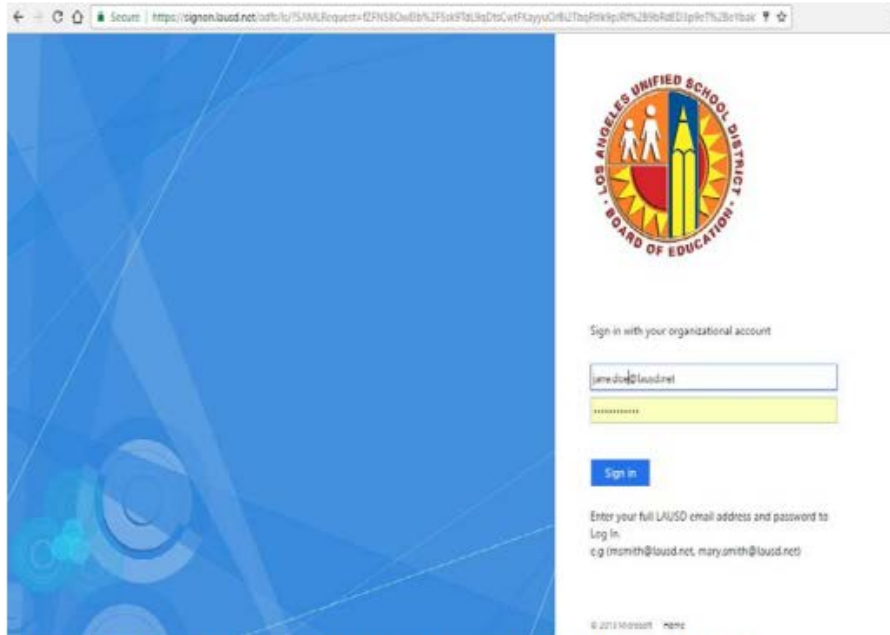|	Browser
Windows	IE version 10.0.9 Chrome version 56 Firefox version 51
MAC	Safari version 10.0.2

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.
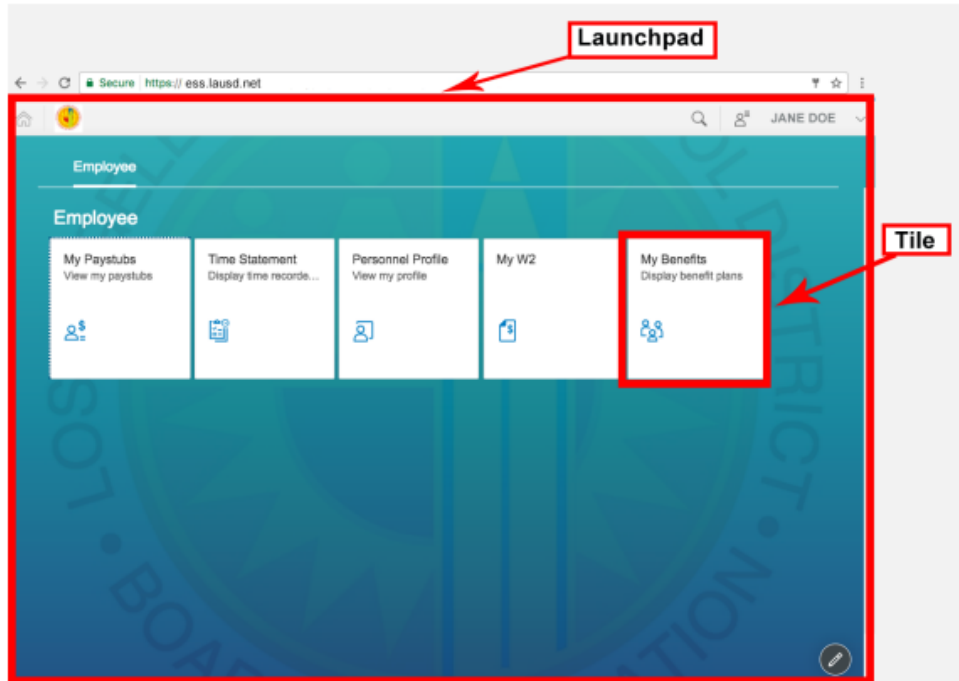
Technical Assistance

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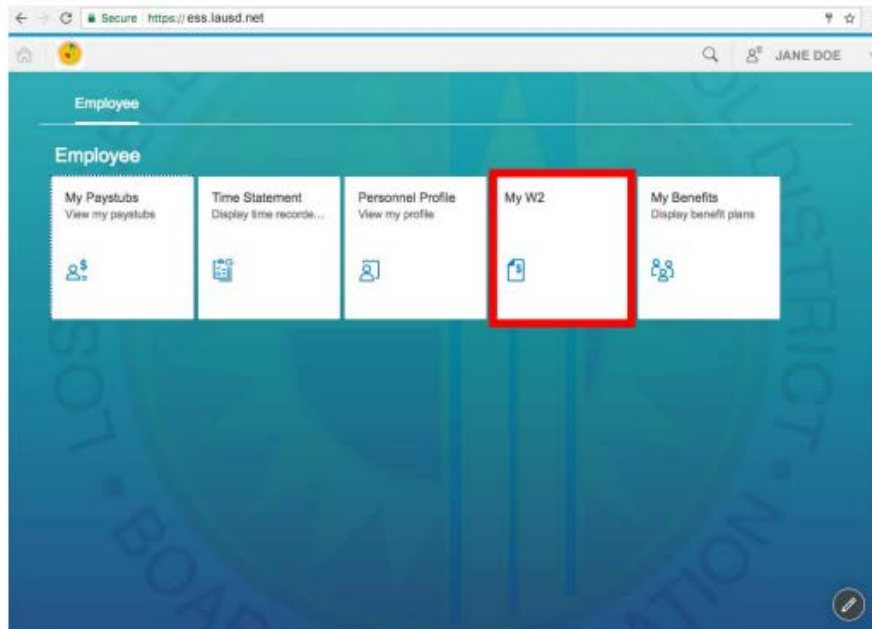
Enter your LAUSD email address and password, then click Sign in.

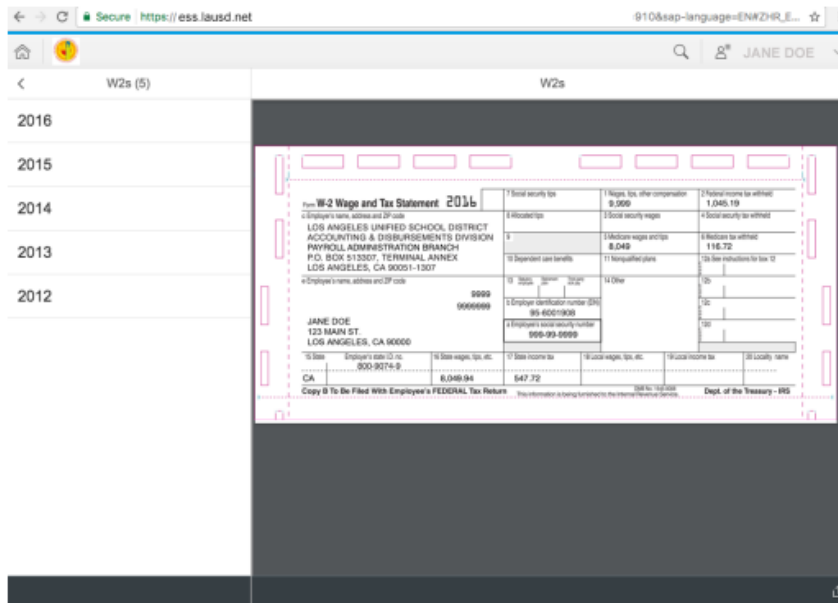Each tile indicates an application.

My W2

To view your W2's, click My W2 tile.

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.

Conclusion
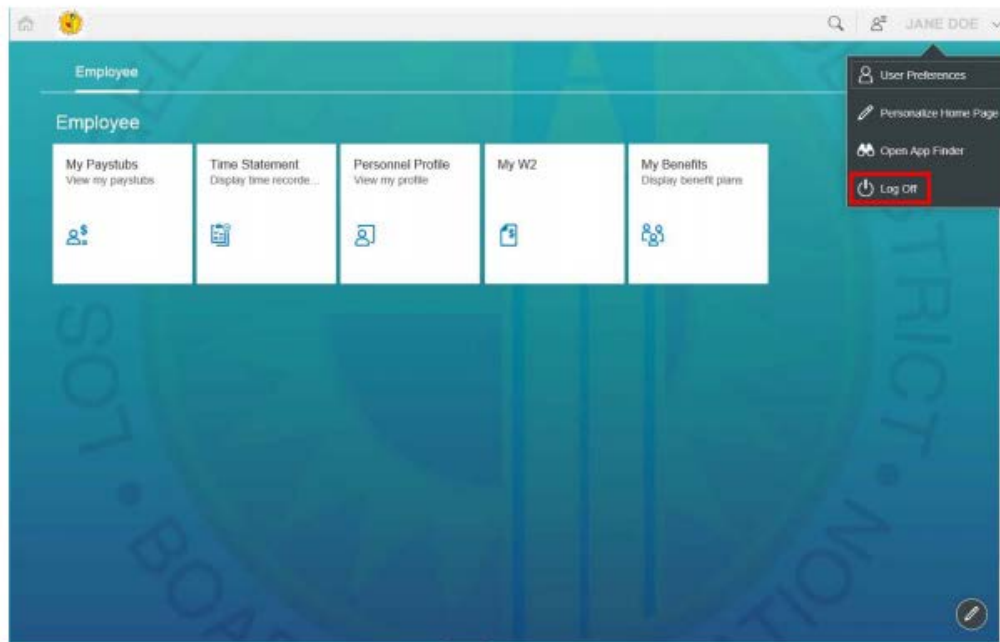
Log-out from the application by clicking [icon] and click Log-Off.

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.