



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

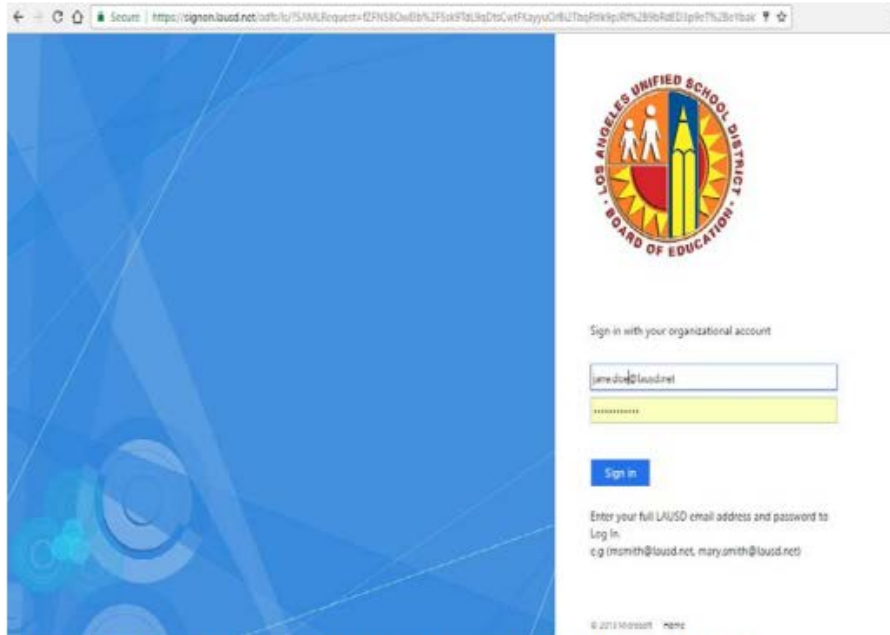
For Windows we recommend using Internet Explorer and for Mac we recommend using Safari.
For security reasons please log off and close all your browser windows when you are done.

Technical Assistance

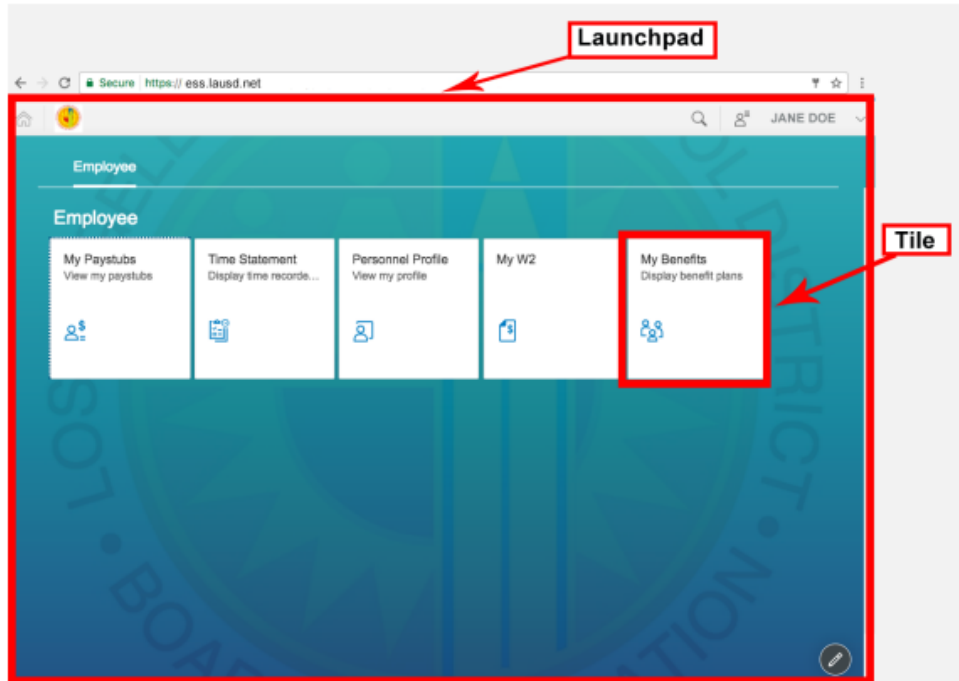
Please contact the ITD-Helpdesk at (213) 241-5200 or send an email to ess@lausd.net

Details

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

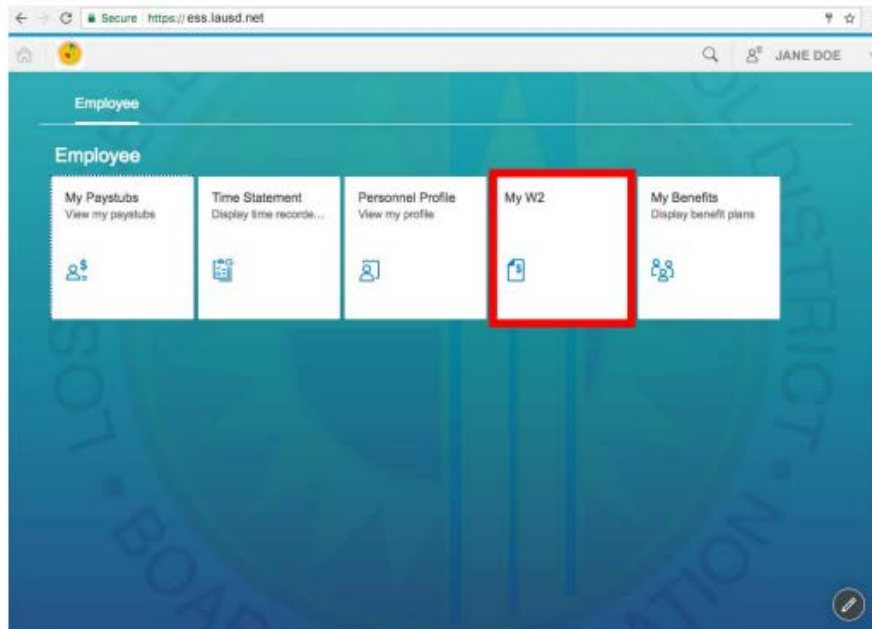


Enter your LAUSD email address and password, then click Sign in.

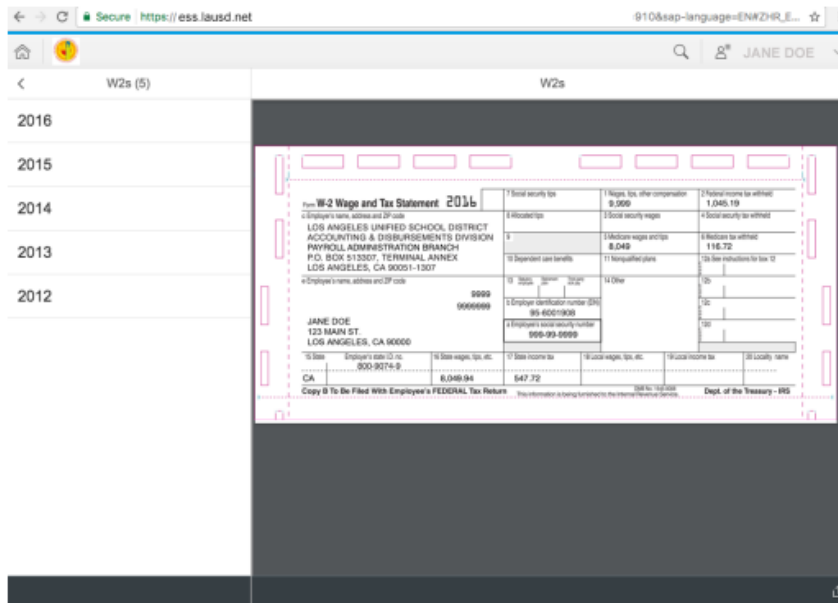


Each tile indicates an application.

My W2



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




The 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 with a list of years from 2012 to 2016 under the heading "W2s (5)". The main content area displays a detailed view of a 2016 W2 form. The form includes the following information:

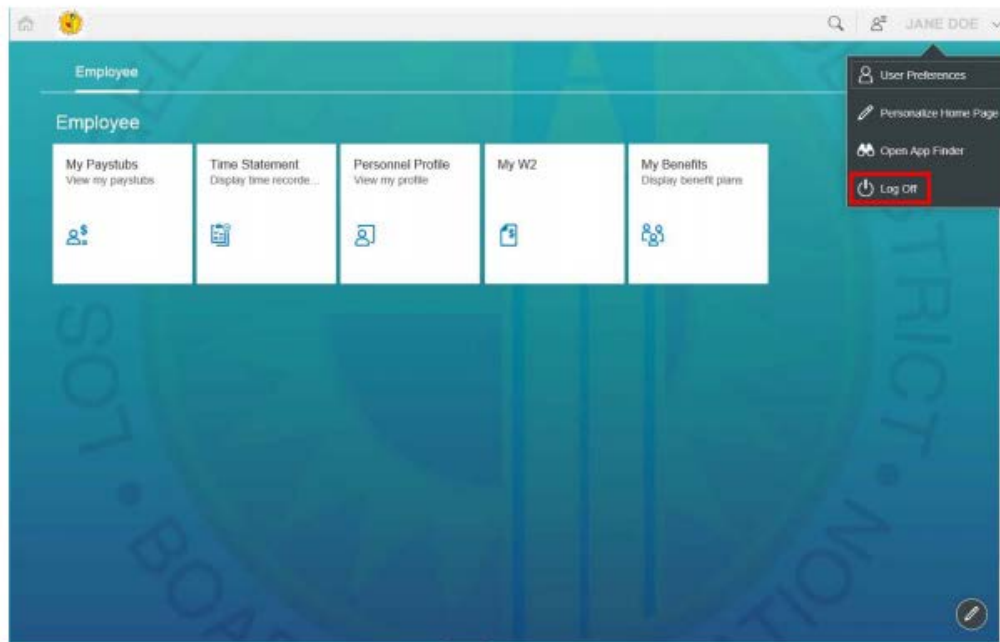
- Form Title:** W-2 Wage and Tax Statement 2016
- Employer Name and Address:** LOS ANGELES UNIFIED SCHOOL DISTRICT, ACCOUNTING & DISBURSEMENTS DIVISION, WYCKOFF ADMINISTRATION BRANCH, P.O. BOX 513307, TERMINAL ANNEX, LOS ANGELES, CA 90051-1307
- Employee Name and Address:** JANE DOE, 123 MAIN ST., LOS ANGELES, CA 90000
- Employer Identification Number (EIN):** 00000000
- Employee Social Security Number (SSN):** 999-99-9999
- Wages, Tips, and Other Compensation:** \$ 3,000
- State Income Tax:** \$ 0.00
- Federal Income Tax:** \$ 0.00
- State Social Security Tax:** \$ 0.00
- Federal Social Security Tax:** \$ 0.00
- State Unemployment Tax:** \$ 0.00
- Federal Unemployment Tax:** \$ 0.00
- Other:** \$ 0.00
- Local Income Tax:** \$ 0.00
- Local Unemployment Tax:** \$ 0.00
- Local Social Security Tax:** \$ 0.00
- Local Medicare Tax:** \$ 0.00
- Local Medicaid Tax:** \$ 0.00
- Local Disability Tax:** \$ 0.00
- Local Health Care Tax:** \$ 0.00
- Local Pension Tax:** \$ 0.00
- Local Other Tax:** \$ 0.00


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  and click Log-Off.



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Frequently Asked Questions

1. Is this application secured?
 - o Yes, it is secured and 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 we do not recommend saving passwords.
3. What if I forget my password?
 - o Call help desk at (213) 241-5200.
4. Can I view/obtain W2's older than 5 years?
 - o No, please contact the Employee Service Center at (213) 241-6670.