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. The new ESS can be accessed in mobile device through a browser.

System Requirements

Following is the supported configuration of mobile device.

<table>
<thead>
<tr>
<th>Device</th>
<th>Operating System and Browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple</td>
<td>IOS 10.1.1 (Safari)</td>
</tr>
<tr>
<td>Android</td>
<td>Android 6.0 (Chrome)</td>
</tr>
</tbody>
</table>

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.
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Accessing new ESS through browser

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

Enter your LAUSD email address and password, click Sign in.
Accessing new Employee Self Service using mobile device

Each tile indicates an application.
Description of Tiles

My Paystubs

To view your paystubs, click My Paystubs tile.
A list of paystubs is displayed by pay date. The 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.
Based on your mobile device you may have additional capabilities to print / download.

You can use 🔄 to save paystub as a favorite tile on Launchpad.

To view the entire paystub, click on Open as PDF button. It displays the paystub in new window.
Go back to the previous screen by closing this window.
Click ← to return to list of pay dates.
Accessing new Employee Self Service using mobile device

Click ⬅️ to return to Launchpad.
Time Statement

To view your time statement, click Time Statement tile.
As seen, a list of time statements is displayed by month. Latest month is displayed on top. To view additional months you can scroll down. To view time statement, click on the month.
To view the entire time statement, click on Open as PDF button. It displays the time statement in new window.
Go back to the previous screen by closing this window.
Click ← to return to list.
### Time Statement (36)

<table>
<thead>
<tr>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2017 - 03/31/2017</td>
</tr>
<tr>
<td>02/01/2017 - 02/28/2017</td>
</tr>
<tr>
<td>01/01/2017 - 01/31/2017</td>
</tr>
<tr>
<td>12/01/2016 - 12/31/2016</td>
</tr>
<tr>
<td>11/01/2016 - 11/30/2016</td>
</tr>
<tr>
<td>10/01/2016 - 10/31/2016</td>
</tr>
<tr>
<td>09/01/2016 - 09/30/2016</td>
</tr>
</tbody>
</table>

Click ⬅️ to return to Launchpad.
My W2

To view your W2, click My W2 tile.
A list of W2’s is displayed. The last 5 years of W2’s can be viewed. To view W2, click on the year.
To view the entire W2, click on Open as PDF button. It displays the W2 in new window.
Go back to the previous screen by closing this window.
Click ◀ to return to list.
Click ⬅️ to return to Launchpad.
My Benefits

To view benefit plans you are enrolled in, click My Benefits tile.
You can view plan details of your health, life insurance, savings and flexible spending accounts. To view plan details, click on the plan.
The cost for your coverage is shown. You can also view dependents enrolled in your plan.
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 return to list of plans.
Click ⬅️ to return to Launchpad.
My Profile

To view your profile, click My Profile tile.
It displays overview of my profile which includes Permanent Address, Emergency Contact Information, Additional Emergency Contact Information and Doctor’s Information. To view permanent address in detail click Permanent Address, similarly click respective address to view in detail. If the relevant address is not in the system click + to create.
To change the address click Edit.
Accessing new Employee Self Service using mobile device

Notice the effective date of this modification in the message section on top. 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 return to overview of my profile.
Click ✅ to return to Launchpad.
My Tax Withholdings

To view your tax withholdings, click My Tax Withholdings tile.
It displays overview of tax withholdings which include California withholdings and Federal withholdings. To view California withholdings click under California and to view Federal withholdings click under Federal. If the record is not in the system click + to create.
To change the withholding click Edit.

Review W4/DE4 information window is displayed. Review the displayed PDF.
Click Reviewed to move forward.

Note: To view the entire document, click on PDF button. It displays the document in new window. Go to the previous screen by closing this window.
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.
Select the latest record to verify your changes.
Click to return to overview of my tax withholdings.
Accessing new Employee Self Service using mobile device

Click to return to Launchpad.
To view your TB notifications, click My TB Notifications tile.
TB notification is displayed.
Accessing new Employee Self Service using mobile device

Click < to return to Launchpad.
Log off new ESS

Log-out from the application by clicking and click Log-Off.
Creating a bookmark

To create a bookmark, click on the icon on the bottom of the site.
Click “Add Bookmark”.
Name the bookmark and click “Save”.

https://ess.lausd.net/sap/bc/iw5_u5/...
The bookmark will appear in your mobile device bookmarks.
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 print / download?
   - You may configure your phone to print / download but it’s completely your responsibility.

5. Does it use data on device?
   - Yes, it needs data service to access. If you are connected to Wifi it would use it otherwise it uses your cellular data.

6. Can I view/obtain W2’s older than 5 years?
   - No, please contact the Employee Service Center at (213) 241-6670.

7. 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.

8. 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.

9. 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.

10. What if I have questions related to paystub?
    - You can contact payroll support services at (213) 241-2570 or email payrollsupport@lausd.net

For any other issues you can please contact ess@lausd.net