

# LAUSD Employee Self-Service (ESS) Website User Guide

## Overview

### What is the Employee Self-Service (ESS) website?

A secure website that provides you instant access to your personal HR data

## Frequently Asked Questions

### How do I access the ESS website?

1. Go to: <https://selfservice.lausd.net> or click on “Employee Self Service” on the Inside LAUSD home page.
2. Log in using your single sign-on LAUSD email and password (e.g. [msmith@lausd.k12.ca.us](mailto:msmith@lausd.k12.ca.us), [mary.smith@lausd.net](mailto:mary.smith@lausd.net))

### What can I do on the ESS website?

You have instant access to the following information:

- TIME AREA
  - *Time Statement* – View and print your time reported and approved by each work site
- PAY AREA
  - *Online Pay Stub* – View and print any of your paystubs from the last 3 years
  - *Tax Withholdings for W-4 and DE-4* – View and update your tax withholdings
  - *W-2 Reprint* – View and print your W-2 for the last 3 years
- PERSONAL INFORMATION
  - *Change Address and Phone Number* – View and update your personal address or telephone information

### Is my information safe?

LAUSD takes every precaution to protect your personal information. HTTPS is more secure than HTTP and is designed to protect web users from identity theft. In addition, your social security number is not displayed anywhere on the ESS website.

### When can I access the ESS Website?

The ESS Website is available 24/7. Please note that brief maintenance windows may occur evenings starting at 8:30 p.m. and on Sundays.

### What if I have trouble logging in?

Please click the “Get Support” link on the ESS Website log-in page, or call Technical Support at (213) 241-5200.

