

LOS ANGELES UNIFIED SCHOOL DISTRICT

Accounting and Disbursements Division Payroll Administration

MICHELLE KING, Ed.D.
Superintendent of Schools

SCOTT S. PRICE, Ph.D.
Chief Financial Officer



V. LUIS BUENDIA
Controller

JOY MAYOR
Deputy Controller

ELVIE C. ESPINOZA
Director of Payroll Administration

October 3, 2017

Re: US Mailing of Payroll Warrants and Discontinuance of Pay Stub Printing and Mailing

Dear Employee,

In light of budget reductions and in an effort to sustain payroll operations, changes will be made regarding the delivery method of payroll warrants and stubs printing. Please be advised that all payroll warrants will be mailed via the United States Postal Service to your home address on file. In addition, Payroll Administration will discontinue the printing and mailing of pay stubs for employees. The effectivity of this change will be reflected starting on the following pay dates:

Payroll Area	Pay Date
Semi-Monthly	October 23, 2017
Classified	October 31, 2017
Certificated	November 3, 2017

Employees can view and print online pay stubs and time statements, and update their personnel profile (e.g. change of address and contact information) using the new LAUSD Employee Self Service (ESS) Portal at <http://ess.lausd.net>. This can also be viewed through mobile devices using the SAP Fiori App. For instructions on how to download this application, please visit the ESS Portal Resource Page at <http://achieve.lausd.net/essresources>. For technical assistance, please contact the ITD-Helpdesk at (213) 241-5200 or send an email to ess@lausd.net.

Sincerely,

Payroll Administration