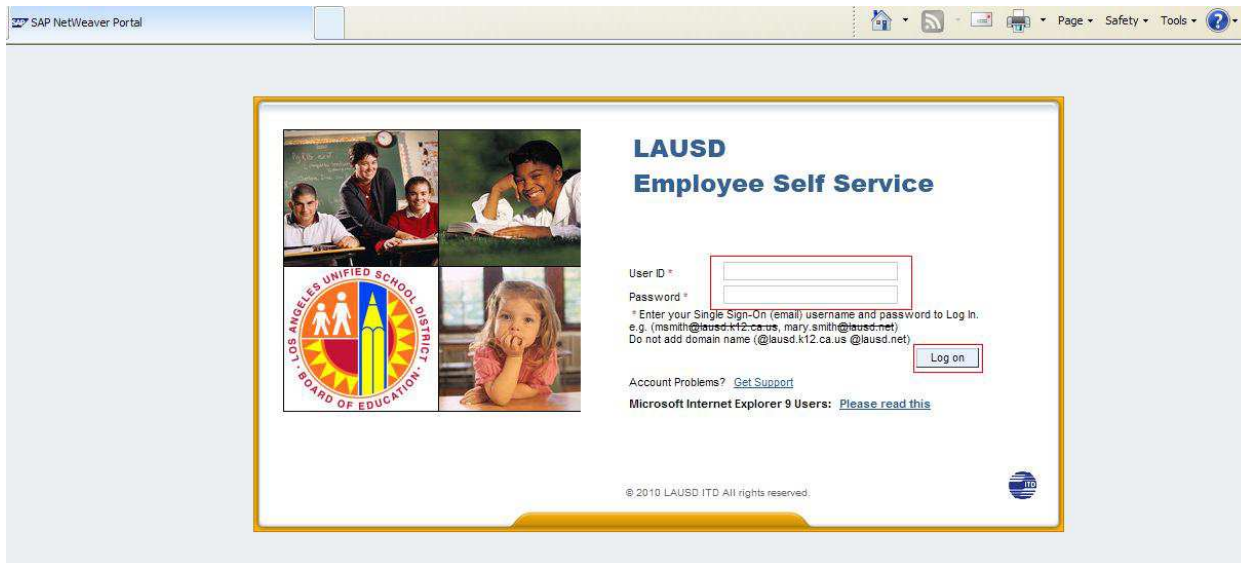


Sign up for Paper Pay Stubs on Employee Self Service (ESS)

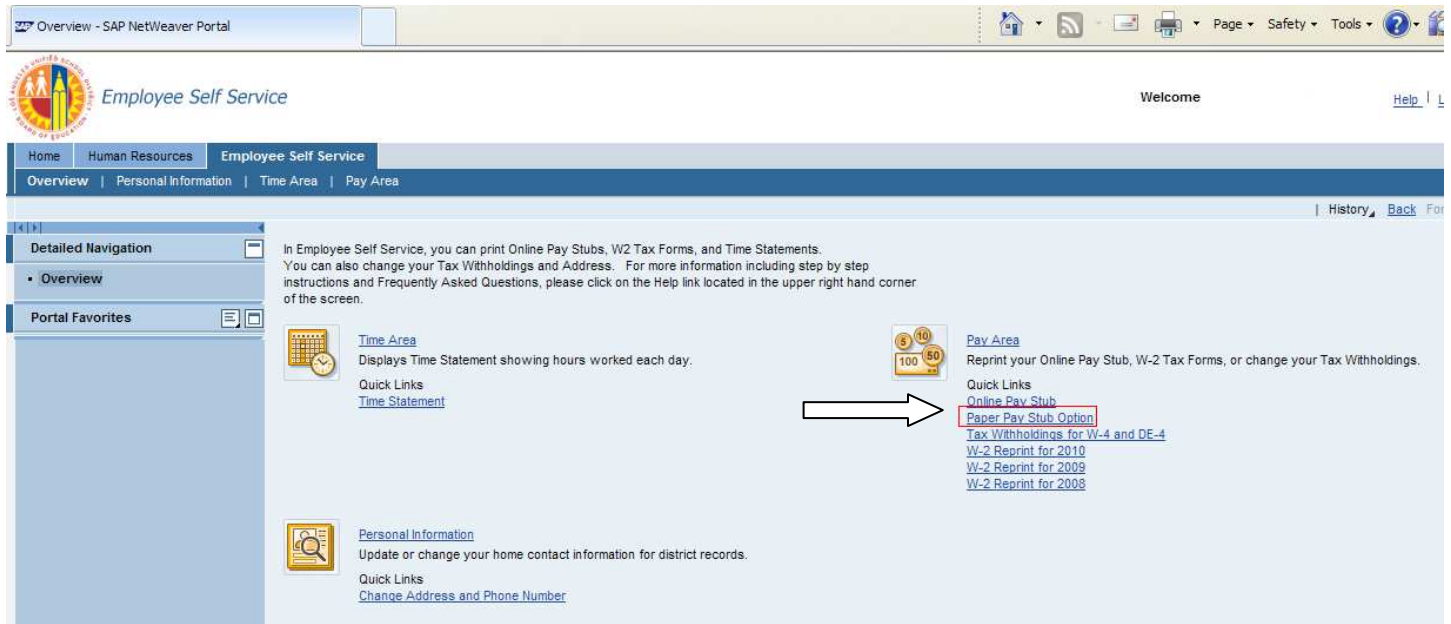
Type the following URL: <https://selfservice.lausd.net> in your browser.



Enter SSO (single-sign on) User ID & Password and select Log on button.



After you are logged into the ESS Portal, it will display the 'Overview' screen. Click on 'Paper Pay Stub Option' link.



The Paper pay stub option web page will display. This screen will allow you to review your current option or make changes to opt-out of paperless ACH pay stub.

By default, the "Do not send pay stubs to me" is check marked. This setting tells the system to not print the pay stub. The actual process to change your ESS Settings consists of 4 steps (see below):

ESS Settings for pay stub

Step 1) Overview

If you wish to receive a hard copy of your pay stub each payday, then you need to select the **edit** button. This will allow you to change/edit your option.

Paper paystub option - SAP NetWeaver Portal

Employee Self Service

Welcome

Home | Human Resources | **Employee Self Service**

Overview | Personal Information | Time Area | Pay Area

Paper paystub option

Detailed Navigation

- Overview

Portal Favorites

Paper paystub option

ESS Settings for paystub

1 Overview 2 Edit 3 Review and Save 4 Confirmation

LAUSD offers on-line printable pay stubs through the Employee Self-Service (ESS) website. On-line pay stubs are identical to the paper pay stub. By accessing your pay stub online you are helping us achieve savings that can be used to support our educational mission

Select your option below

Do not send pay stubs to me

Edit

Step 2) Edit

After selecting the edit button, the display will change to Edit and will display the following comment, 'Uncheck the box if you would like a paper pay stub sent to you.' At this point, uncheck the check box 'Do not send pay stubs to me.' Once the box is unchecked, select the next button for the next processing step.

Paper paystub option - SAP NetWeaver Portal

Employee Self Service

Welcome

Home | Human Resources | **Employee Self Service**

Overview | Personal Information | Time Area | Pay Area

Paper paystub option

Detailed Navigation

- Overview

Portal Favorites

Paper paystub option

ESS Settings for paystub

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Select your option below

Do not send pay stubs to me

Uncheck the box if you would like a paper pay stub sent to you

Next

Step 3) Review and Save

This process step will now display the “unchecked” checkbox. Select the SAVE button to execute the setting selection.

Paper paystub option - SAP NetWeaver Portal

Employee Self Service

Home | Human Resources | Employee Self Service

Overview | Personal Information | Time Area | Pay Area

Paper paystub option

Detailed Navigation

- Overview

Portal Favorites

Paper paystub option

ESS Settings for paystub

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Select your option below

Do not send pay stubs to me

Uncheck the box if you would like a paper pay stub sent to you

Save

Step 4) Confirmation

At this point in the final process step, confirmation of your selection will display that it was successfully executed and it will also tell you the effective date of your change request.

Paper paystub option - SAP NetWeaver Portal

Employee Self Service

Home | Human Resources | Employee Self Service

Overview | Personal Information | Time Area | Pay Area

Paper paystub option

Detailed Navigation

- Overview

Portal Favorites

Paper paystub option

Your data saved successfully. Effective 03/31/2012 you will receive paper pay stubs.

ESS Settings for paystub

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Select your option below

Do not send pay stubs to me

Uncheck the box if you would like a paper pay stub sent to you