

LAUSD MY STUDENTS SCHOOLS DISTRICT WORLD



Ready. Set. Go Green. With LAUSD MyPay, hundreds of trees are saved every year and millions of dollars go back into classrooms!

The first step begins on **January 1, 2012**, when Direct Deposit stubs will no longer be printed. They are already available online at the Employee Self-Service website. Try it today! It's as easy as 1-2-3:

- 1) Go to selfservice.lausd.net
- 2) Login with your **Single Sign On** and Password
- 3) Select **Pay Area** to view and print your paystubs

Click on "**Get Support**" if you need to activate your account or change your password. If you are unable to print your paystub or you have questions about LAUSD MyPay, visit the [Employee Service Center](#) or call (213) 241-6670 for assistance.

By December 2011, every LAUSD worksite will have a designated computer and printer where you can log on to the Employee Self-Service website.

Every time you view your stub online instead of receiving a printed stub, you help put twenty-five cents back into classrooms.

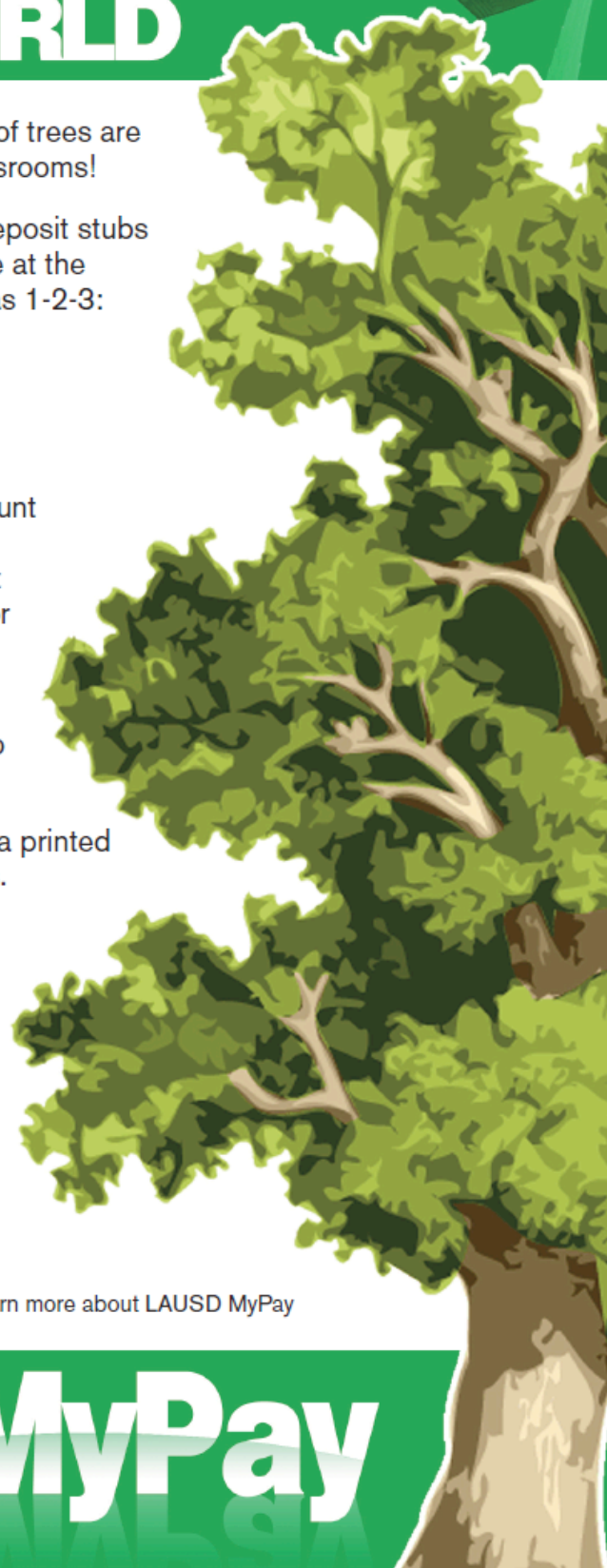
a couple of clicks = millions saved



[Click here](#) to learn more about LAUSD MyPay



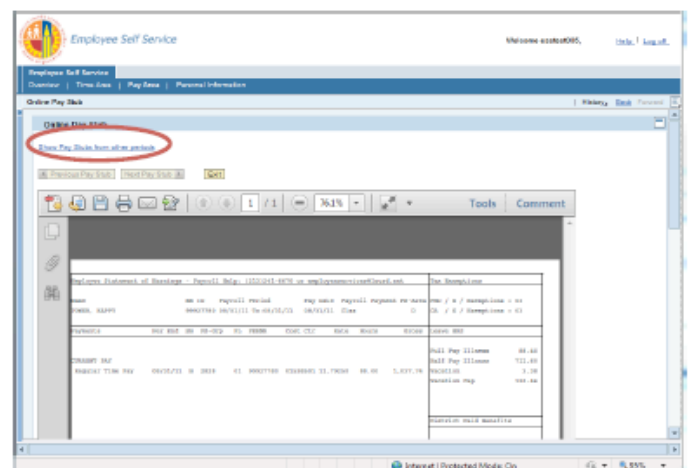
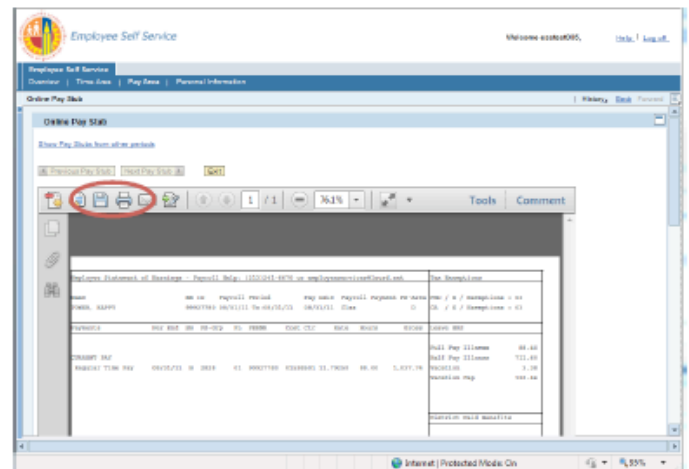
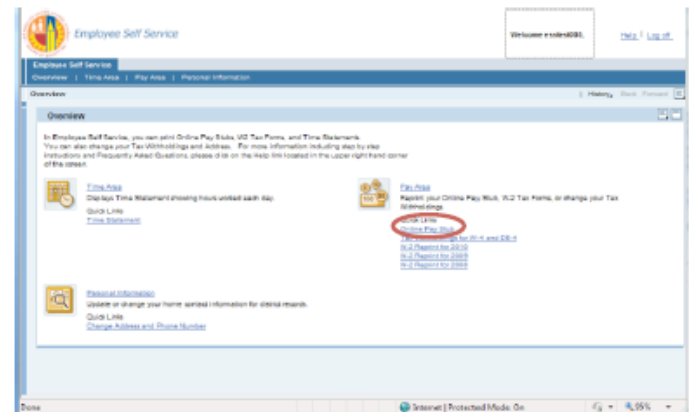
LAUSD MyPay





How to View and Print Your Paystub

1. Open Internet Explorer or Mozilla Firefox
2. Type selfservice.lausd.net into the internet browser or click on "Employee Self Service" on the Inside LAUSD home page
3. Log in using your **Single Sign-On LAUSD ID and password** (e.g. msmith@lausd.k12.ca.us, mary.smith@lausd.net)
4. On the Overview Page, click "**Online Pay Stub**"
5. Click on the **Save Icon** in the Paystub window if you want to save the pdf on your personal computer
6. Click on the **Printer Icon** in the Paystub window if you want to print a copy of your paystub
7. Click "**Show Pay Stubs from other periods**" to view any of your paystubs from the last 3 years
8. Remember to log off when you are finished



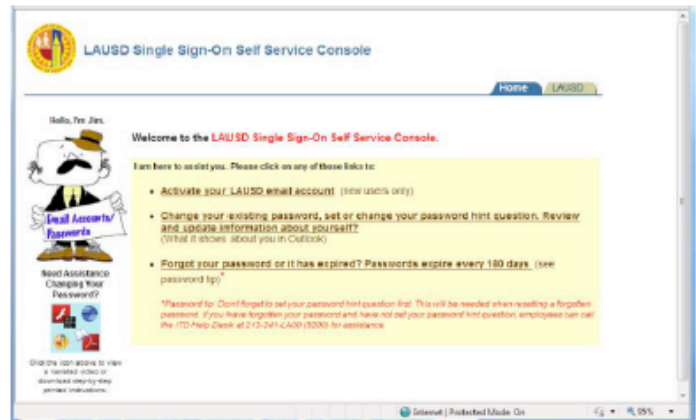
What if I have trouble viewing and printing my paystub?

Click the "**Get Support**" link on the ESS Website log-in page. If you still need assistance, visit the [Employee Service Center](#) or call 213-241-6670.



How to Activate your Single Sign-On, Change Your Password, or Get a New Password

1. Open Internet Explorer or Mozilla Firefox
2. Type selfservice.lausd.net into the internet browser or click on “Employee Self Service” on the Inside LAUSD home page
3. Click on “**Get Support**”
4. This will bring you to the **Single Sign-On Self Service Console**.



If you don't have a Single Sign-On account:

Click on “**Activate your LAUSD email account.**” You'll need your employee number, date of birth, and the last 4 digits of your social security number.

If you want to change your Single Sign-On password:

Click on “**Change your existing password, set or change your password hint question. Review and update information about yourself?**” You'll need your Single Sign-On and current Password.

If you need to reset your password:

Click on “**Forgot your password or it has expired?**” You'll need your employee number, date of birth, and the last 4 digits of your social security number.

If you are still having trouble, call the ITD Help Desk at 213-241-LA00 (5200) for assistance.