

Employee Self Service – Address Change

12/1/2010

Please make sure that your LAUSD email account is active. Please contact ITD at 213-241-5200 to activate your account or reset your password.

- From your internet browser, type [HTTPS://SELFSERVICE.LAUSD.NET](https://selfservice.lausd.net)
- Enter LAUSD email account name and password



LAUSD
Employee Self Service

User ID *

Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

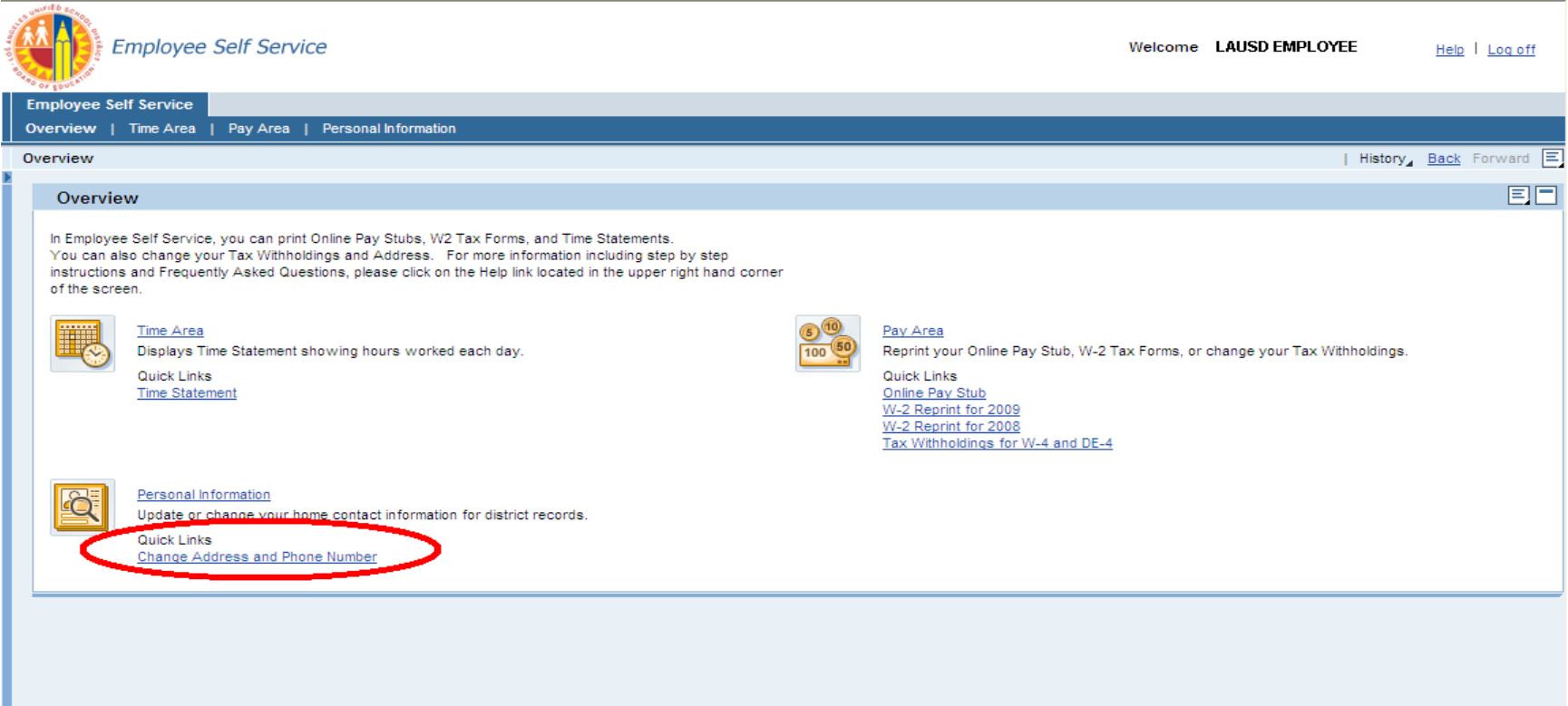
Logon Problems? [Get Support](#)


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 **Employee Self Service**

Welcome **LAUSD EMPLOYEE** [Help](#) | [Log off](#)


Employee Self Service

[Overview](#) | [Time Area](#) | [Pay Area](#) | [Personal Information](#)


Overview History [Back](#) Forward 

Overview  


In Employee Self Service, you can print Online Pay Stubs, W2 Tax Forms, and Time Statements. You can also change your Tax Withholdings and Address. For more information including step by step instructions and Frequently Asked Questions, please click on the Help link located in the upper right hand corner of the screen.

 [Time Area](#)
Displays Time Statement showing hours worked each day.

Quick Links
[Time Statement](#)

 [Pay Area](#)
Reprint your Online Pay Stub, W-2 Tax Forms, or change your Tax Withholdings.

Quick Links
[Online Pay Stub](#)
[W-2 Reprint for 2009](#)
[W-2 Reprint for 2008](#)
[Tax Withholdings for W-4 and DE-4](#)

 [Personal Information](#)
Update or change your home contact information for district records.

Quick Links
[Change Address and Phone Number](#)

•Click on Quick Links: ***Change Address and Phone Number***

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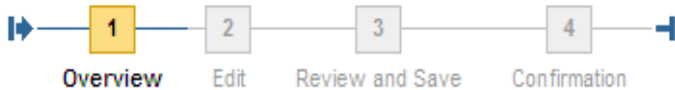
Employee Self Service

Employee Self Service

Overview | Time Area | Pay Area | Personal Information

Address Change

Address Change



Permanent address

Street Address: 1234 Mockingbird Ln

City: Los Angeles

Telephone No.: 213-241-1234

Edit

Exit

- Verify that your address is correct. If not, click the ***“EDIT”*** button to make changes

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Permanent address

House Number and Street: *
City: *
State: *
ZIP Code: *
Country: *
Telephone:
Cell Phone:

- Make the necessary changes

- Then click the **“REVIEW”** button

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Verify the Address data below

Permanent address

Country: **USA**
House Number and Street: **255 Beaudry St.**
City: **Pasadena**
State: **CA**
ZIP Code: **91101**
Telephone:
Effective Date *: **12/1/2010**

* System selects the next available effective date that does not negatively impact the payroll process.

◀ Previous Step **Save** Exit

•Click on the “**SAVE**” button

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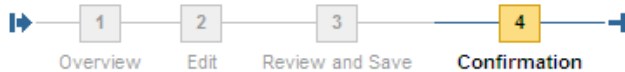
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Address Change

Address Change


 The changes you made to your Address data were saved

What do you want to do next?

[Go to Addresses Overview](#)
[Go to Personal Information Homepage](#)
[Go to Employee Self Service Homepage](#)

Permanent address

Country: USA
 House Number and Street: **255 Beaudry St**
 City: **Pasadena**
 State: **CA**
 ZIP Code: **91101**
 Telephone:
 Effective Date *: 12/1/2010

* System selects the next available effective date that does not negatively impact the payroll process.

- The informational message “***The changes you made to your Address data were saved***” should appear as a confirmation.