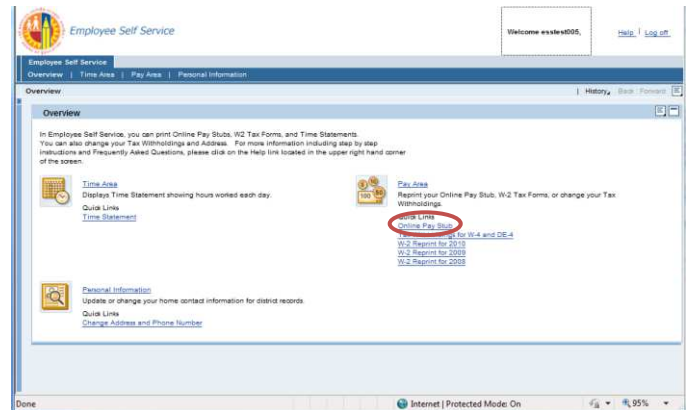
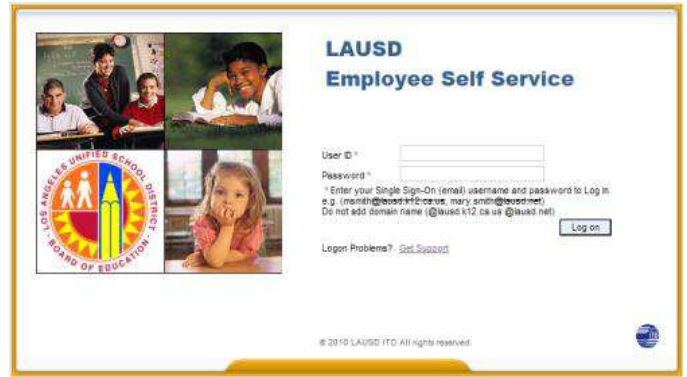


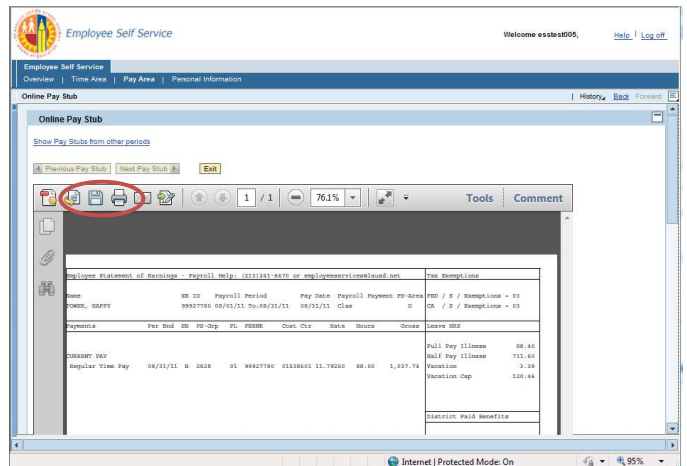


# How to View and Print Your Paystub

1. Open your internet browser  
(for secure access, we recommend Internet Explorer 8 and 9 or Mozilla Firefox 7 and 8)
2. Type [selfservice.lausd.net](http://selfservice.lausd.net) into the internet browser or click on "Employee Self Service" on the Inside LAUSD home page
3. Log in using your **LAUSD Single Sign-On and Password** (e.g. msmith@lausd.k12.ca.us, mary.smith@lausd.net)
4. On the Overview Page, click on "**Online Pay Stub**"

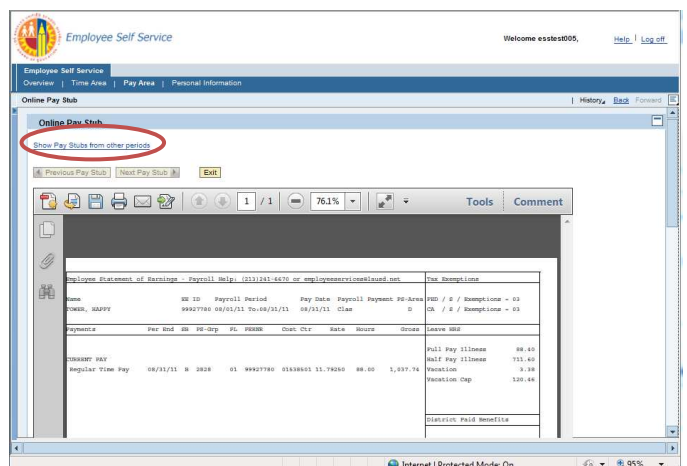


Click on the **Save Icon** in the Pay Stub window if you want to save a pdf copy on your personal computer. For security purposes, you should only save a copy if you are using your personal computer.



Click on the **Printer Icon** in the Pay Stub window or right-click on your Pay Stub and select "Print" if you want to print a copy of your paystub

Click "**Show Pay Stubs from other periods**" to view any of your paystubs from the last 3 years



Remember to log off when you are finished

## What if I have trouble viewing /printing my paystub?

Click the "**Help**" link in the top right corner of the ESS Website. If you still need assistance, visit the [Employee Service Center](#) or call 213-241-6670.