LACCD ESS (EMPLOYEE SELF SERVICE) – ELECTRONIC PAY STUB

How to add a private email address to receive the electronic pay stub?

Work and private email addresses, if preferred, may be used to send you your electronic paystubs. If you don’t have access to your work email account or if you would like to receive your paystub to your private email address, you can add or change your private email address any time through LACCD ESS.

To Login to Portal Go To: https://portal.laccd.edu/irj/portal (only accessible using a campus computer)

User ID: P00##### (replace the #’s with your employee number). Employees hired after July 1, 2005, you will enter P0#####. - (P ZERO ZERO 6 digit employee number) or (P ZERO 7 digit employee number)

Password: your current SAP R/3 password

If this is the first time you are going to log-on to the Portal, you will have to contact your location’s LAN Administrator http://albacore.laccd.edu/hr/support.htm and ask them to re-set your password to a temporary password.

Once you are given your temporary password, the first time you log-on you will be asked to change your password. In the change password screen your “old password” is whatever your LAN Administrator gave you. In the “new password” you now select a password that you can remember. It must be at least 6 characters long (numbers and letters or letters only) and can NOT exceed 8 digits. Then “confirm password” by re-typing your newly selected password.

NOTE: Every 90 days your Portal password will expire. The Portal will give you a message that your password has expired and you can follow the same process above to create a new password for another 90 days. "Old password" will be your newly expired password, then select a “new password” (not one that your have used in the last 5 times you created a password) and finally “confirm password” by typing it again.

Welcome

User ID:
Password:
Log on

User ID = P00 With a 6 digit employee #
ID = P0 With a 7 digit employee #

Your password is:
If you are already a SAP user your password is the same. It is not the same as BW. If you need an account please contact your local LAN or InfoTech team to have one created.

Select the LACCD ESS tab
Select My email Address List
Select Personal information
Click on Add Private Address and enter the appropriate information

IMPORTANT INFORMATION:
This page shows your work email address and your private email address. You can add or change your private email address. Work and private email addresses are used to send you your electronic paystubs. If you don’t have access to your work email account or if you would like to receive your paystub to your private email address, you can add or change your private email address any time through LACCD ESS.

NOTE: If your work email address as shown above, is not exactly the same as your Outlook/Campus email address, please click on the "more details" link on the top for additional information.