



EMPLOYEE SELF SERVICE

You are now able to go online and make changes yourself to the following:

- Direct Deposit Authorization
- Salary Advance
- W-4 Form
- Change of Address/Contact Information

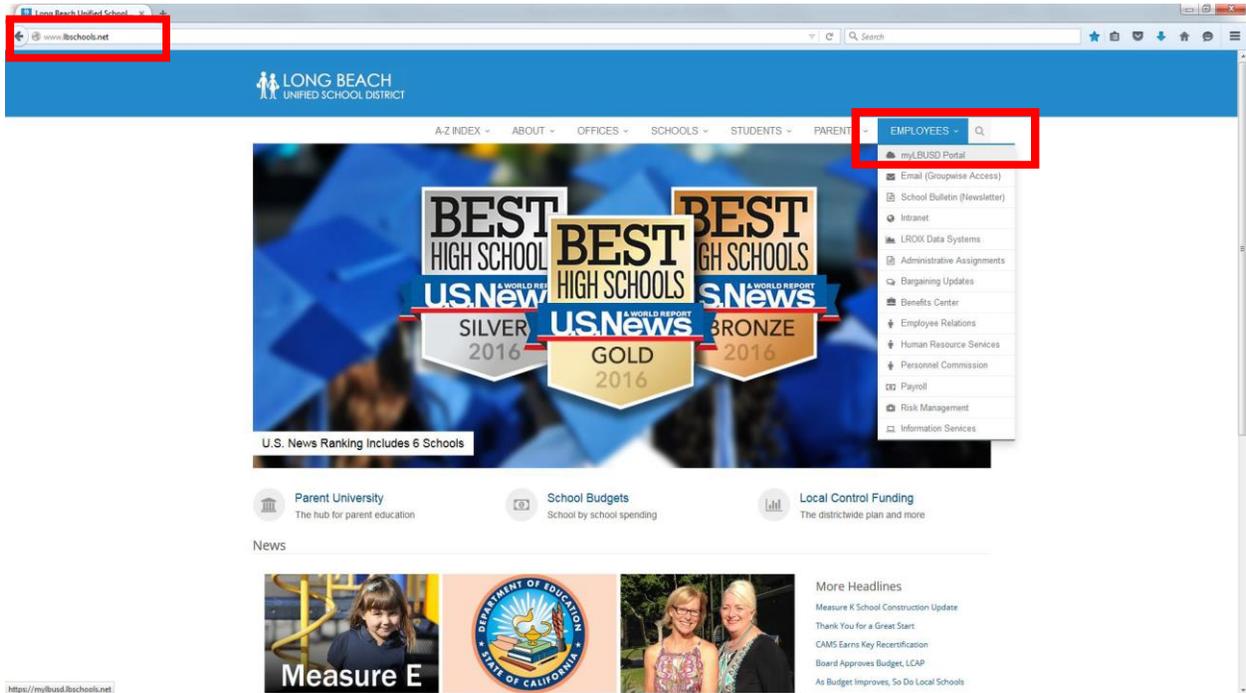
You can also view or print the following:

- Pay Stubs
- W-2 Form
- Notice of Assignment
- Special Contract Renewal

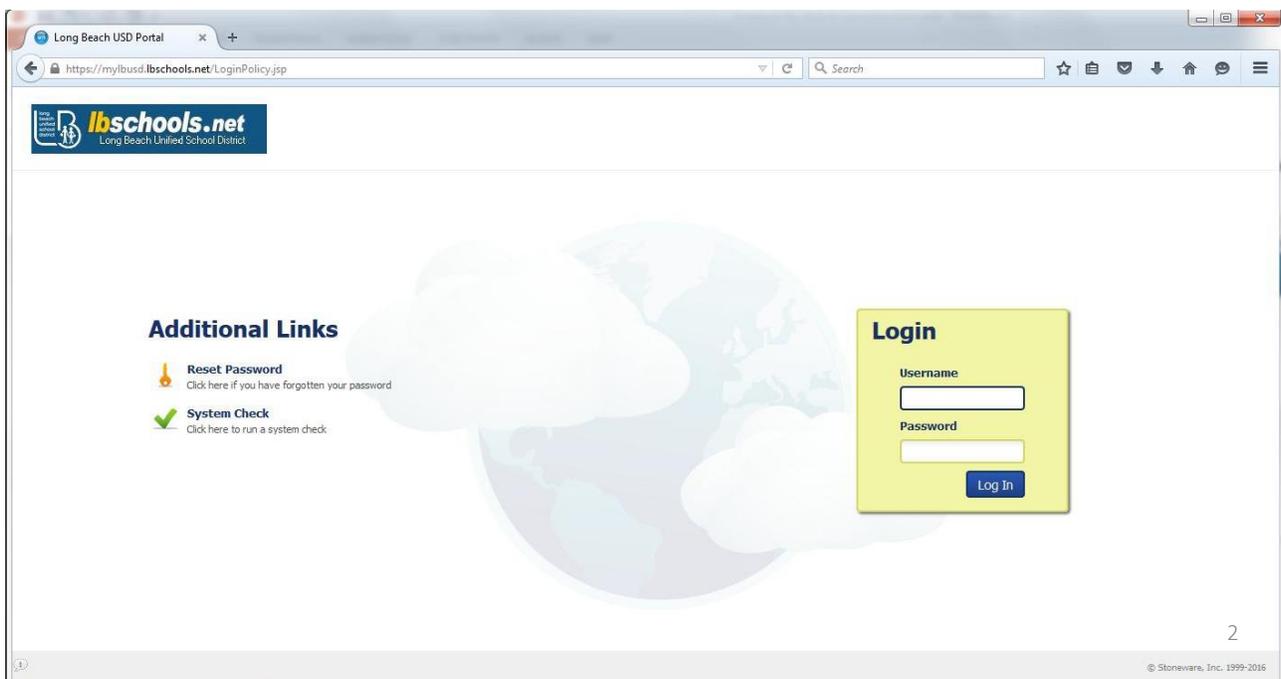
EMPLOYEE SELF SERVICE

Step 1:

- ❑ On the LBUSD webpage www.lbschools.net click on **Employees** and then select **myLBUSD Portal**



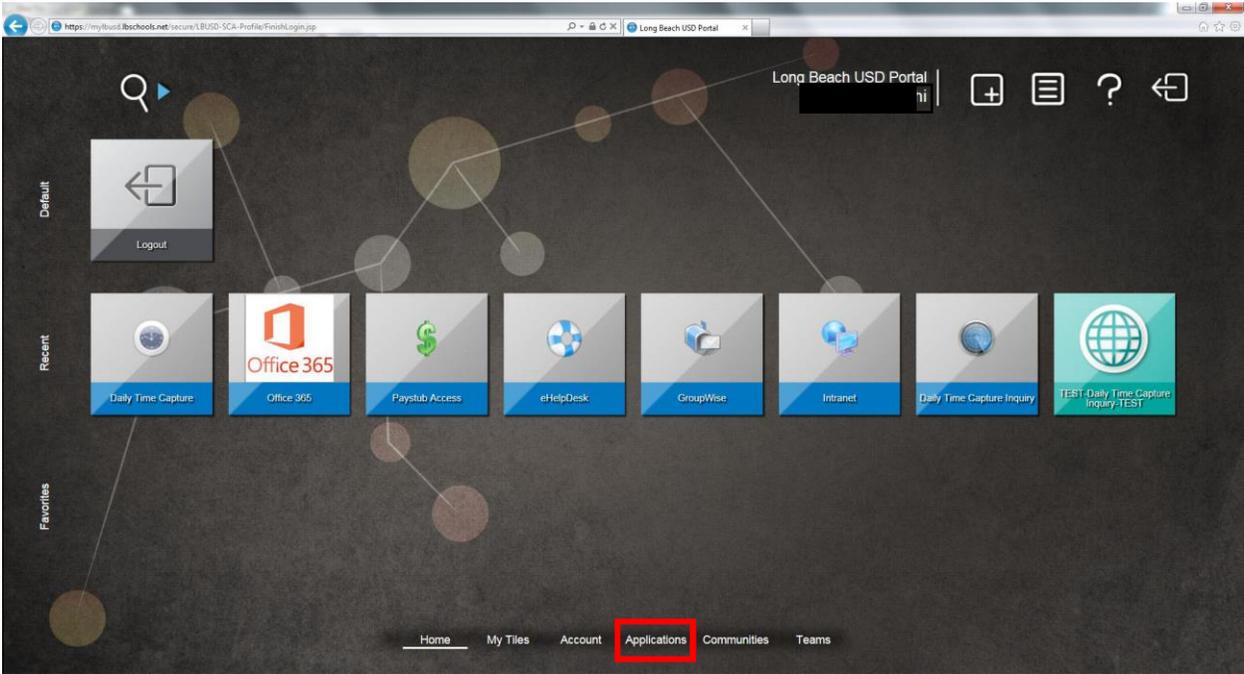
- ❑ Once selected you will be routed to the portal login page where you will need to enter your **Username** and **Password** and click on **Log In**



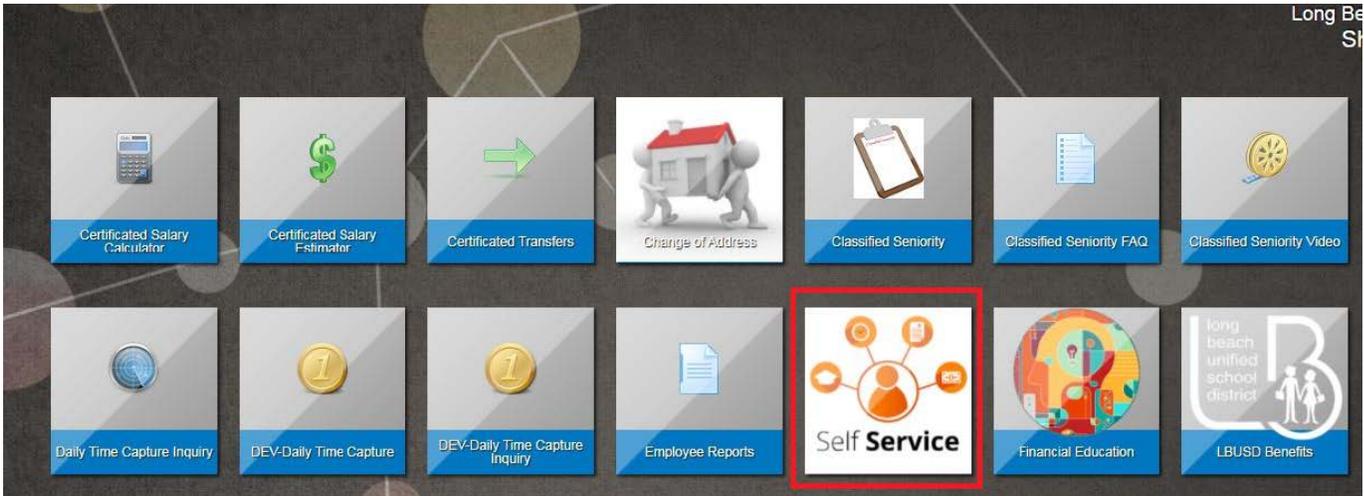
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Step 2:

- Once in the Portal select **Applications** at the bottom in the middle of the screen



- Once on the Applications screen click on the **Self Service** info box



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Step 3:

- ☐ Once on the Employee Self Service Access screen you will see the list of your available options. Click on the tab of your choice.



Long Beach Unified School District
Employee Self Service

10-21-2020
08:08:14
[Exit](#)

Direct Deposit Authorization	Employee Contact Infomation
Salary Advance	Notice of Assignment
W4 Form	Special Contract Renewal
Pay Stubs	
W2 Form	