

IMPORTANT – PAY STUB INFORMATION FOR EMPLOYEES WITH DIRECT DEPOSIT

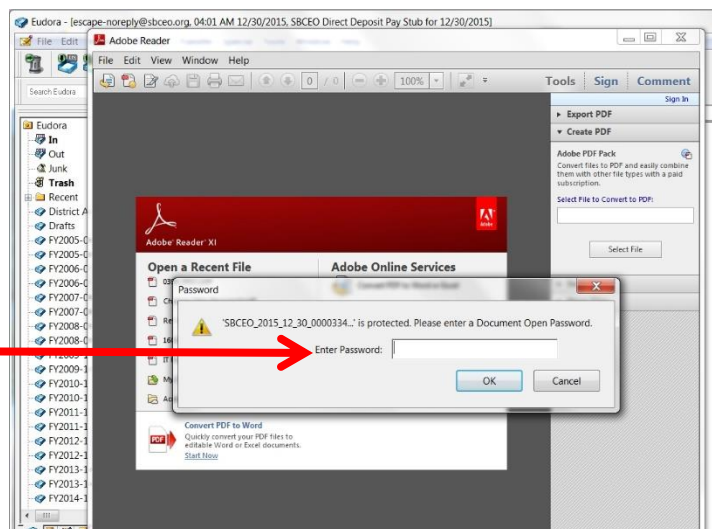
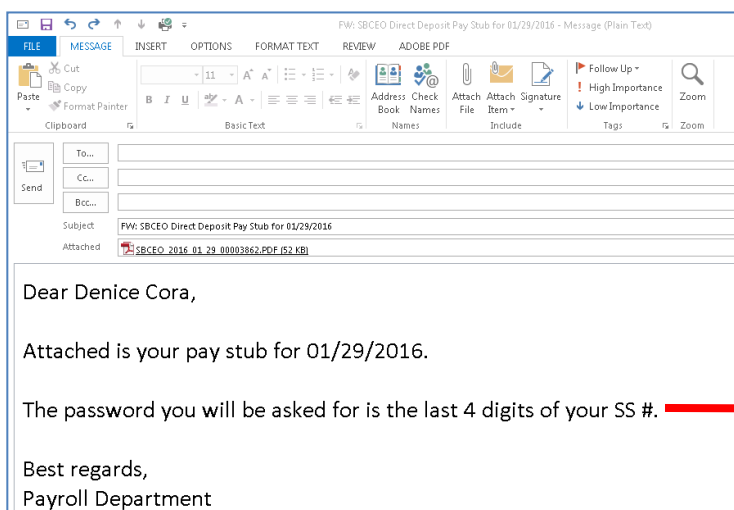
The Payroll and Human Resources Department is excited to announce the first step of the portal system for your payroll information.

March paystubs will be available by e-mail through the Escape portal. A link to the portal will be sent to your LUSD e-mail for viewing and printing your paystub. Our goal is **beginning in July 2016, ONLY e-mail copies of paystubs will be sent.**

Employees who do not have an e-mail address on file, do not have direct deposit or receive supplemental pay will receive paper warrants/paystubs as they have in the past.

If you are a sub or would like to use an e-mail other than the district e-mail, please fill out the form below and return it to Human Resources.

Below is a sample of what you will see in your e-mail:



To: Human Resources

Please use the following e-mail for pay stubs and Escape portal access:

E-Mail Address: _____

I am a Classified Employee ____ Certificated Employee ____

Name: _____ Signature: _____

Please print