Los Angeles County
Office of Education

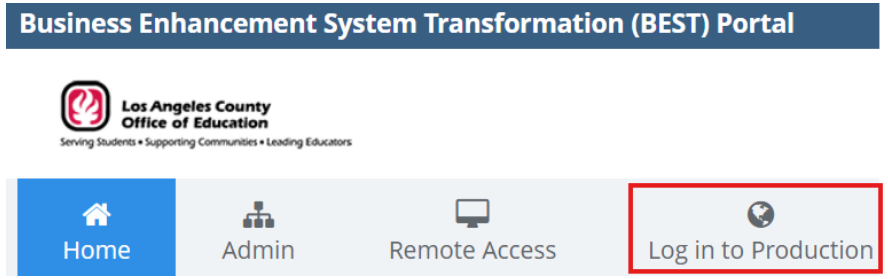
Advantage HCM Implementation
Employee Self-Service (ESS)

Employee Navigation Walkthrough

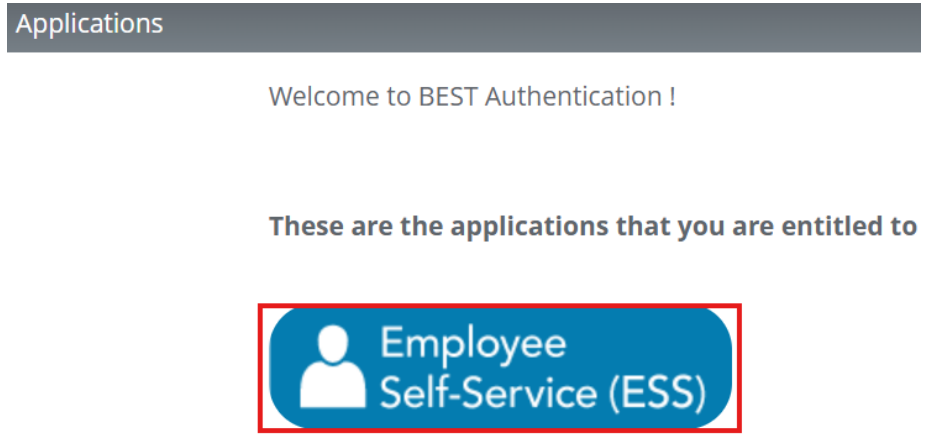
Updated: February 12, 2026

ESS Walkthrough: Employee Navigation

Step 1: Log into BEST Portal with the BEST Authentication credentials by clicking on **Log in to Production**.



Step 2: Click on the **Employee Self Service** tile.



Step 3: There will be three (3) tabs available for employees to view. This includes **Home**, **Compensation**, and **Performance**.



ESS Walkthrough: Employee Navigation

Step 4: The **Home** tab allows employees to view their personal and employment information as part of the ESS Required Functionality. There is one (1) widget: Welcome.

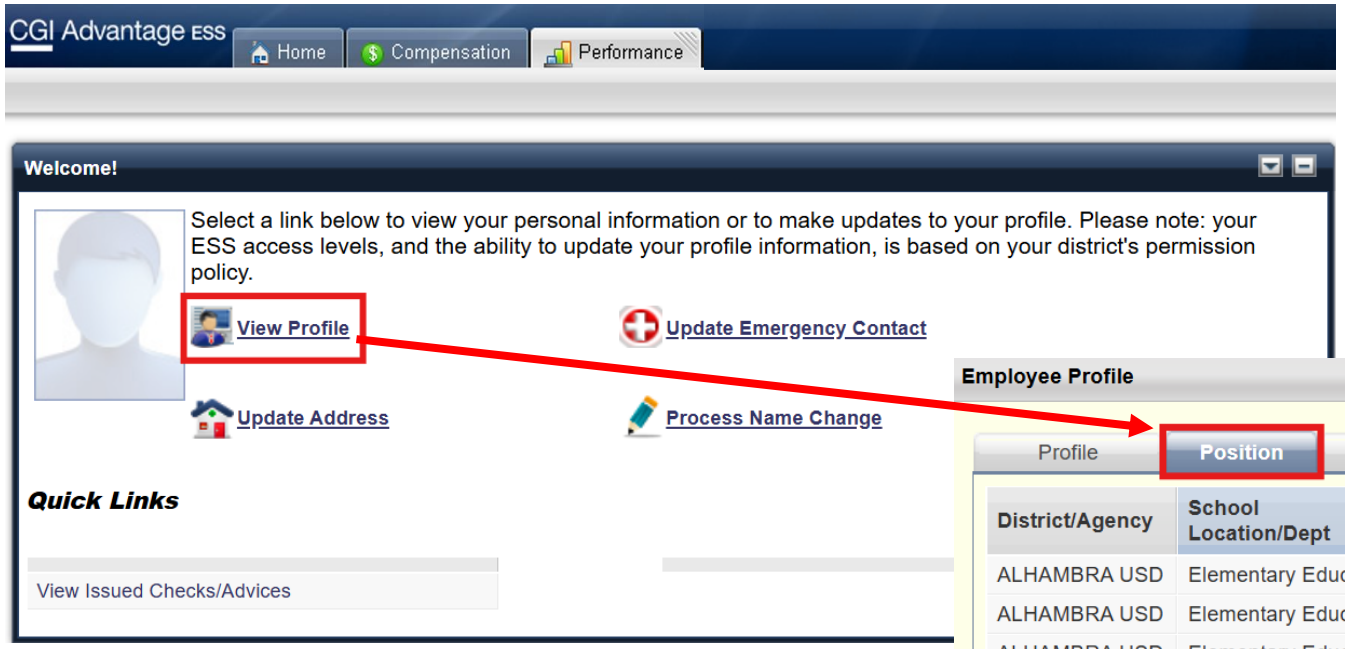
Step 4a: In the Welcome widget, employees will click on **View Profile**. The Employee Profile will open to the **Profile** tab. This shows the employee's Personal information.

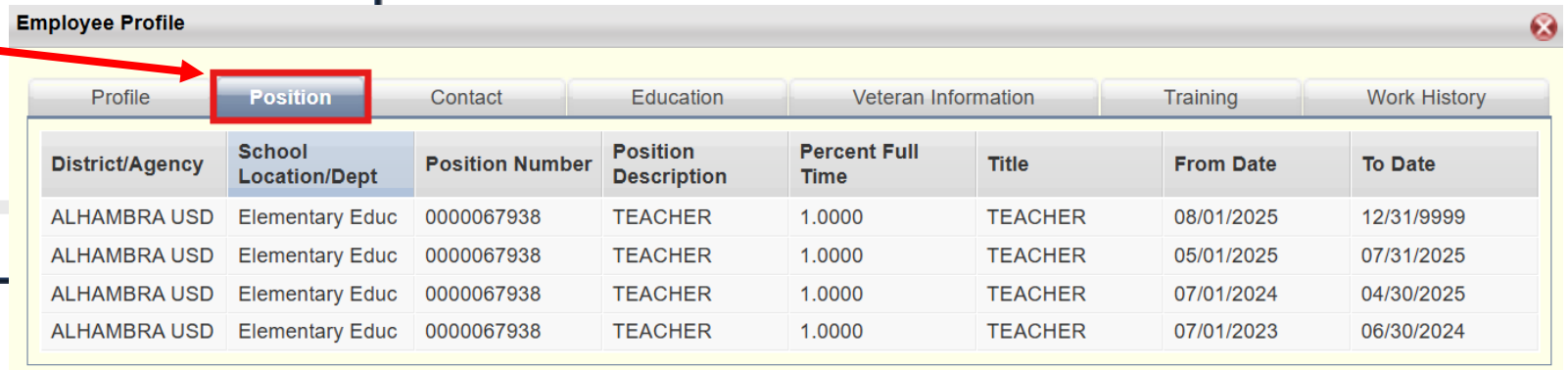


ESS Walkthrough: Employee Navigation

Step 4: The **Home** tab allows employees to view their personal and employment information as part of the ESS Required Functionality. There is one (1) widget: Welcome.

Step 4b: In the Welcome widget, employees will click on **View Profile**. Click on the **Position** tab. This shows the employee's current and past Position information for that district.



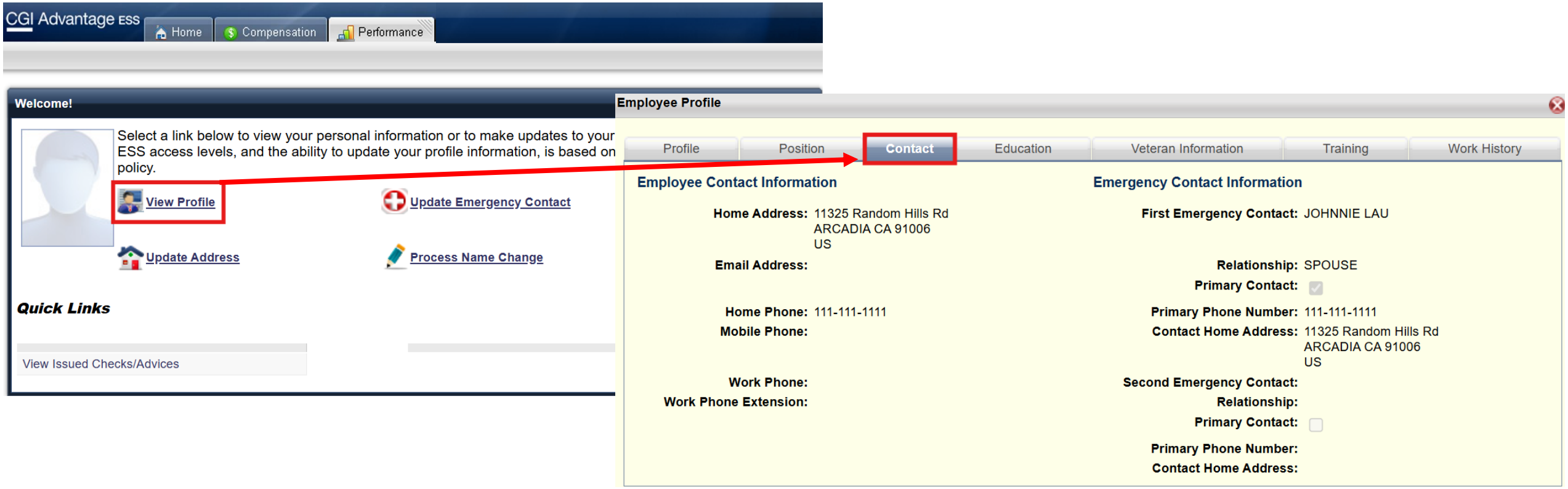


District/Agency	School Location/Dept	Position Number	Position Description	Percent Full Time	Title	From Date	To Date
ALHAMBRA USD	Elementary Educ	0000067938	TEACHER	1.0000	TEACHER	08/01/2025	12/31/9999
ALHAMBRA USD	Elementary Educ	0000067938	TEACHER	1.0000	TEACHER	05/01/2025	07/31/2025
ALHAMBRA USD	Elementary Educ	0000067938	TEACHER	1.0000	TEACHER	07/01/2024	04/30/2025
ALHAMBRA USD	Elementary Educ	0000067938	TEACHER	1.0000	TEACHER	07/01/2023	06/30/2024

ESS Walkthrough: Employee Navigation

Step 4: The **Home** tab allows employees to view their personal and employment information as part of the ESS Required Functionality. There is one (1) widget: Welcome.

Step 4c: In the Welcome widget, employees will click on **View Profile**. Click on the **Contact** tab. This shows the employee's Emergency Contact information.



ESS Walkthrough: Employee Navigation

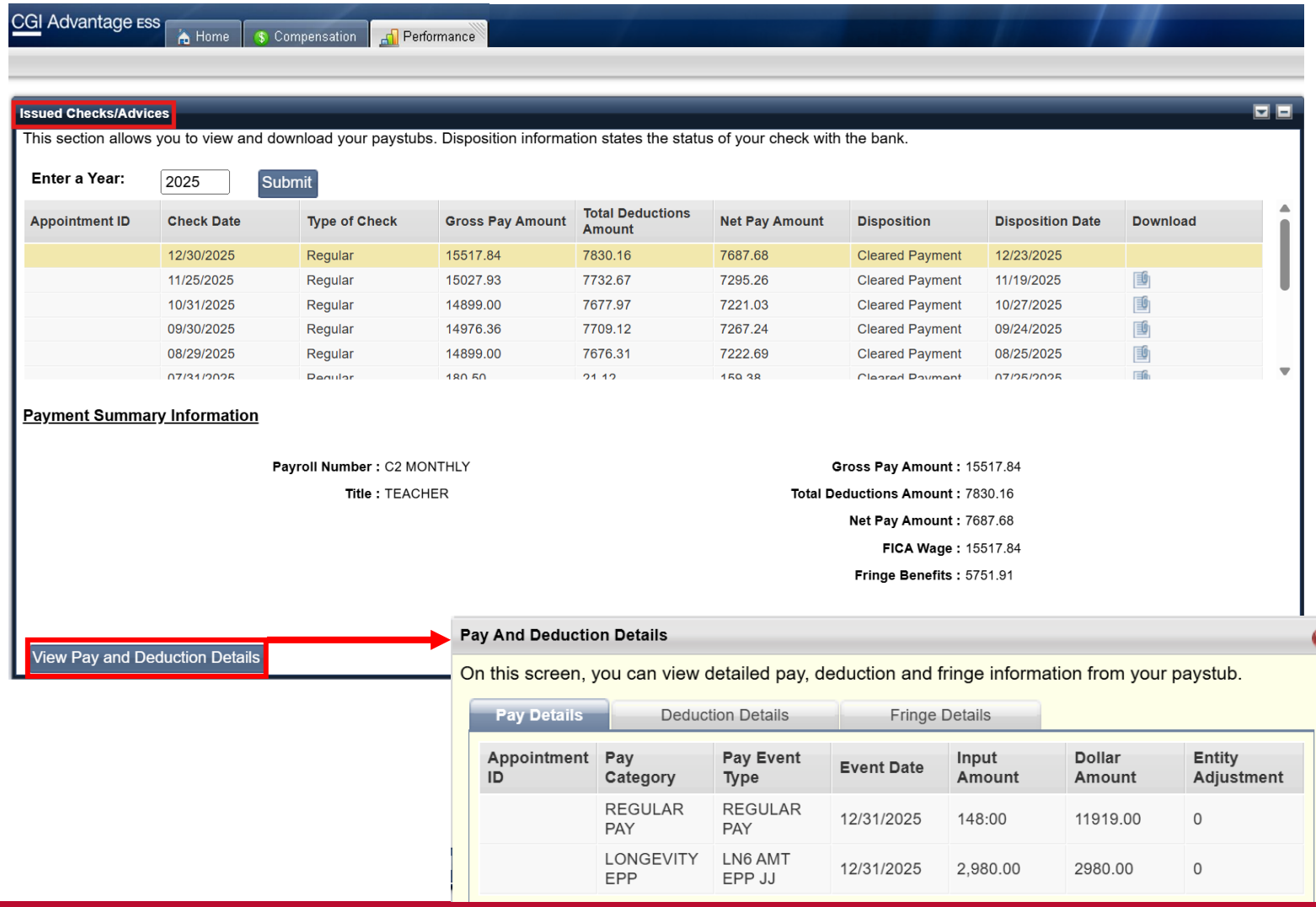
Step 5: The **Compensation** tab allows employees to view their compensation information as part of the ESS Required Functionality. There are four (4) widgets: Issued Checks/Advices, Pay and Deduction Summary, Electronic W-2, and Tax Information.

Step 5a: Employees will refer to the **Issued Checks/Advices** widget to view their paystubs for that specific paycheck*.

Click on each row for to view the Payment Summary Information. Employees will see the Gross Pay Amount, Net Pay Amount, Total Deductions Amount, etc. for each line item. For further Pay, Deduction, and Fringe Details, employees can click on **View Pay and Deduction Details**.

There is also a Download button that will download the paystub via PDF file.

*Note: If there are multiple years in HCM, employees can enter the Year and click on Submit.



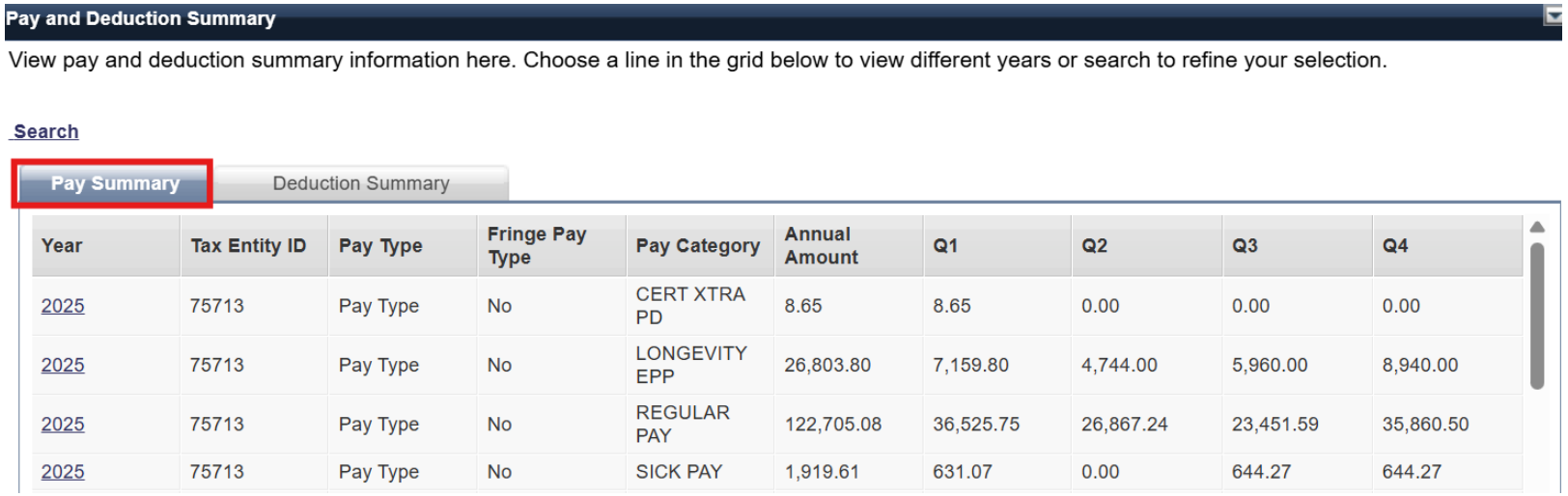
ESS Walkthrough: Employee Navigation

Step 5b: The **Compensation** tab allows employees to view their compensation information as part of the ESS Required Functionality.

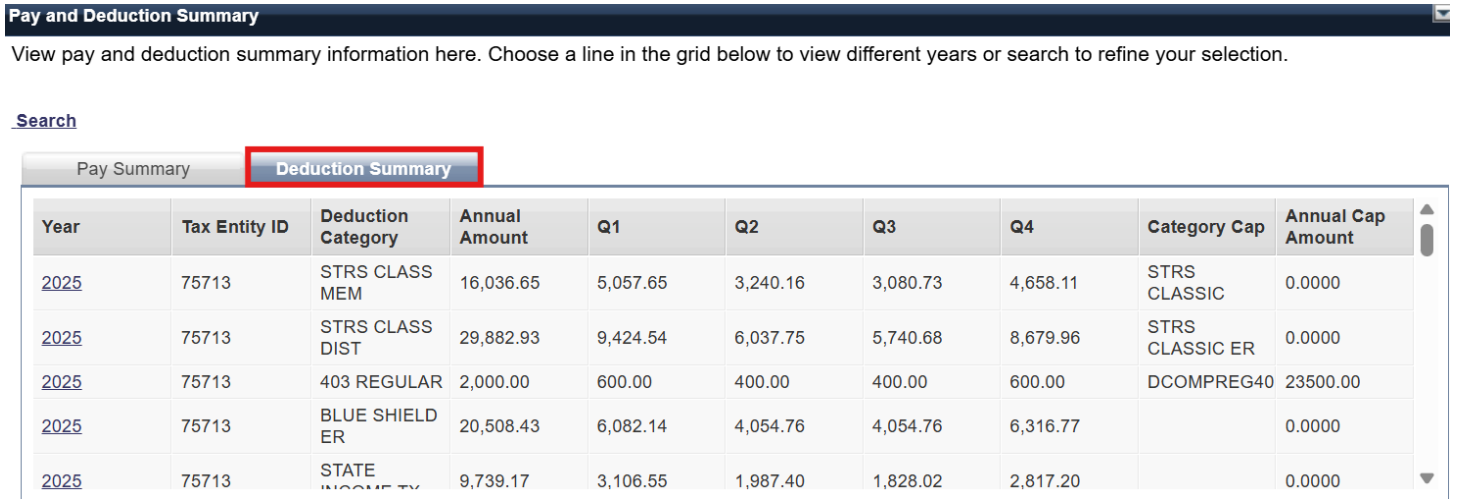
Employees will refer to the **Pay and Deduction Summary** widget to view the Pay Summary or Deduction Summary.

The **Pay Summary** tab provides details on the total pay details based on the pay category and is shown annually or by quarter. By clicking a line item in the Year column, this will provide the total annual and quarter amount for that pertinent year.

The **Deduction Summary** tab provides details on the total deduction details based on the deduction category and is shown annually or by quarter. Employees will also see the annual cap amount for any applicable deductions.



Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2025	75713	Pay Type	No	CERT XTRA PD	8.65	8.65	0.00	0.00	0.00
2025	75713	Pay Type	No	LONGEVITY EPP	26,803.80	7,159.80	4,744.00	5,960.00	8,940.00
2025	75713	Pay Type	No	REGULAR PAY	122,705.08	36,525.75	26,867.24	23,451.59	35,860.50
2025	75713	Pay Type	No	SICK PAY	1,919.61	631.07	0.00	644.27	644.27



Year	Tax Entity ID	Deduction Category	Annual Amount	Q1	Q2	Q3	Q4	Category Cap	Annual Cap Amount
2025	75713	STRS CLASS MEM	16,036.65	5,057.65	3,240.16	3,080.73	4,658.11	STRS CLASSIC	0.0000
2025	75713	STRS CLASS DIST	29,882.93	9,424.54	6,037.75	5,740.68	8,679.96	STRS CLASSIC ER	0.0000
2025	75713	403 REGULAR	2,000.00	600.00	400.00	400.00	600.00	DCOMPREG40	23500.00
2025	75713	BLUE SHIELD ER	20,508.43	6,082.14	4,054.76	4,054.76	6,316.77		0.0000
2025	75713	STATE	9,739.17	3,106.55	1,987.40	1,828.02	2,817.20		0.0000

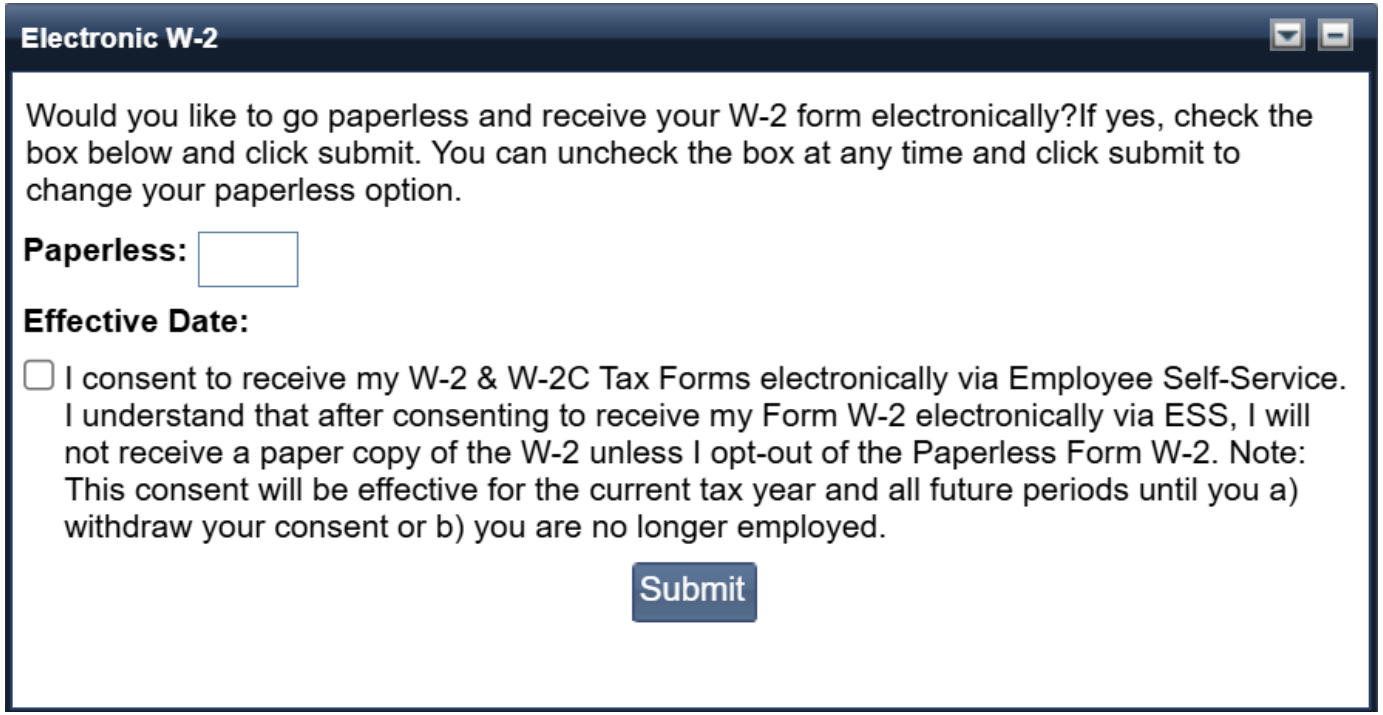
ESS Walkthrough: Employee Navigation

Step 5c: The **Compensation** tab allows employees to view their compensation information as part of the ESS Required Functionality.

Employees will refer to the **Electronic W-2** widget to opt into receiving their W-2 forms electronically. To do so, they would need to use the consent check box and then Submit. Once the selection has been made, you will see the Paperless field populate with YES, and no further action is needed.

Just a reminder that this option means employees can download their W-2 forms from ESS. This does not mean their W-2 forms will be emailed to the employee.

*Note: If an employee would like to go back to paper W-2 forms, they can unselect the consent check box and then Submit. This will update their preference.



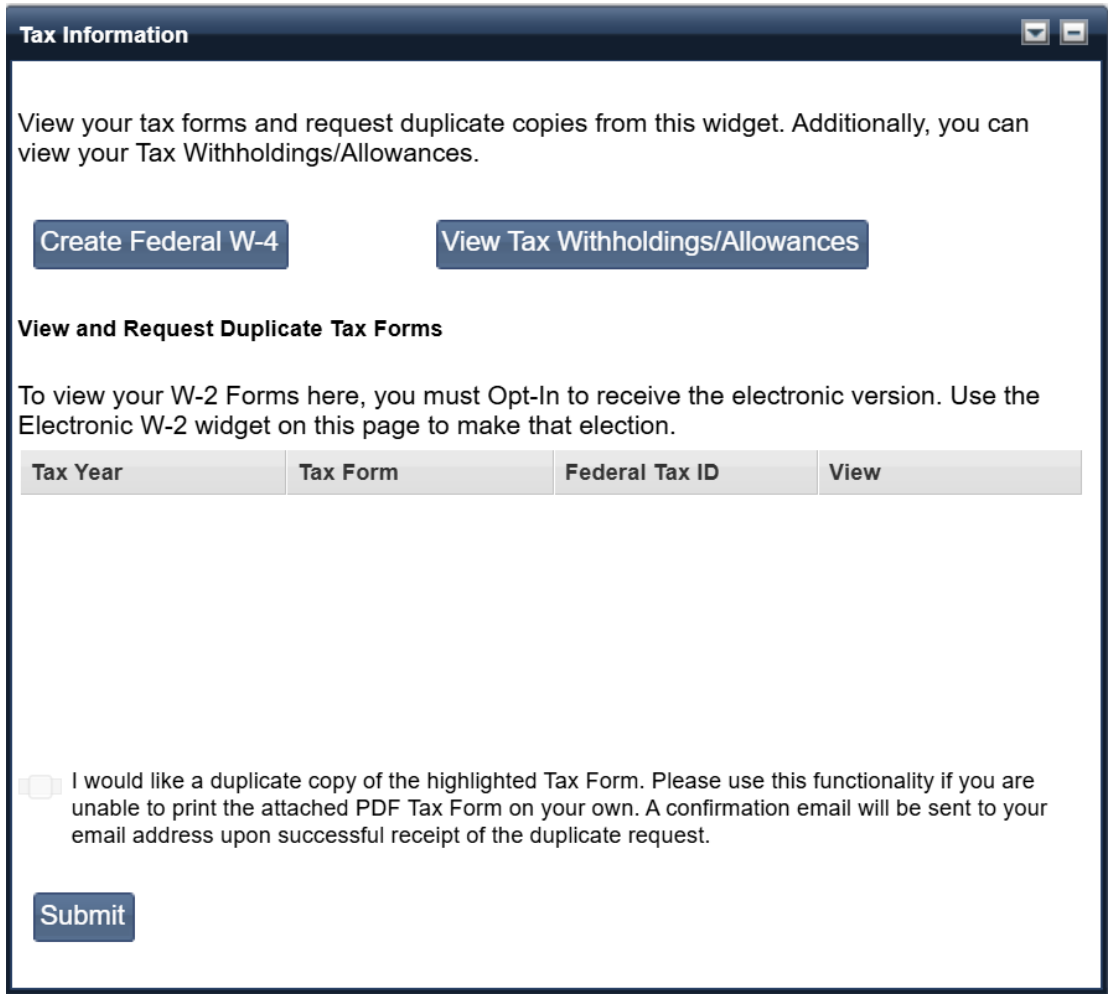
ESS Walkthrough: Employee Navigation

Step 5d: The **Compensation** tab allows employees to view their compensation information as part of the ESS Required Functionality.

Employees will refer to the **Tax Information** widget to view their W-4 form and information*.

If employees have opted into receiving electronic W-2 forms through the Electronic W-2 widget, this is the widget where the W-2 form will be available for download via PDF file.

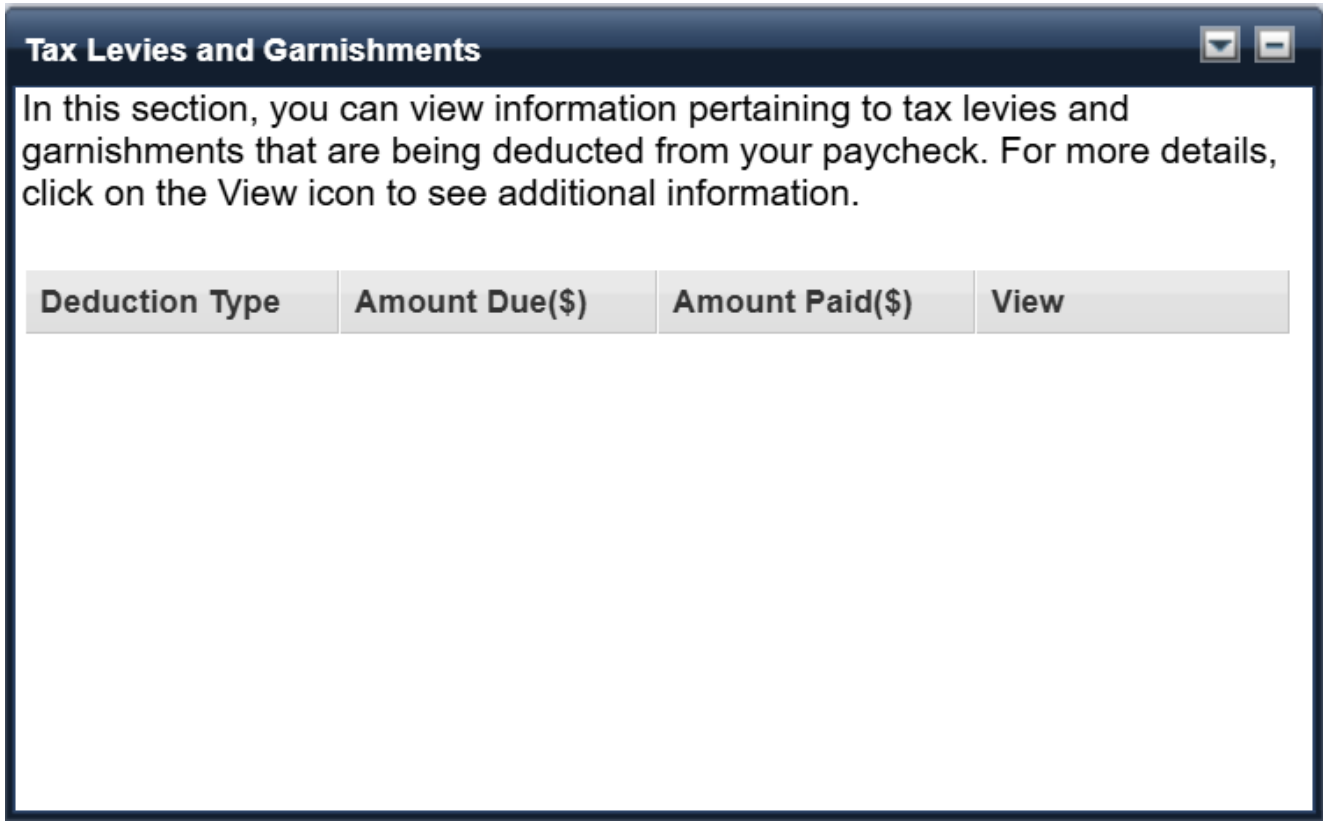
*Note: These forms are available based on calendar year.



ESS Walkthrough: Employee Navigation

Step 5e: The **Compensation** tab allows employees to view their compensation information as part of the ESS Required Functionality.

Employees will refer to the **Tax Levies and Garnishments** widget to view any tax levies and garnishment information, if applicable. If there is not information for the employee, this widget will be blank.

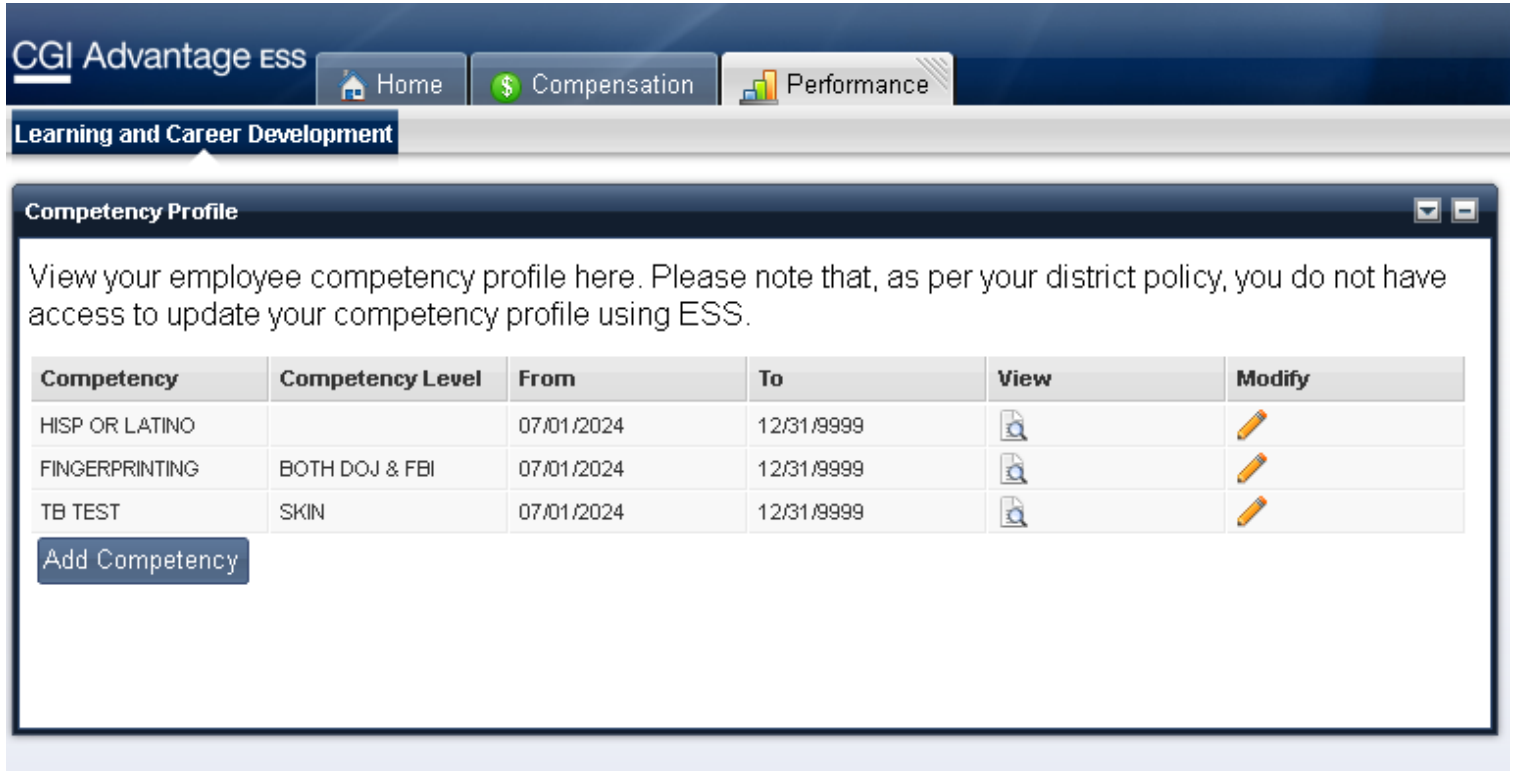


ESS Walkthrough: Employee Navigation

Step 6: The **Performance** tab allows employees to view their Competency Profile and Licenses/Certifications. Information in this tab will be determined by each district based on what details are stored in the Learning and Career Development (LCD) Activity Folder in HCM. There are two (2) widgets: Competency Profile and Licenses/Certifications.

Step 6a: In the Competency Profile widget, employees will see their competencies, for example Ethnicity/Race, Fingerprinting, TB Test, etc.*

*Note: Employees do not have the option to modify these details.

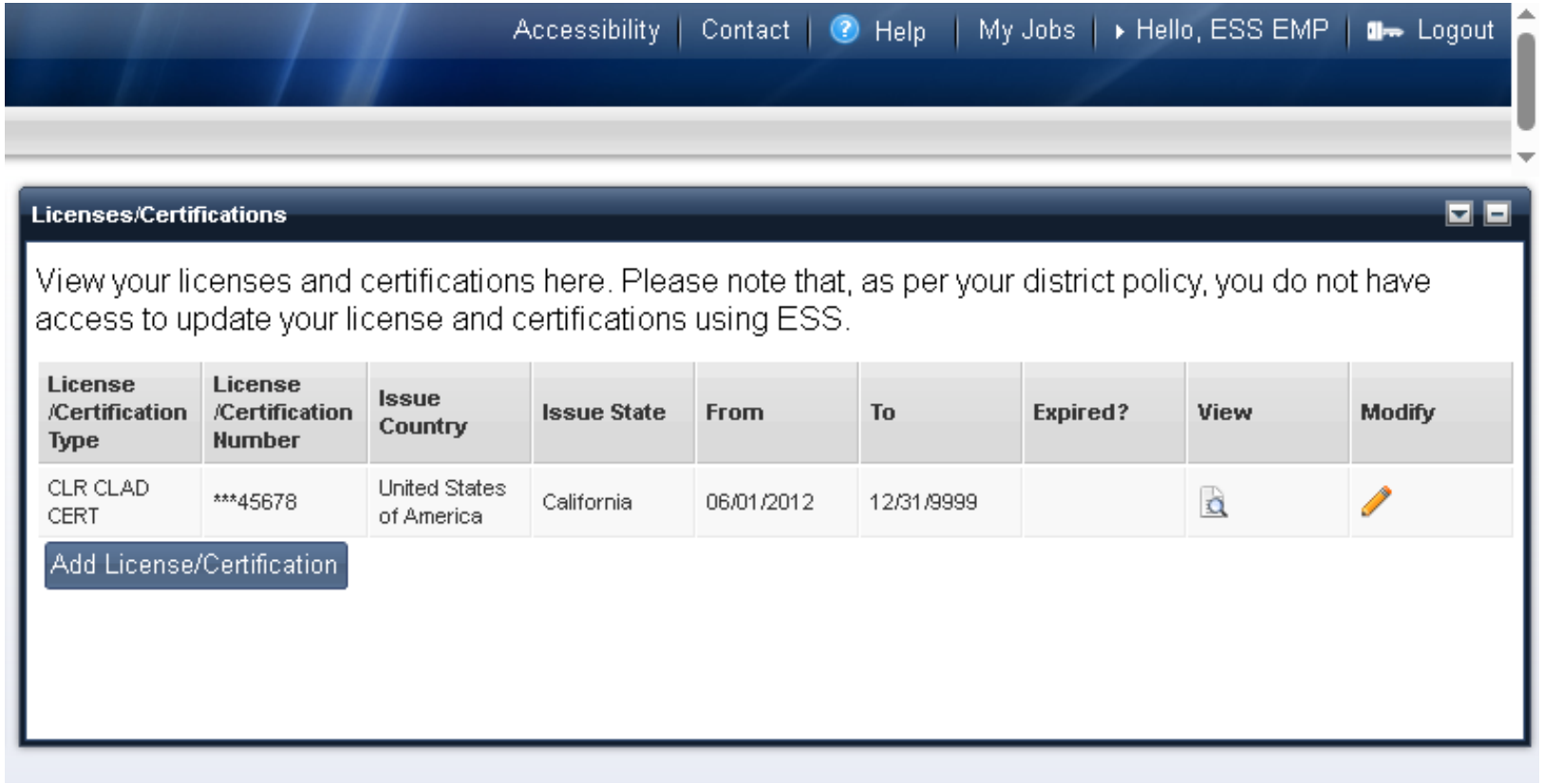


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Step 6b: In the Licenses/Certifications widget, employees will see their licenses and certifications, for example CA Teaching Credentials.*

*Note: Employees do not have the option to modify these details.





Questions

Please Contact Your District’s ESS Support Coordinator