

DOIS Enterprise Level Systems

SAP Portal

LOS ANGELES COMMUNITY COLLEGE DISTRICT

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Welcome: Rodrigo J

Home Inbox / Work Work Request Computerized Maintenance Management System Employee Services My Health Plan Calculator Online W2 eBTA IES Reports Manager Service


Portal Overview Manager Service Full Screen Op

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NEW ANNOUNCEMENTS

1. Work Request: Allow employees to create, track and approve work requests via Portal. Now employees should be able to create Facility Request, Information Technology (IT) Request, Media Request, Key Request and Special Project Request via Portal.


2. My Quota Statement: Allow employees to see their Quota via Portal. Please click on My Quota Statement link which is

 **Employee Services**

Manage your personal data, benefits information, tax information and manage your working time. You can also update personal and private email address, view your paystub, your benefits statement and update your insurance beneficiaries.

Quick Links

My Paystub	My Bank Information
My W-2 Statement	My Tax Information(W-4)
My Beneficiaries	My Email Address List
My Benefits Statement	My Contact/Address
My Personal Data	My Emergency Contact (**NEW)
My Time Sheet Entry	My Warrant Recipient Designation
My Quota Statement	My Health Plan Calculator (NEW**)
My Ethnicity Information	

 **Manager Services**


Manage your team data and manage your budget. View all data associated with the employees in your team and perform services on behalf of these employees. Approve team time sheet data, write performance appraisals, monitor employee assets and equipment, initiate personnel change requests and view and print reports.

Quick Links

Time Sheet Approval	Attendance Detail
Manager Desktop Reporting	Employee Review PCR
My Budget Reports	EASY

UPCOMING UPDATES

Contact, Address & Emergency Address Updates: SAP IT Team has made enhancements to Employee Self Services in the LACCD SAP Enterprise Portal allowing Staff and Faculty to locate and update their emergency address information, and also identify if they can be contacted by SMS messaging for emergency purposes including a opt in/out option as required allowing LACCD at an

 **BW Reports**

Run web based BW reports. View and print reports. Access to wide range of reports such as HR Reports, Payroll Reports, instructional reports, finance reports and so on.

Quick Links

Employee Self Service Portal (ESS)

Employee Self Service:

LACCD Employee Self Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.



[Personal Information](#)

Manage your personal data, address data, bank information, ethnicity information and information about your email addresses.

Quick Links

[My Bank Information](#) [My Contact/Address](#)
[My Personal Data](#) [My Emergency Contact \(**NEW\)](#)
[My Email Address List](#) [My Warrant Recipient](#)
[My Ethnicity](#) [Designation](#)
[Information](#)



[Benefits and Payment](#)

Manage your beneficiaries, display and print your paystub and benefits statement.

Quick Links

[My Paystub](#) [My Beneficiaries](#)
[My Benefits Statement](#) [My Health Plan Calculator \(NEW**\)](#)



[Working Time](#)

Record your working time and display your time data.

Quick Links

[My Quota Statement](#) [My Time Sheet Entry](#)
[Time Statement](#) [Work Schedule](#)
[Time Accounts](#)



[Tax Information](#)

Quick Links

[My Tax Information\(W-4\)](#) [My W-2 Statement](#)

Computerized Maintenance Management System (CMMS)



Mission

[CLICK HERE TO SEE HELP VIDEOS/GUIDES](#)

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM

Important: For Information Technology (IT) emergencies (Major System, Network, SAP outages, etc) or For Facilities emergencies (Broken Glass/Pipe/Window, Gas Leak/Odor, Liquid on Floor/Stairs, water leak, major power outage, person stuck in elevator) please contact emergency help desk.



To view the status, to approve the work requests and the work orders.
GO TO DASHBOARD



FACILITY REQUEST

Example: facility repairs, damages, water leaks, motor repairs, special event setup, office or classroom setup, moving furniture, etc.



INFORMATION TECHNOLOGY REQUEST

Example: computers problems, software, hardware, email, phone, media problems, etc.



KEY REQUEST

Example: new key, lost key, electronic card key or master key requests. Approval is required from your manager for key request to process and in case of master key