CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 20, 2024

To: All City Employees (Excluding Department of Water and Power)

From: LAwell Civilian Employee Benefits Program

Subject: **EMPLOYEE ADDRESS UPDATES AND PAY STUB REVIEW**

The Personnel Department utilizes employee addresses in the new Workday system to provide notifications about important information regarding employee benefits, including Open Enrollment and benefit plan changes. It is important that your mailing address be updated in Workday in a timely manner when a change to this information occurs. Additionally, Workday payroll and job information is used to calculate benefits options and costs. It is important that you verify your work and pay information is correct.

Open Enrollment Packet Mailing
Open Enrollment will take place October 1 – October 31, 2024 for coverage effective January 1, 2025. To ensure you receive your printed Open Enrollment materials in a timely manner through USPS mail, **it is recommended that you review and make any updates and corrections to your address in the Workday system no later than <u>Wednesday, August 28, 2024</u>.**

To update your address in Workday, change your Home Contact Information following the instructions on the attached "**Home Contact Change**" document.

If you have other questions regarding address changes, please contact your department's Personnel/Human Resources office.

Benefit Calculation
Your Open Enrollment materials will include your Personalized Benefit Statement listing your personalized 2025 benefit options and per pay period costs. Your employment information, including your job class, birthdate, MOU, and annual base pay, as of September 2024, is used to generate these options and costs**. It is recommended that you review your prior PaySR paystubs against your Workday information to ensure this information is accurate and make corrections in the Workday system no later than <u>Wednesday, August 28, 2024</u>.**

If any of the employment information on your Workday profile/pay stub is incorrect, please contact your department's Personnel/Human Resources office.

To view your pay stubs from the prior PaySR system, log into **<u>MyPayLA.lacity.org</u>** and click on **Pay Stub**. To view your pay stub or pay rate in Workday, follow the instructions on the attached "**Viewing Your Civilian Benefits After Workday Go Live**" document.

Thank you for your attention to this matter.
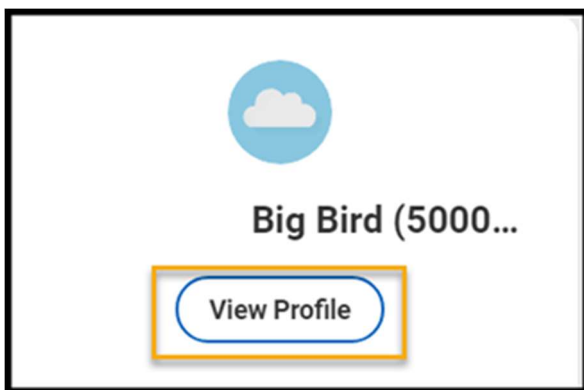
Home Contact Change

Intended Audience: Employees

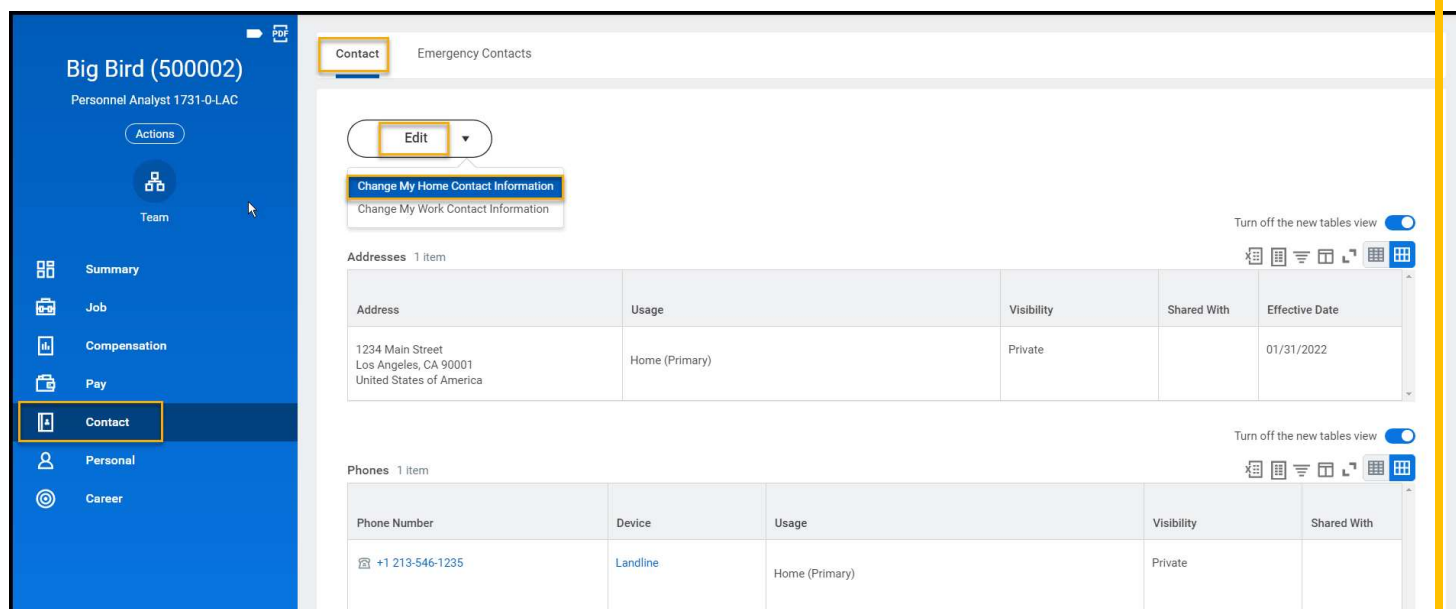**Overview:** This job aid covers the following Workday functionality:

- **Home Contact Change**

Home Contact Change

1. Log into Workday.

2. Navigate to the **Worker Profile.** Click on the **cloud icon** in the top right corner of the screen and then click **View Profile**.

3. On the left side of the **Worker Profile**, click on the **Contact** button.
4. Click the **Edit** button at the top of the Work Contact Information dashboard. Then select the **Change My Home Contact Information** from the dropdown choices.
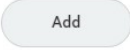
Helpful note: Another way to update home contact information is to type "Change My Home Contact Information" into the Workday search bar and the **Change My Home Contact Information** task will appear. Click on this task once it appears and follow the next set of instructions.
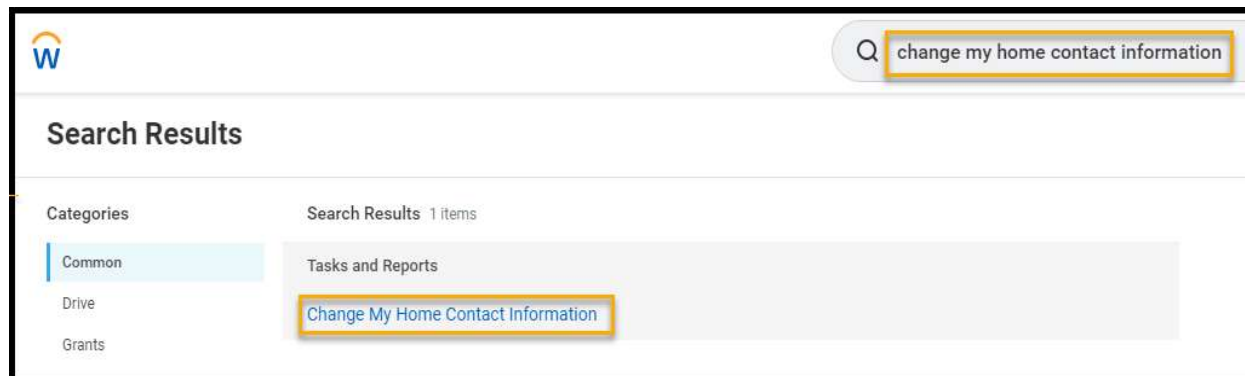
5. This will bring up the **Change My Home Contact Information** dashboard. **Address, Phone,** and **Email** fields can be edited by clicking the **Add** button [Add] or the edit icon [pencil] as appropriate. Add **Attachments** as needed.

6. Click the **Submit** button [Submit] in the bottom left corner to save the changes.
7. **Home Contact Information** has now been updated in Workday.

# Viewing Your Civilian Benefits <u>After</u> Workday Go Live

Workday will be used to view and print your pay stubs beginning July 2024. Instructions on how to view a pay stub using Workday are below.

Instructions to view a pay stub using Workday

1 Log into Workday, click on the employee profile icon in the top right corner, then click **View Profile.** (If using the mobile Workday App, click the App Menu on the lower right corner).
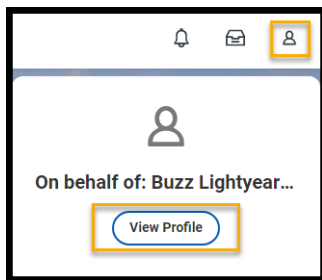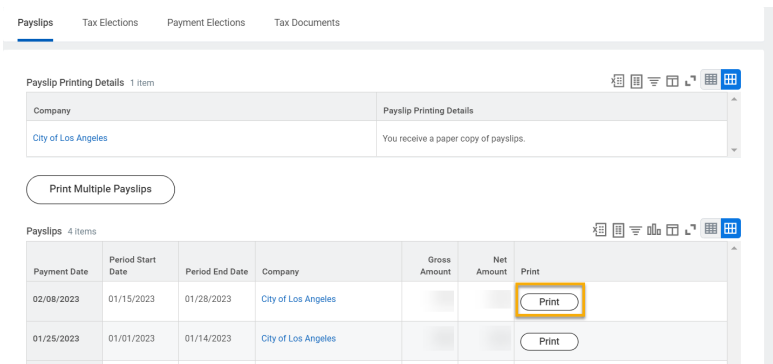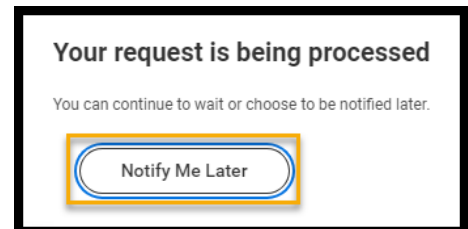
2 Click on **Pay.**
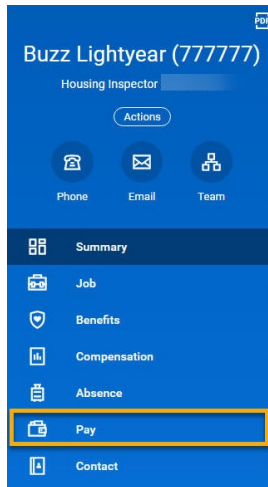
3 Click on **Payslips.** (If using the mobile Workday App, click "Pay History").

4 Click on the **Print** button to generate your Payslip. (If using the mobile Workday App, click "Get PDF").

5 Click **Notify Me Later** while the PDF of the Payslip is being generated.

6 Shortly thereafter, the Payslip will be generated. Click on the **Notifications Bell** in the upper right corner. Click the **Document Available** from the left menu. Then, click on the **PDF link** to View, Download, or Print the Payslip.