

Now In Human Resources...

HR KIOSK – Room 301 A, DOTD HQ

Get hands-on assistance or use step-by-step handouts to:

- Apply for jobs using LA Careers (includes setting up user profile)
- Effectively navigate through LEO to:
 - Change your banking information
 - Access W-2s or change Federal and State tax withholding
 - Change your address (permanent and mailing)
 - Print Employee Notification Form(s) ENF
 - Print paycheck statement(s)
 - Check availability of on-line courses and apply on-line
 - Change your work email and telephone number(s)
 - Access leave information – earning rate and time statement
- Effectively navigate through Manager Self Service (for supervisors)

HR... Here to Better Serve You!