



**LOS ANGELES UNIFIED SCHOOL DISTRICT SERVICE CENTER**  
 333 South Beaudry Ave., 1<sup>st</sup> Floor, Los Angeles, CA 90017  
 Tel. No. (213) 241-6670 Fax No. (866) 761-7413

# SERVICE REQUEST FORM

TRACKING ID NO. \_\_\_\_\_

Employee Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (Best number to contact me)

\_\_\_\_\_ (Second best number to contact me)

Best time to contact me: \_\_\_\_\_

Your work assignment:

**CERTIFICATED**

- Teacher
- Substitute Teacher
- Certificated Administrator

**CLASSIFIED**

- Classified Hourly
- Classified Salary
- Classified Senior Management

(Please check all that apply)

- A-basis
- B-basis
- C-basis
- E-basis
- K-basis
- Regular/Permanent
- Probationary
- Part-time/reduced hours
- Temporary
- On leave of absence
- On leave-to-higher
- Workers' Compensation

- Multiple Assignments
- Retiree
- Former Employee
- Other \_\_\_\_\_

Type of Problem or Questions: (Briefly explain your problem or question.)

- No Pay                                       Partial Pay                                       Other questions

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**Service Center staff use:**

- Check not received or damaged
- Did not get direct deposit
- Pay rate/step is incorrect
- Previous emergency pay allowance (EPA)
- Change in assignment
- Benefits, 403B, 457, Spending Accounts
- Other \_\_\_\_\_

**FOR SERVICE CENTER OFFICE USE ONLY:**

Researcher: \_\_\_\_\_

Status of Request:  Closed       Forwarded to \_\_\_\_\_

Notes: \_\_\_\_\_