LAWSON ESS

my>HR Employee Self-Service

Direct Deposit Quick Reference Guide

1. Log in to Lawson

a. Start your web browser by clicking **Start, Programs**, **Internet Explorer.**

b. **From home or *outside* the Munson network:** Enter web address: **http://www.munsonhealthcare.org**, press **Enter.** Click **For Employees>>my>HR>>LOGIN link**. If the Citrix Access Gateway Plug-in is not installed, click **Download>>Run>>Run>>Install>>Finish.** On the black Welcome page enter **your network log in ID, network password** and click **Log On. If** you see a **my>HR_SelfService link**, click it.

c. From the Munson home page click  then click on the **my>HR icon.**

d. User Name = **your network ID**
Password = **your network password**

Click the **Login** button.

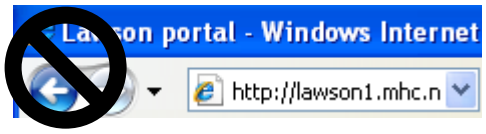
2. Navigation

a. Click **Employee Self-Service** a few times to expand and collapse the menu**.**

b. Menu items with a small arrow on the right contain another menu. Click **Pay**. Click **Parent Menu** to return to the previous menu.

c. Click the **my>HR** logo to return to the Lawson home page.

d. DO NOT click the back and forward buttons on your browser to move between pages.



Don't do it! You'll be sorry!
If you accidentally click the back button, log out and log back in.

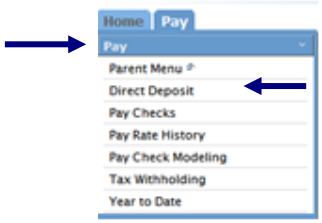
e. To exit, click [logout] in the upper-right corner.

3. Adding a Direct Deposit

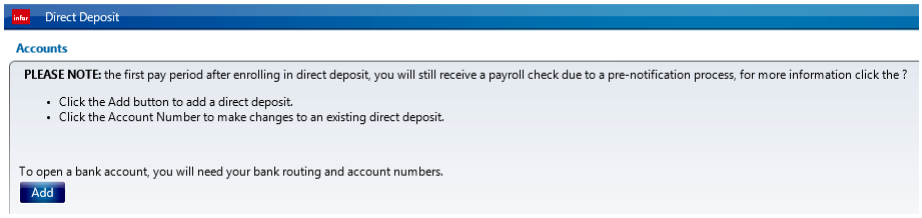
a. **Be prepared, you'll need the bank routing number and your account number to add a direct deposit.**

b. Click the **Employee Self-Service** tab to expand the menu.

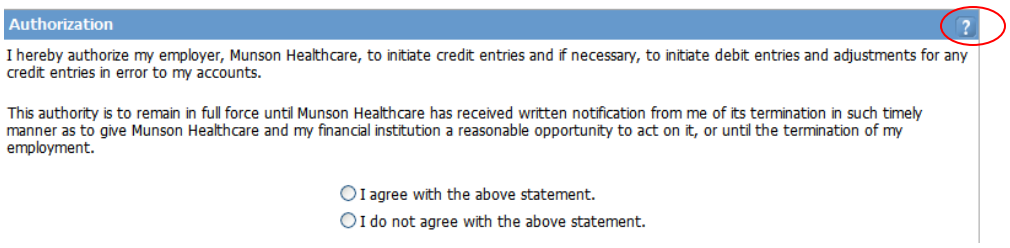
c. Click the **Pay** menu and select **Direct Deposit**.



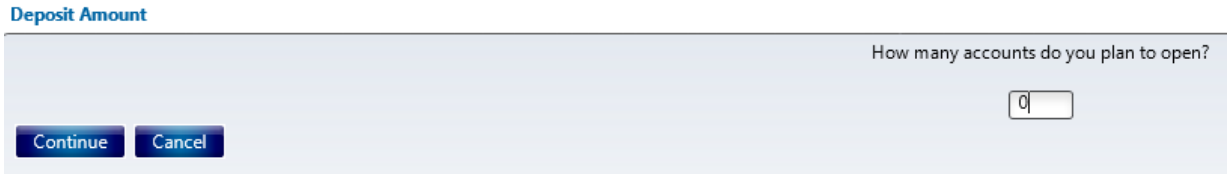
d. Click the **Add** button on the Accounts screen.



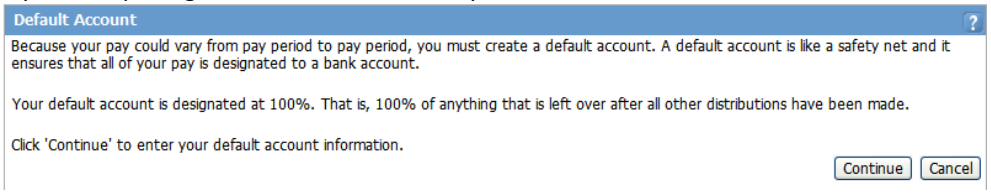
e. Read the Authorization page and **click in the corresponding button**. In order to participate in the Direct Deposit program, participants are required to agree with the authorization statement. Click on the question mark (?) at any time for help tips.



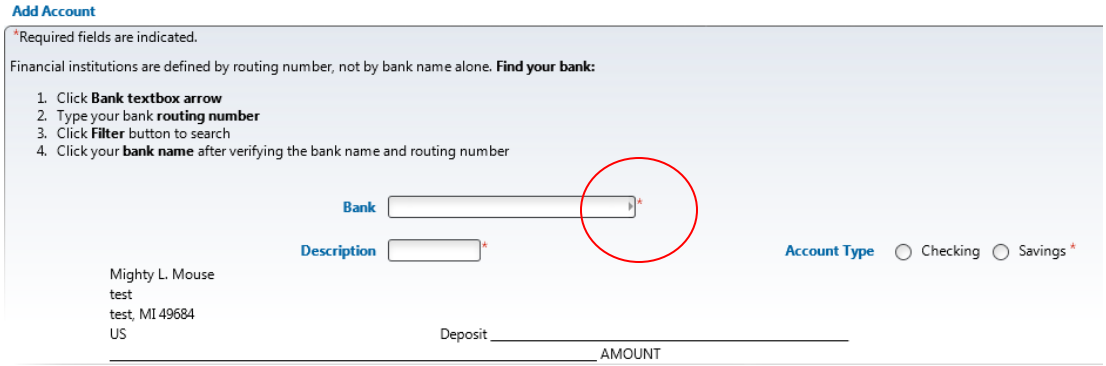
f. Enter the **number of accounts** you would like to open (add). Then click **Continue**.



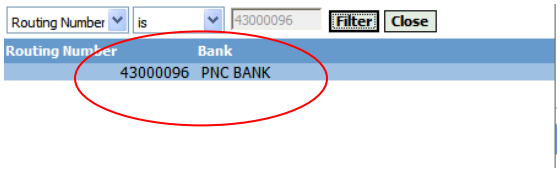
g. If you are opening more than one account, you will need to select a default account. Click **Continue**.



h. Enter the default account information. Required fields are marked with a red asterisk. Click on the Bank textbox arrow.

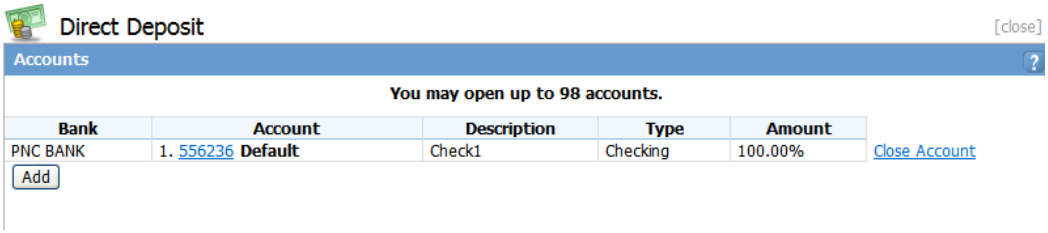


i. Because there are many financial institutions, we suggest searching by routing number. Enter your **institution's routing number** in the blank field. Then click **Filter**. The listing will populate the matching routing number on your screen. Click on the **institution's name**.



j. Enter the date in the **Effective Date** field that you would like the direct deposit to be activated. In the **Description** field enter a description to identify this account on your paycheck stub or direct deposit receipt (this field is limited to 8 characters). Select your account type, **checking or savings**. Notice the Routing Number is populated. Enter the **Account Number** in the corresponding field. Click **Update**.

k. The direct deposit has been added and is shown on the screen. This change may take several weeks to go into effect. Your direct deposit will pre-note the next pay period.



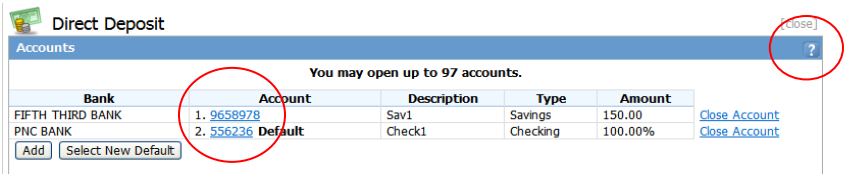
l. If you would like to add another direct deposit, click **Add** and follow the same steps starting from item I. above. When adding more than one direct deposit account, a percentage or flat amount will need to be specified for the non-default account(s).

m. To exit the program, click [logout] in the upper-right corner. [logout]

4. Changing a Direct Deposit

a. From the Employee Self-Service menu, click **Pay,** then click **Direct Deposit**.

b. Your current direct deposit elections will appear on the screen.



c. Click the **account number** that you would like to change. The account information will appear on the screen. Click on the question mark (?) at any time for help tips.

d. Enter the desired changes, click **Update**.

e. The account information will again appear on the screen. **Verify your changes**.

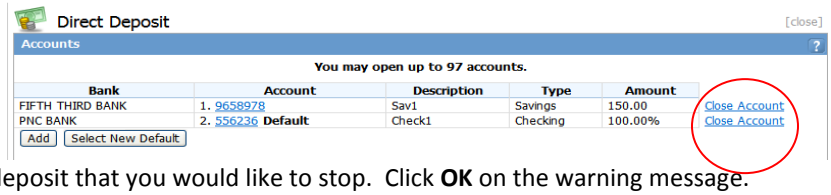
f. Follow these same steps to make additional changes to current direct deposit accounts.

g. To exit the program, click [logout] in the upper-right corner. [logout]

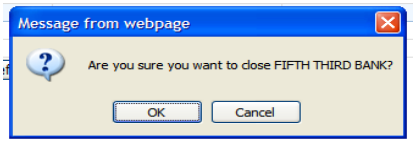
5. Stopping a Direct Deposit

a. From the Employee Self-Service menu, click **Pay**, then click **Direct Deposit**.

b. Your current direct deposit elections will appear on the screen.



c. Click the **Close Account** link for the direct deposit that you would like to stop. Click **OK** on the warning message.



d. The account information will again appear on the screen. **Verify the account you stopped is no longer listed**. ***NOTE: If you close all direct desposit accounts, you will receive a "live" check starting the next pay period.***

e. Follow these same steps to stop additional direct deposit accounts.

f. **To exit the program, click [logout] in the upper-right corner.** [logout]