**Personal Information**

**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](http://www.munsonhealthcare.org), press Enter. Click **For Employees>>myHR>>Employee Self-Service>>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 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 **Personal Information**. Click Parent Menu to return to the previous menu.
   
   c. Click the my>HR logo to return to the Lawson home page.
   
   d. **WARNING -- DO NOT** click the back and forward buttons on your browser to move between pages.

3. **Update Emergency Contacts**
   a. Under Employee Self-Service, click **Personal Information>>Emergency**.
   
   b. Click the **Add** button to add a new contact.
   
   c. At a minimum, enter the **first name**, **last name** and at least one **phone number**. **Scroll down** and click **Update**.
   
   d. Click **OK** at the Update Complete window. Your new contact will appear. To **edit** an existing contact, click on the **Name**.
   
   e. In the contact Detail window, after you make changes, **scroll down** and click **Update**. Click **OK** at the Update Complete window. If you need to remove a contact, **scroll down** and click **Delete**. Click **Cancel** to exit before saving changes.

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Don’t do it! You’ll be sorry!  
If you accidentally click the back button, log out and log back in.
4. Change Address(es)

The Home, or residence address, is used to determine the regional taxes that apply. The Supplemental address is the mailing address and may be different from the home address.

a. From the Home tab>> Employee Self-Service>>Personal Information, select Home Address.

b. Enter the details including the Effective Date. Click Update. The effective date must be today or earlier.

c. Click OK at the Update Complete window.

d. A reminder window will appear just in case changing your address was part of a life event change. The only link that has the option to enter a new address is Emergency Contacts, which you would use if your emergency contact resides in the same home and moved with you.

Additional Changes

You have changed your home address, you may also need to change the following information:

- Dependents
- Emergency Contacts
- Tax Withholding

5. Check Leave (Accrual) Balances

The Kronos timekeeping software records daily use of paid time off. The most up-to-date balances may be found in Kronos or accessed at any time clock.

Up-to-date balances in Lawson are available on Wednesday at 4:30 p.m. of the first week of a new pay period. They will be updated again in Lawson two weeks later.

a. From the Home tab>> Employee Self-Service>>Personal Information, click Leave Balances.

b. A tab will appear for each balance type. Click the other balance tab(s) to view the available time.

c. Click OK at the Update Complete window.

d. To update the Supplemental address, from the Personal Information tab, Home Address, click the Supplemental (mailing address) tab, enter the details, click the Home (physical location) tab, enter the Effective Date and click Update.

6. View Personal Profile

From the Home tab>> Employee Self-Service>> Personal Information, click Personal Profile.

Personal Information

Employee Name: Elmer J. Fudd
Preferred Name: Elmer
Social Number: 441-44-4444
Birth Date: 04/04/1980
Gender: Male
Ethnicity: White

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