LAWSON ESS

my>HR Employee Self-Service

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, 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.

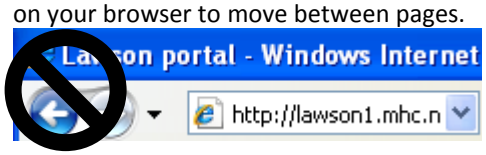
2. Navigation

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.

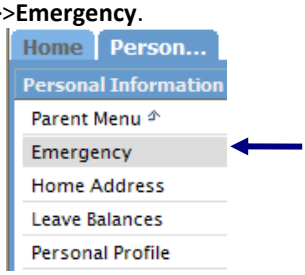


Don't do it! You'll be sorry!
If you accidentally click the back button, log out and log back in.

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

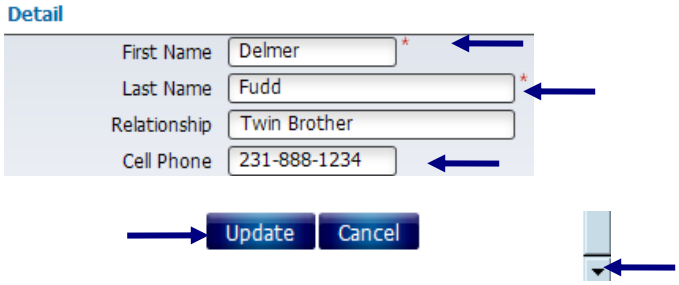
3. Update Emergency Contacts

a. Under Employee Self-Service, click **Personal Information>>Emergency**.

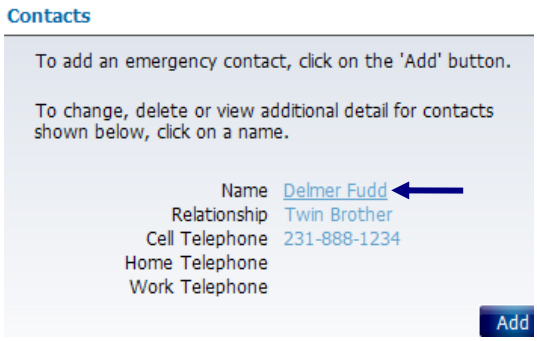


b. Click the **Add** button to add a new contact. 

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**.



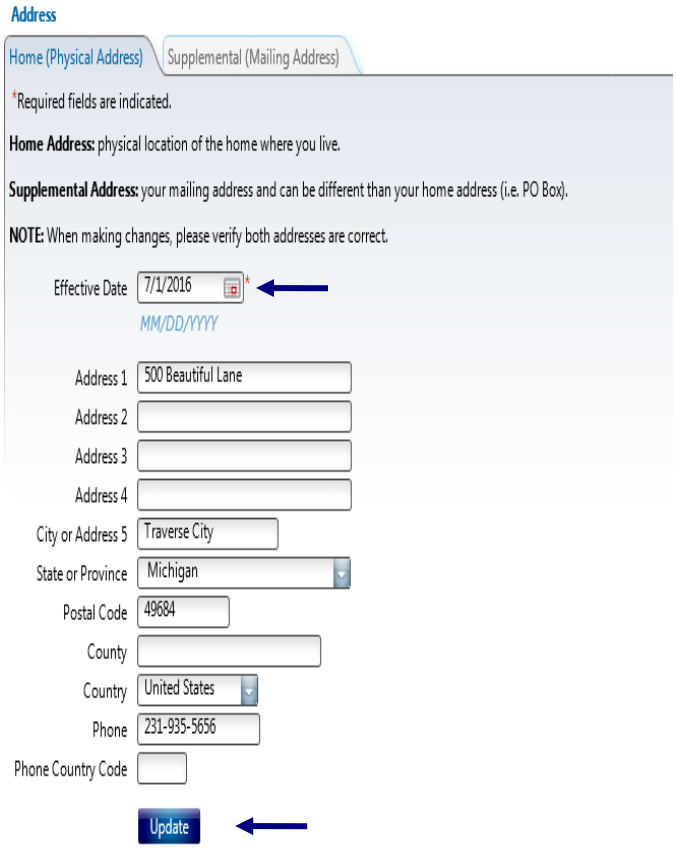
e. In the contact Detail window, after you make changes, **scroll down** and click **Update**. Click **OK** at the Update Complete window. If you need to remove a contact, scroll down and click Delete. Click Cancel to exit before saving changes.

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.**

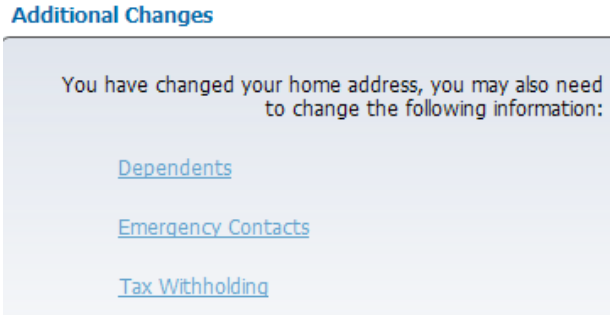
b. Enter the **details** including the **Effective Date.** Click **Update**. The effective date must be today or earlier.



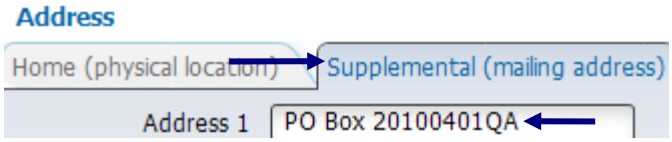
*If a message appears saying, "You cannot submit a future-dated Move event," change the effective date to today or earlier. Or wait until after you move to change your address.

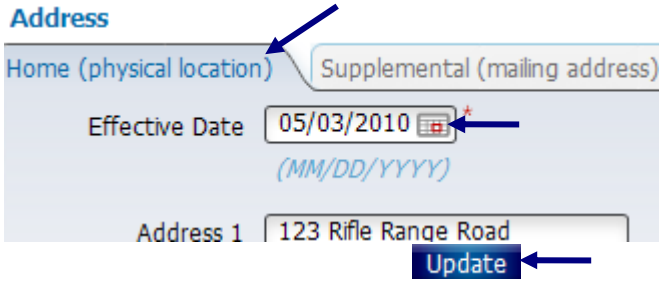
c. Click **OK** at the Update Complete window.

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.



e. 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**.





f. Click **OK** at the Update Complete window. A reminder window will appear. To re-display the addresses, click Home Address from the menu on the left.

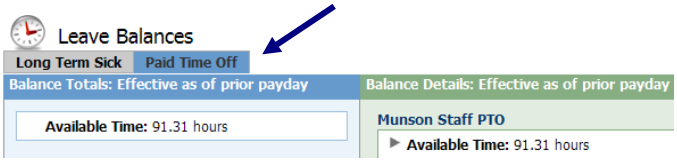
5. Check Leave (Accrual) Balances

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.

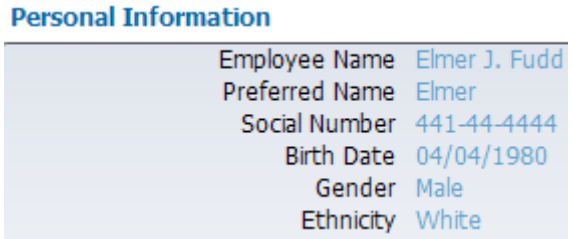
a. From the Home tab>> Employee Self-Service>> Personal Information, click **Leave Balances**.

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



6. View Personal Profile

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



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

[logout]