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 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. WARNING -- DO NOT click the back and forward buttons on your browser to move between pages.
   e. To exit, click [logout] in the upper-right corner.

3. Open the Pay Menu
   a. Click the Home tab.
   b. Under Employee Self-Service click Pay.

4. View Pay Checks
   a. Click Pay Checks from the Pay menu.
   b. A summary window will display listing your last several paychecks.
   c. On the right side of the Pay Check window you will see sections for wages, taxes, pre-tax, after-tax and company deductions.
   d. In the lower left corner you will see a Summary. Click Printable Pay Stub to print a copy of your pay stub.

Don't do it! You’ll be sorry! If you accidentally click the back button, log out and log back in.
4. View Pay Checks, cont.

e. The Printable pay stub will print as shown below. To print a copy, click File >> Print >> Select Printer >> Print.

f. Click the red X in the upper-right corner to close the Printable Pay Stub window.

g. The earnings section of the check stub shows the breakdown of payment for hours worked. The base rate always prints in the rate column.

To get the rate of pay for each line item, divide the total pay by the number of hours worked. Look at Holiday Worked.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Worked</td>
<td>8.00</td>
<td>11.25</td>
<td>91.00</td>
</tr>
<tr>
<td>Midnight Premium</td>
<td>48.00</td>
<td>11.25</td>
<td>535.20</td>
</tr>
<tr>
<td>Overtime</td>
<td>8.00</td>
<td>11.25</td>
<td>91.00</td>
</tr>
<tr>
<td>Regular</td>
<td>72.00</td>
<td>11.25</td>
<td>808.80</td>
</tr>
<tr>
<td>Staffing Incentive</td>
<td>16.00</td>
<td>11.25</td>
<td>180.00</td>
</tr>
</tbody>
</table>

Holiday worked (and Staffing Incentive) is always 1.5 times the base rate. $135 divided by 8 hours equals 16.875. The base rate, $11.25, times 1.5 equals $16.875. Overtime is paid for all REGULAR hours worked over 40 in one week.

5. View Year to Date Pay Totals

a. From the Pay menu select Year to Date.

b. Click the drop-down arrow and select a year then click Continue.

c. Your year-to-date totals will appear on the right.

d. Click Payment Details at the top of the screen.

e. On the left side of the screen, each paycheck included in the Year to Date totals is listed.

f. Click the Date of a payment to see the summary of that pay and access the Printable Pay Stub window for that check. You may need to scroll down to see all the data in the right column.
6. View Pay Rate History
   a. From the Pay menu select Pay Rate History.
   
   b. Select a **Through Date** and click **Continue**.

   ![Pay Rate History](image)

   c. The history of your pay rate changes will display.

   ![History](image)

6. View Pay Rate History
   a. From the Pay menu select Pay Rate History.
   
   b. Select a **Through Date** and click **Continue**.

   ![Pay Rate History](image)

   c. The history of your pay rate changes will display.

7. View Tax Withholding
   a. From the Pay menu select **Tax Withholding**.
   
   b. A window will appear showing your exemptions.

   ![Deductions](image)

   c. If you click on the Tax description, a window will appear allowing you to change your withholding. More information is available in the ESS Change Tax Withholding Quick Reference Guide.

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