Benefits Enrollment – PTO Sell

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>>my>HR>>Employee Self-Service>>Login. 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 to expand or collapse the menu.

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

c. Be sure to turn **OFF** your pop-up blocker.

d. Click the my>HR logo to return to the home page.

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

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

**3. Prepare for Election**

Verify your available PTO balance to determine hours that are eligible for the PTO Sell election.

a. Click on Employee Self-Service>> Personal Information>> Leave Balances.

b. Click on the Paid Time Off tab to display your available PTO balance.

**4. Elect PTO Sell Benefit**

*If you exit part way through enrollment you will lose your work.* You can change your elections at any time during the enrollment window. After the window closes, your election becomes irrevocable and your next opportunity to sell PTO will be the following year.

a. Click the **Home tab**>> **Benefits**>> **PTO Sell Enrollment**

b. Read the welcome page. Click **Continue.**
c. An Enrollment Order window will appear. Click **Continue**.

![Benefits Enrollment](image)

You will enroll in benefits in the following order.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO Sell</td>
<td></td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Hours</td>
<td>56.00</td>
<td></td>
</tr>
</tbody>
</table>

Enter the number of hours you want to sell: 

![Benefit Elections](image)

You have selected **PTO Sell**. Your company provides this benefit.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Coverage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO Sell</td>
<td>30 hours</td>
<td>-415.80</td>
</tr>
</tbody>
</table>

f. A new Benefit Elections window will appear listing the number of hours you have elected to sell and the corresponding 90% dollar amount of your election. Hours sold are paid at 90% of your current hourly rate. The amount is shown as a negative during the open enrollment process, but will appear as a positive amount of earnings on your check stub. If you are satisfied with your election, click **Continue**. To make changes to the election click Previous and enter a new election amount.

![Benefits Enrollment](image)

You have selected **PTO Sell**. Costs are Annual. Changes are effective 12/01/2015.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Coverage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO Sell</td>
<td>20 hours</td>
<td>-290.00</td>
</tr>
</tbody>
</table>

After you click **Save Enrollment and Process**, you will be asked if you want to print and/or e-mail your election. Be sure to print and keep your elections for future reference.

h. On the Enrollment Elections page, click **Yes** to print a copy of your election. Select the printer you want to use and click the **Print** button. **Your election may be adjusted if at the time of processing your sale would not leave behind 40 hours.**

i. After your benefit election has printed, click **Continue** at the Congratulations window.

j. The window on the right will be blank and your menu selections on the left are available. **To exit the program, click [logout] in the upper-right corner.**