



Employee Management Self Service Internet Portal

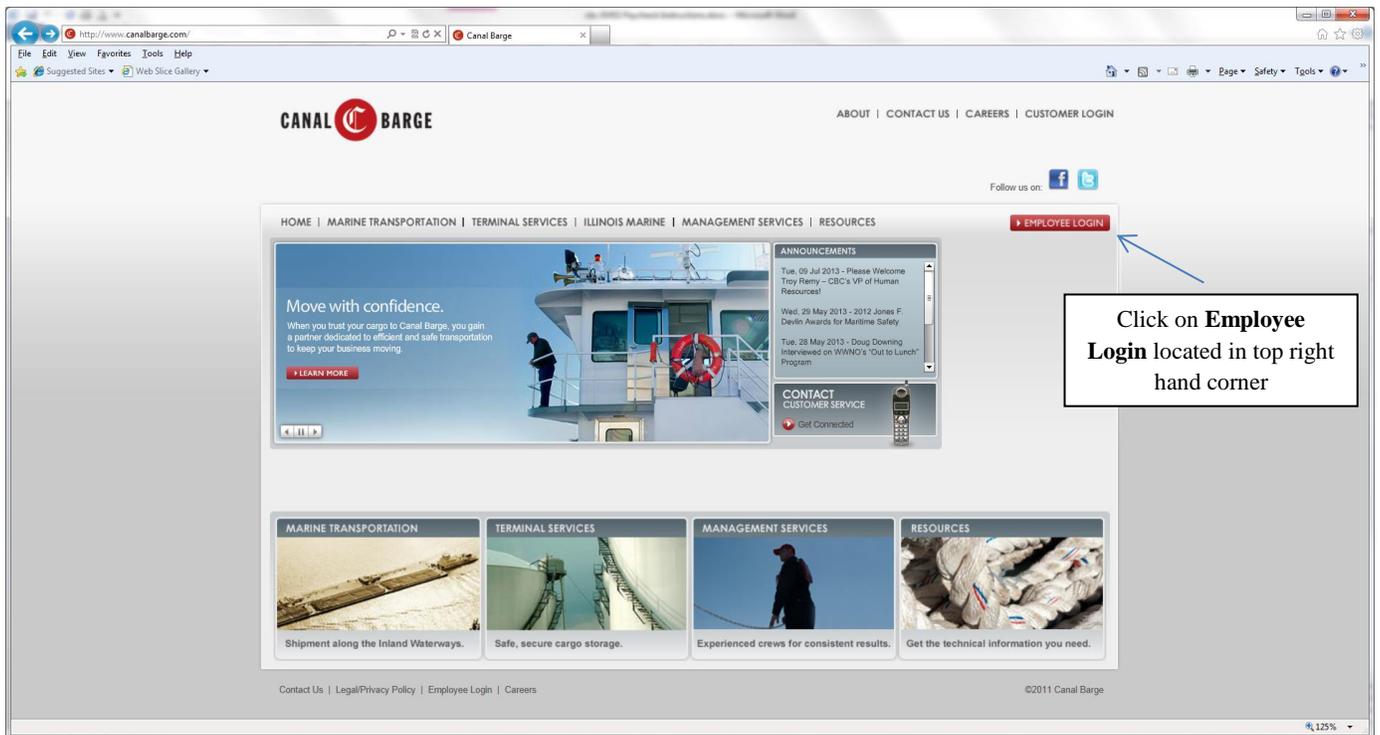
User Manual – PAYCHECKS

Frequently Asked Questions

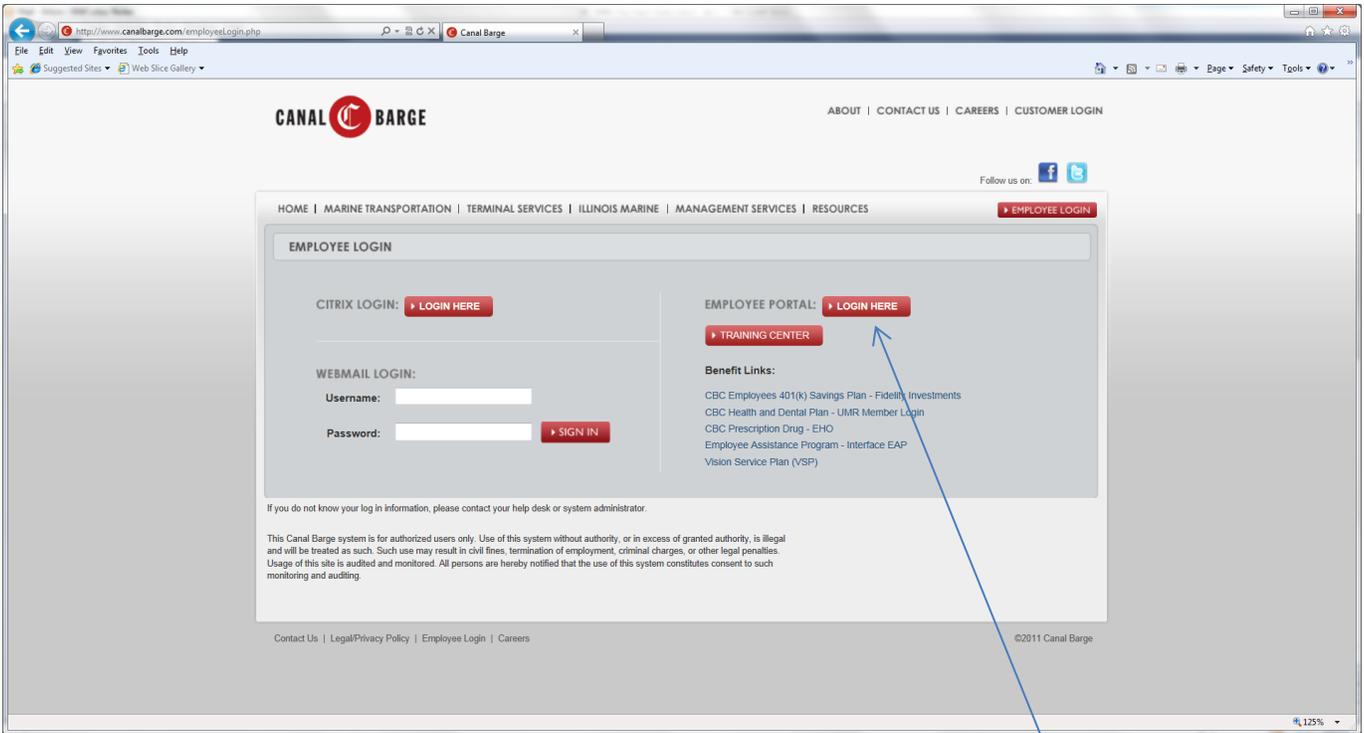
Getting Started

Signing On:

To enter the Employee Management Self Service Internet Portal (EMSS), open up your browser, go to: <http://www.canalbarge.com>. Add to your bookmark.



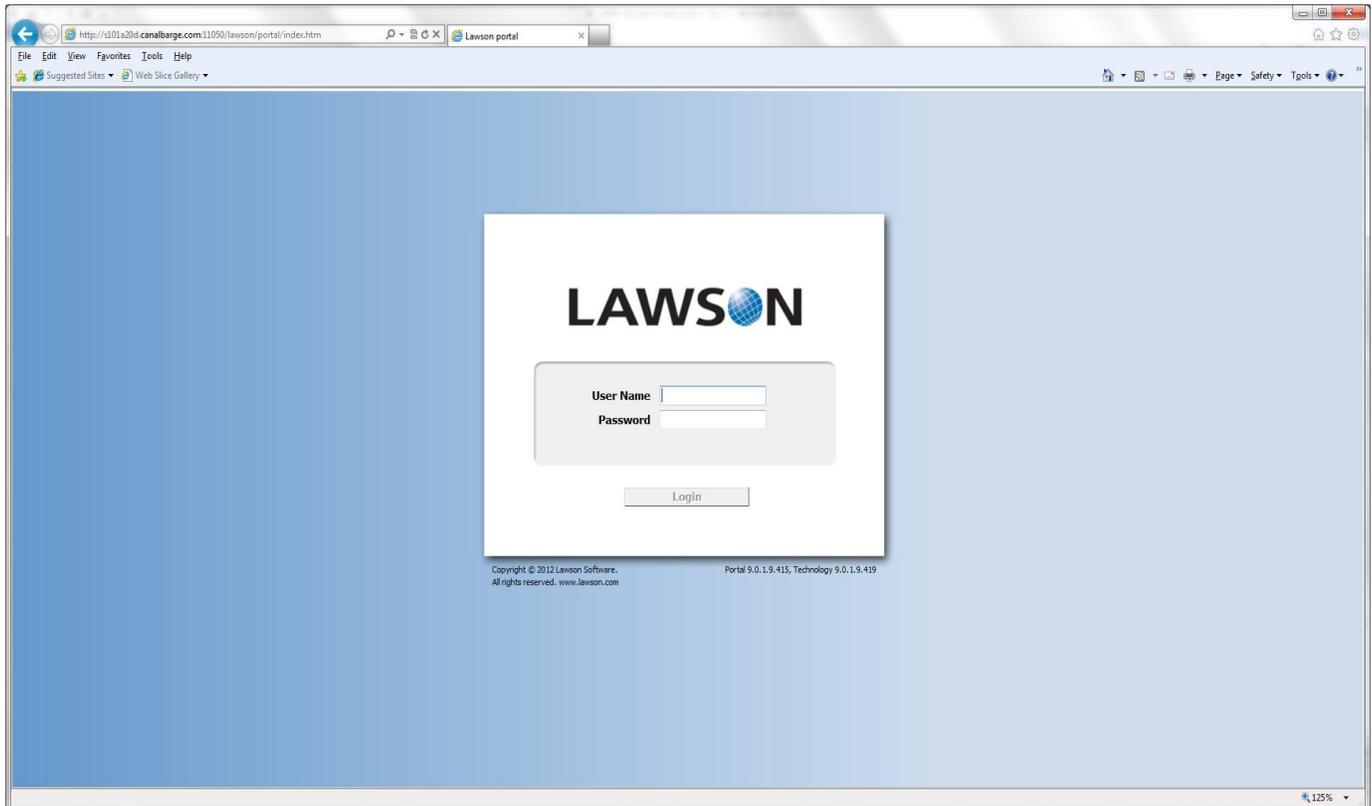
The screenshot shows the Canal Barge website homepage. At the top, the logo "CANAL BARGE" is on the left, and navigation links "ABOUT | CONTACT US | CAREERS | CUSTOMER LOGIN" are on the right. Below the logo is a navigation menu: "HOME | MARINE TRANSPORTATION | TERMINAL SERVICES | ILLINOIS MARINE | MANAGEMENT SERVICES | RESOURCES". A red button labeled "EMPLOYEE LOGIN" is located in the top right corner of the main content area. A blue arrow points from a text box to this button. The text box contains the instruction: "Click on **Employee Login** located in top right hand corner". The main content area features a large banner with the text "Move with confidence." and a "LEARN MORE" button. To the right of the banner are sections for "ANNOUNCEMENTS" and "CONTACT CUSTOMER SERVICE". At the bottom, there are four service categories: "MARINE TRANSPORTATION", "TERMINAL SERVICES", "MANAGEMENT SERVICES", and "RESOURCES".



Click on **Employee Portal Login Here** located in middle on right hand side

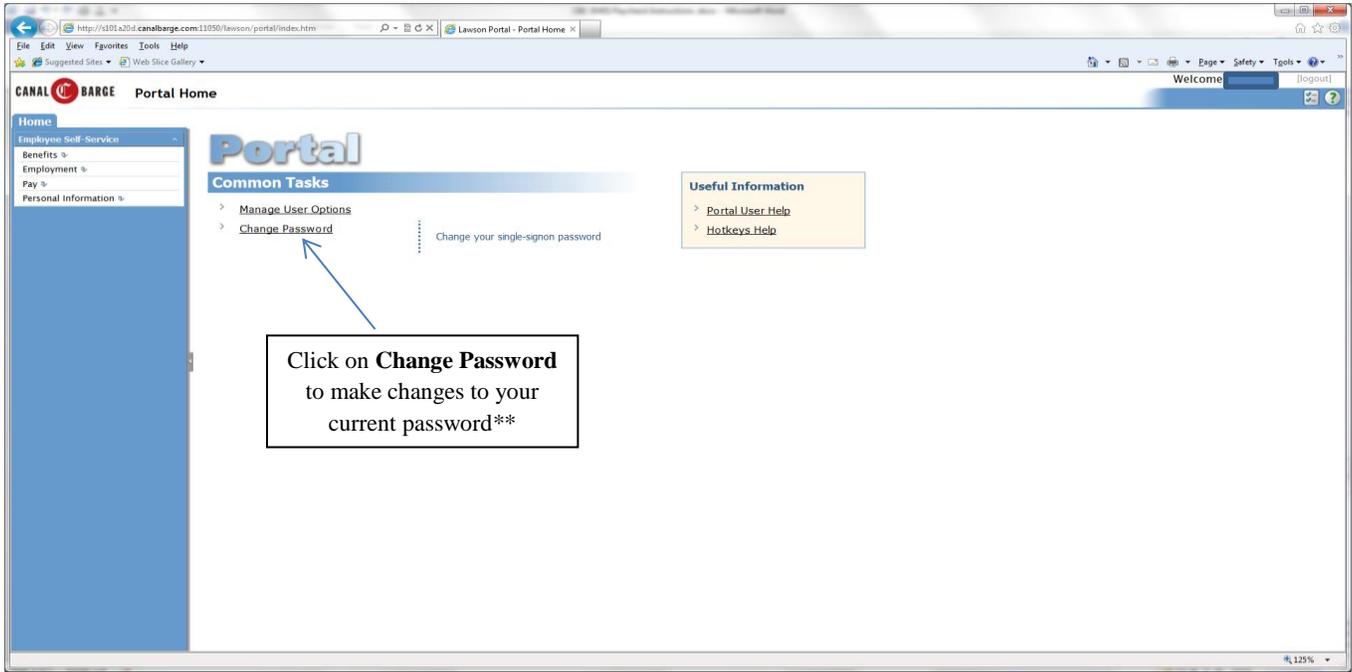
Logging in the EMSS Internet Portal:

Enter your User Name and Password. This will be the same User Name and Password that you use to log on to complete your open enrollment. If you forget your password, you can contact us by e-mail at payroll@canalbarge.com to have your password reset.



Changing your password:

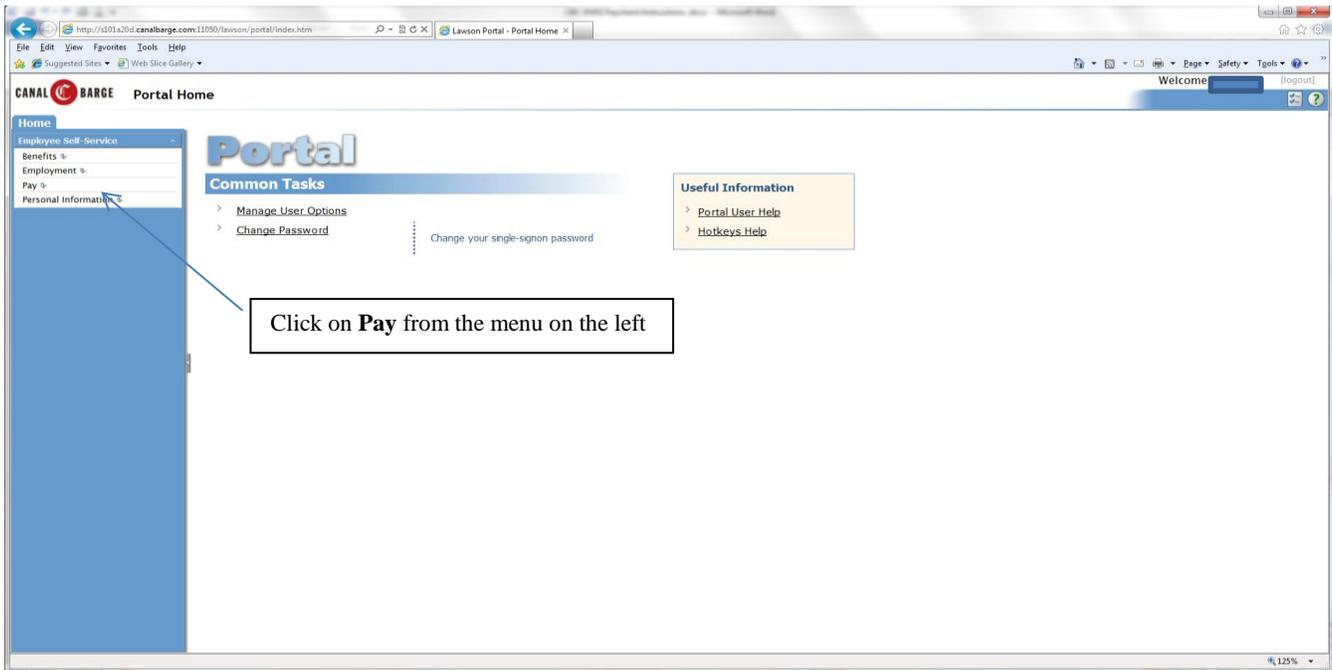
Please change your password on the home page



Click on **Change Password** to make changes to your current password**

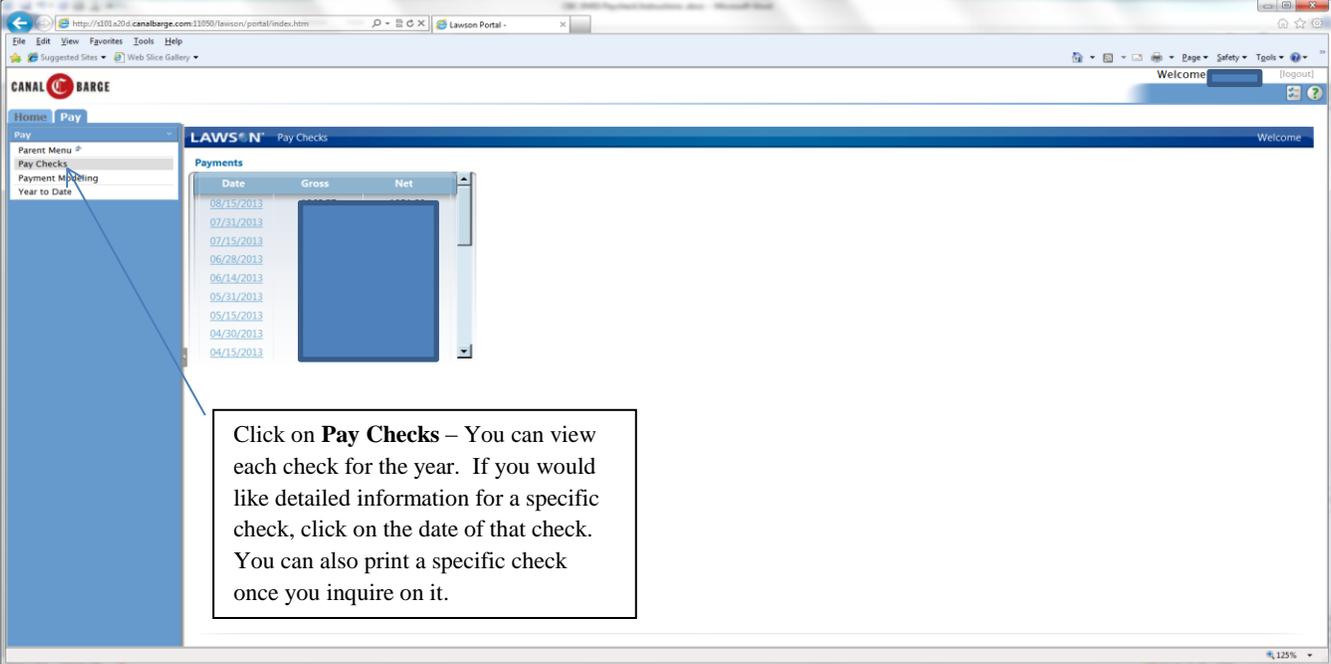
**Please keep in mind that once your password has been changed, Canal does not have access to that. If you forget your password, you can contact us by e-mail at payroll@canalbarge.com to have your password reset.

Viewing your pay information:



Click on **Pay** from the menu on the left

Viewing your pay checks:



The screenshot shows a web browser window displaying the Lawson Portal. The browser's address bar shows the URL <http://101x204.canalbarge.com:11050/lawson/portal/index.htm>. The page header includes the CANAL BARGE logo and a 'Welcome' message. A navigation menu on the left contains 'Home' and 'Pay'. Under 'Pay', there is a 'Parent Menu' with options for 'Pay Checks', 'Payment Modeling', and 'Year to Date'. A blue arrow points from the 'Pay Checks' option to a text box. The main content area is titled 'LAWSON Pay Checks' and features a 'Payments' table with columns for 'Date', 'Gross', and 'Net'. The 'Date' column lists various dates from 08/15/2013 to 04/15/2013. The 'Gross' and 'Net' columns are currently blank.

Date	Gross	Net
08/15/2013		
07/31/2013		
07/15/2013		
06/28/2013		
06/14/2013		
05/31/2013		
05/15/2013		
04/30/2013		
04/15/2013		

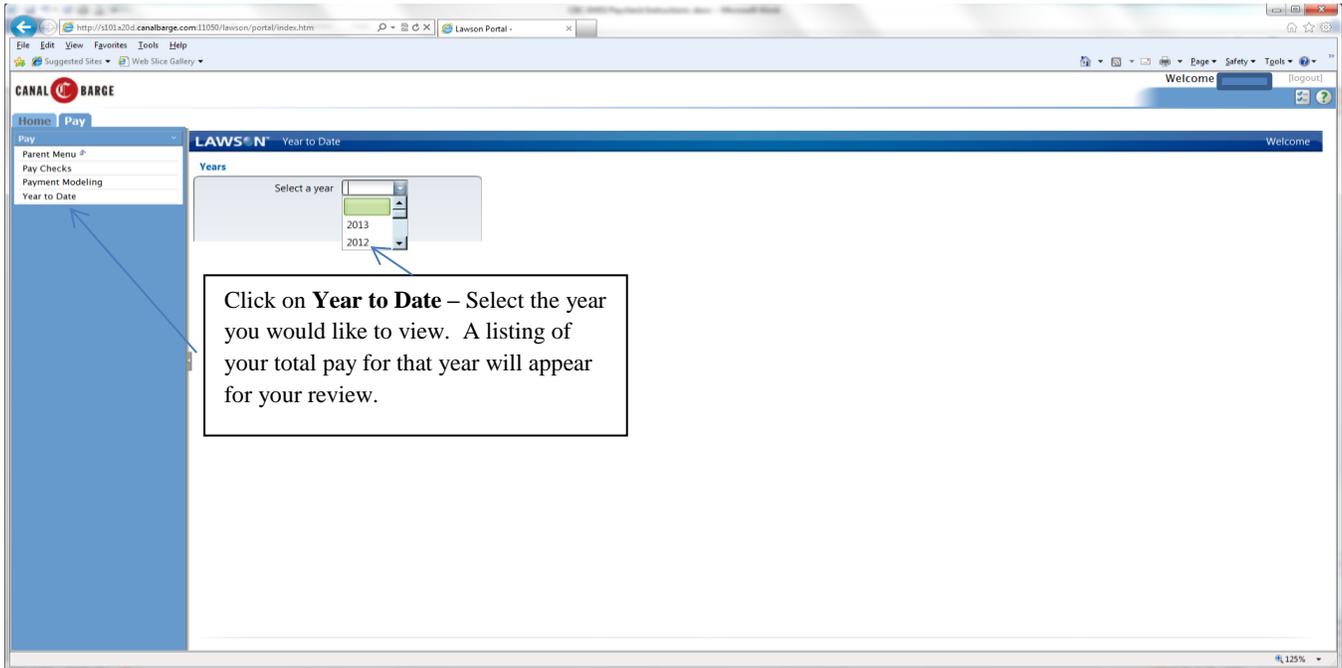
Click on **Pay Checks** – You can view each check for the year. If you would like detailed information for a specific check, click on the date of that check. You can also print a specific check once you inquire on it.

Payment Modeling:

The screenshot shows the 'LAWS N Payment Modeling' web application. The left sidebar contains a 'Pay' menu with options: Parent Menu, Pay Checks, Payment Modeling, and Year to Date. The main content area is split into 'Calculator' and 'Results' sections. The 'Calculator' section includes input fields for Annual Salary, Gross Amount, Net Amount, Frequency (set to 'Twice a Month'), Federal Exemptions (set to 2), Marital Status (set to 'Married'), Extra Withholding (Amount), State (set to 'LA Louisiana'), State Exemptions (set to 0), State Marital Status (set to 'Married'), State Extra Withholding (Amount), and Local. The 'Results' section lists various tax components: Gross Amount, Net Amount, Annual Salary, Federal, State, Social Security, Medicare, County, City, School, Other, Exempt, Section 125, 401(k), 403(b), 457(b), 457(b) Exempt Entity, 457(f), Other Deferred Compensation, and After-Tax. A callout box points to the 'Payment Modeling' option in the sidebar.

Click on **Payment Modeling** – This function will allow you to model a pay check by changing certain elections, such as increasing/decreasing your 401k contribution or changing your tax exemptions.

Year to Date:



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Click on **Year to Date** – Select the year you would like to view. A listing of your total pay for that year will appear for your review.

Frequently Asked Questions

1. What if I forget my password?

To have your password reset, you can email: payroll@canalbarge.com. Next, log in using the temporary password that you will receive. Once you have logged into the system, click the Password Change task on the menu option to change your password.

2. When I try to log in to the EMSS portal, the ID and password field turns yellow after I enter them and attempt to log in. What does this mean?

Either the user name and/or password were entered incorrectly. The user name and password are case sensitive.

3. Is my information secure?

Yes, outside of the Human Resources Department, only you can view your confidential information.

4. When I click the browser's Back or Refresh buttons, I get a blank page rather than the previous EMSS form.

You should **NOT** click the browser's Back or Refresh buttons when using the EMSS Internet Portal. These browser buttons do not necessarily go to a previous EMSS window, and may cause you to lose any changes you are trying to make in the system. Instead of clicking the browser's Back or Refresh buttons, click on the desired button on the bottom of the screen.

5. Can I print any of the information that is displayed?

Yes, however, please be aware that your information is confidential. Use the print icon on the page you wish to print.

6. If I am already a Lawson user, why do I need another Lawson login ID to access the EMSS system?

The EMSS login ID is tied to your employee number which allows you to view your private information and access the EMSS menu. If you already have a Lawson ID to run programs that are related to your job, it is not tied to an employee ID and does not access the EMSS menu.