



Gwinnett Hospital System
Gwinnett Medical Center

Employee Self Service
Manual

Lawson 8.1
ESS/MSS Manual
August 2008

Gwinnett Hospital System
1000 Medical Center Boulevard
Lawrenceville, GA 30045

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Section 1: Overview

The Employee and Manager Self-Service applications link directly to the Lawson Human Resources application. The Employee and Manager Self-Service applications let you view and update information electronically without using standard paper forms.

**Note: While Lawson refers to staff as employees, GHS refers to staff as associates.*

Employee Self-Service: Gives associates the ability to inquire on their own human resources data, such as payroll history, and update information, such as address changes.

Manager Self-Service: Lets managers view and update data for the associates who report directly to them.

Benefits of Employee and Manager Self Service:

Employee and Manager Self-Service offer many benefits:

- Eliminates intermediate steps in the data collection process (for example, change of address forms) to reduce paperwork and workflow steps.
- Eliminates the need for an intermediate person to respond to information requests by associates.
- Reduces costs associated with paper forms, paper documentation, printing, postage, and training.
- Increased productivity because of easy access to and exchange of information.

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Process Flows



"How-To"



Future Function

Section 2: Training Manual Overview

This section provides an overview of the ESS/MSS Manual and its layout. The manual is designed to assist with navigation through Lawson in the various Self Service areas and functions.

The **ESS/MSS Manual** is organized around the major GHS HR processes. This section describes the manual's layout and how to navigate the various sections.

Training Manual Layout

Each section of the Manual describes a different feature/function of Self Service and comprises these four primary components:



About to describe the purpose and primary aspects of each section



Process Flows that illustrate the procedures at GHS



“How-To” which outlines step-by-step instructions that coincide with the Process Flows



Future Functionality describing additional capabilities to be incorporated into subsequent phases

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Section 3: Getting Started with Self Service



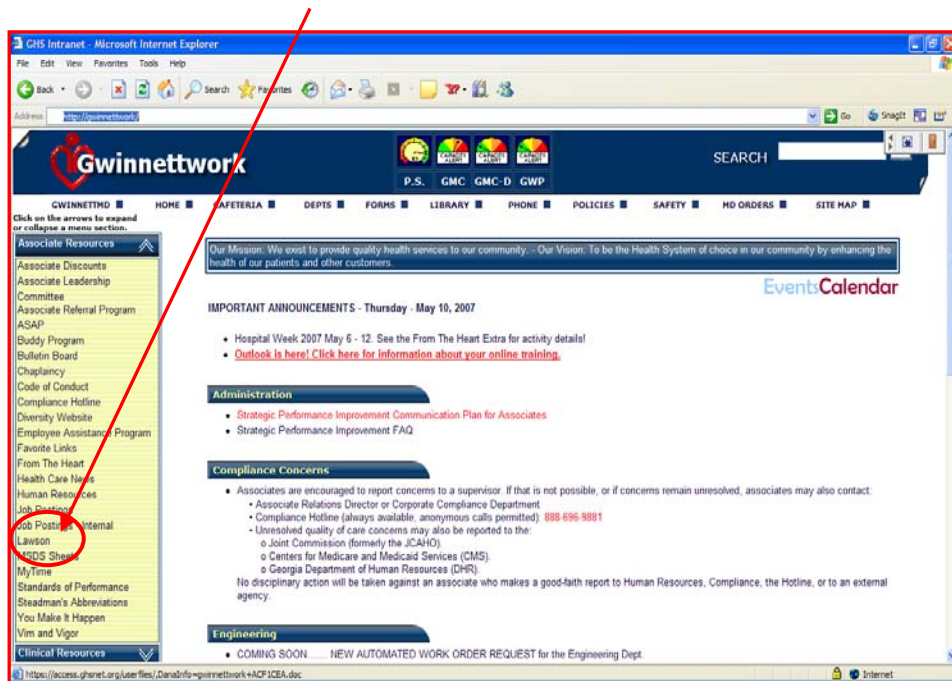
Access to Self Service requires a login and password. The User Name and Password are the same ones used to access the GHS network. If you need to obtain a User Name and Password, contact the Customer Response Center at 678-312-3333.



Accessing the Lawson Portal

1. To access Self Service from Gwinnettnetwork (Internally):

- ➡ Go to Gwinnettnetwork (the Intranet) and click on the “Lawson” link to the left.
- ➡ OR open up a new web browser and type in “Lawson”.
- ➡ OR Click on Lawson under the Associate Resources Section.



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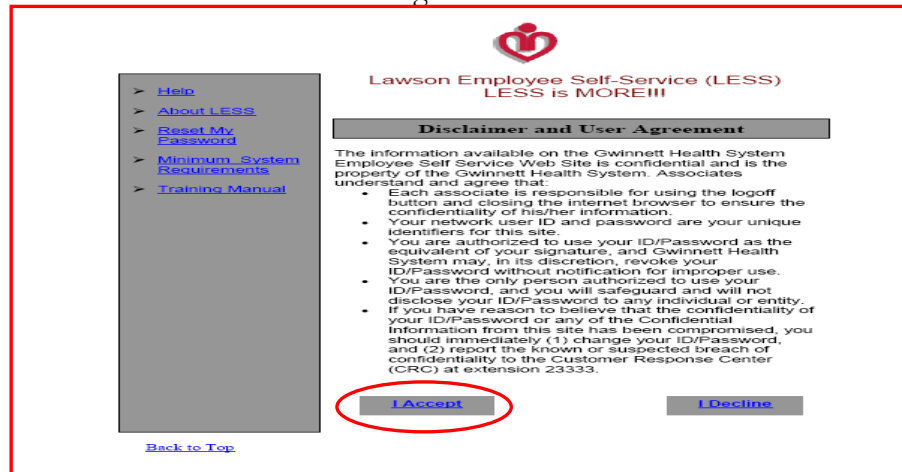
“How-To”



Future Function

2. To access Self Service At Home (Remotely):

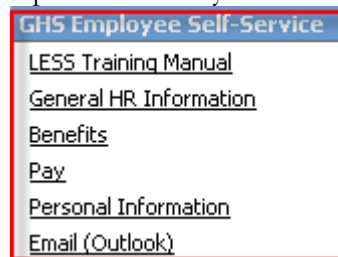
- Go to <https://myinfo.gwinnettmedicalcenter.org> and click on the “I accept” box to access the Lawson login screen.



3. Enter your User Name (1) and Password (2) and click “Login” (3). The User Name and the Password are case-sensitive. (Click “Log Off” when done.)



4. Upon initial entry into the Lawson Portal, the following menu will be displayed.



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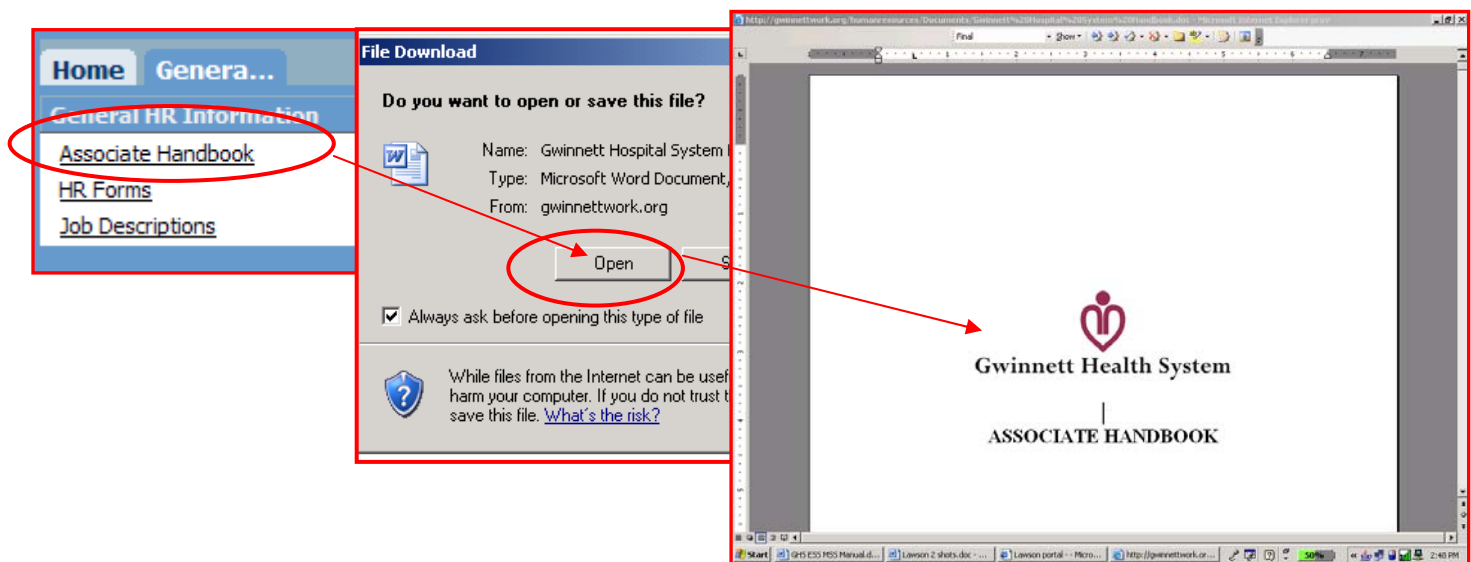
Section 4: General HR Information



The Associate Handbook allows associates to review a summary of the organizational policies.



To access the Associate Handbook:



1. Click “Associate Handbook” on the left of the Lawson portal.
2. Click “Open” to view the handbook.
3. The Associate Handbook will open in a new window.

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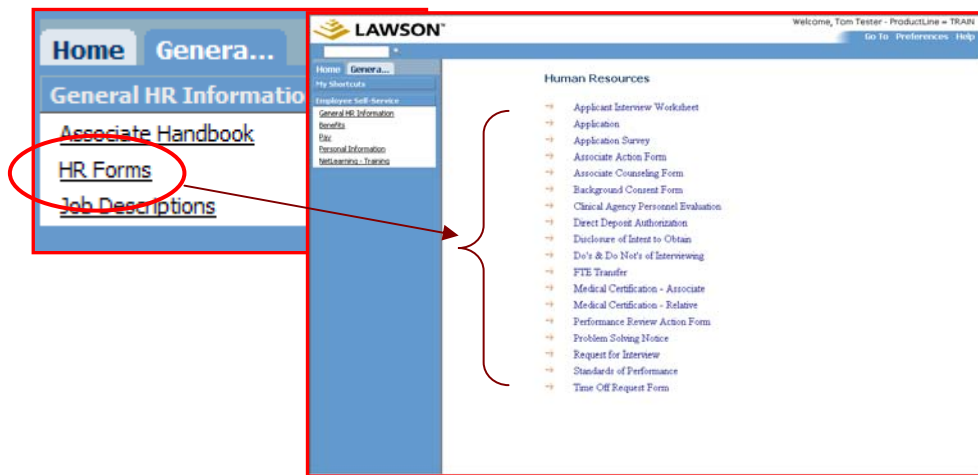


HR Forms allows users to link to a variety of HR Forms.



Steps for accessing HR Forms:

1. Click on the “HR Forms” link to the left from the Lawson Portal. A list of HR Forms appears in the window.
2. A list of HR Forms will show up on the screen. Select the form you wish to access.



3. Click “Open” to get to the desired form.

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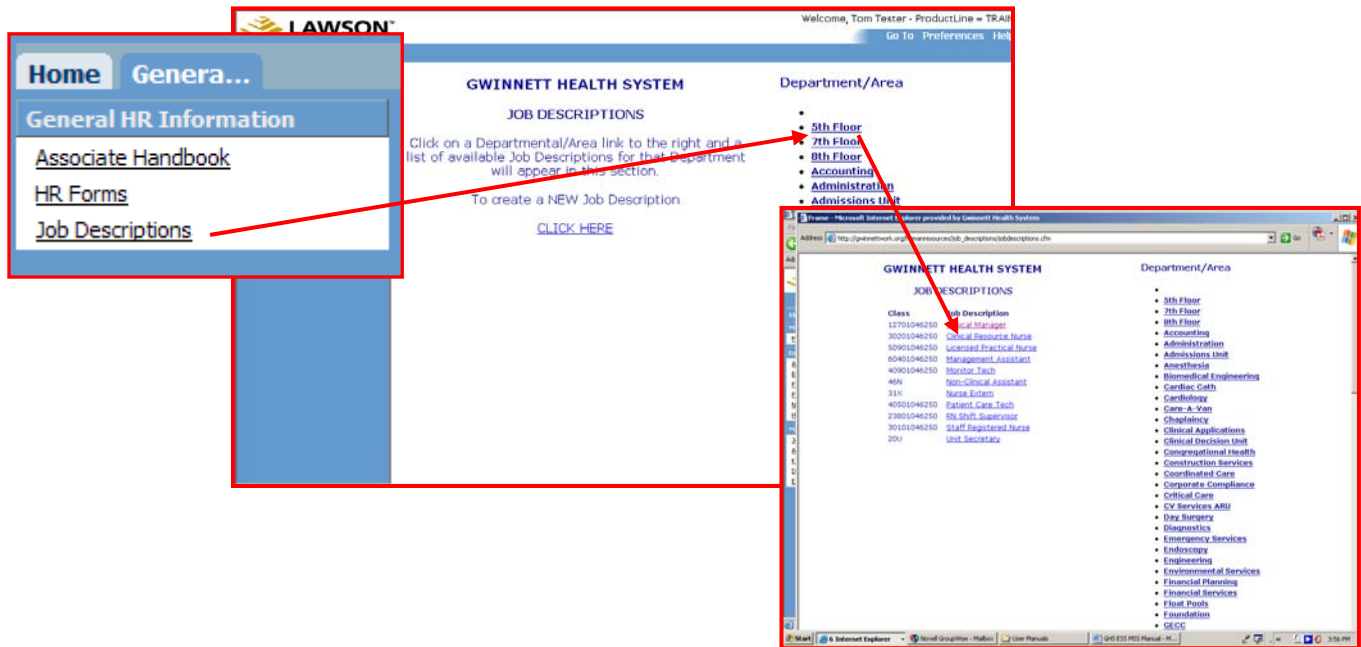


Future Function



Steps for accessing Job Descriptions:

1. Log into the Lawson Portal or click “Home” to return to the main menu. Click on “General HR Information” and then click on the “Job Descriptions” link to the left.



2. A list of departments will show up in a new window. Select the department you wish to access.
3. A list of job descriptions will be displayed on the screen. Select the job description you wish to access.
5. Click “Open” to get to the desired job description.

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Section 5: Benefits

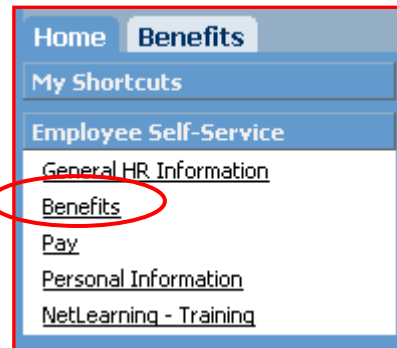


Benefits lists the associates benefits and provides links to other resources.



To access the Benefits section:

1. Log into the Lawson Portal or click "Home" to return to the main menu.
2. Select "Benefits" on the left.



To view a list of Benefit Forms, your current benefits or access your health, dental, retirement or spending accounts:

Use the links on the left to:

- download all BENEFIT FORMS.
- review your CURRENT BENEFIT enrollment.
- access the website for your BENEFIT PROVIDERS.

Please refer to the contact list below for help with accessing your account details.
You will need the login and password provided by the carrier for accessing your account information.

TYPE	PROVIDER	PHONE	CONTACT
Health	COVENTRY	866-732-1017	
Vision	EYEMED	866-723-0596	
Dental	DELTA DENTAL	800-422-4234 Plan 1 800-616-3631 Plan 2 or 3	
Short Term	UNUM	800-635-5597	

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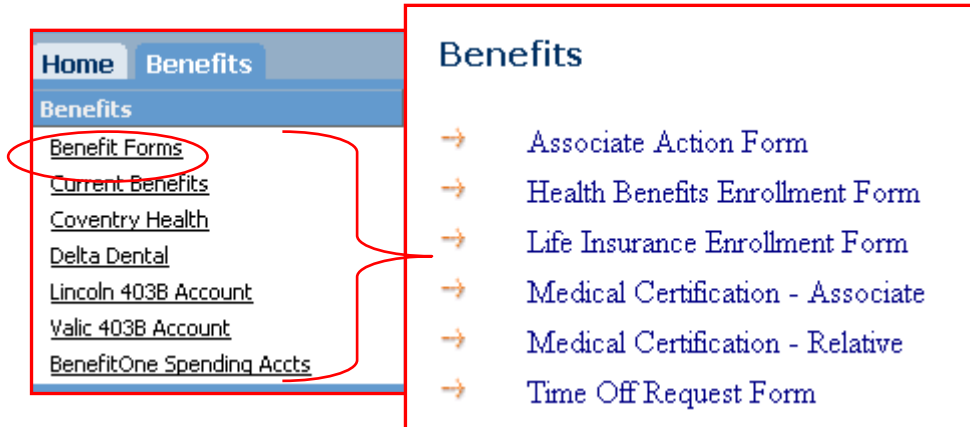
"How-To"



Future Function



To view a list of Benefit Forms:



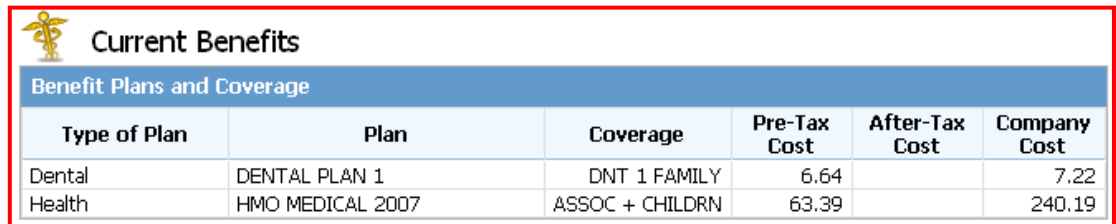
The screenshot shows the 'Benefits' section of the employee self-service portal. On the left, a sidebar menu lists various options: Home, Benefits, Benefit Forms (circled in red), Current Benefits, Coventry Health, Delta Dental, Lincoln 403B Account, Valic 403B Account, and BenefitOne Spending Accts. A red bracket connects the 'Benefit Forms' link to a larger window on the right. This window, titled 'Benefits', displays a list of available forms with orange arrows pointing to each:

- Associate Action Form
- Health Benefits Enrollment Form
- Life Insurance Enrollment Form
- Medical Certification - Associate
- Medical Certification - Relative
- Time Off Request Form

1. Click on “Benefit Forms” to the left.
2. A list of Benefit Forms will show up on the screen. Select the form you wish to access.
3. Click “Open” to view the desired form.



To view your Current Benefits:



The screenshot shows the 'Current Benefits' section of the employee self-service portal. It features a table titled 'Benefit Plans and Coverage' with the following data:

Type of Plan	Plan	Coverage	Pre-Tax Cost	After-Tax Cost	Company Cost
Dental	DENTAL PLAN 1	DNT 1 FAMILY	6.64		7.22
Health	HMO MEDICAL 2007	ASSOC + CHILDRN	63.39		240.19

**Note: The above example is just a sampling of the benefits you may have selected.*

1. Select “Current Benefits” on the left.
2. Current benefits shows all active benefits as of today. The “Plan” column provides a description of the plan type. The “Coverage” column shows the level of coverage you have elected for a particular benefit type, if applicable. Annual contributions are displayed as pretax, after-tax, or company. Flex dollars are displayed as biweekly only.

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“How-To”



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<i>Plan Type</i>	<i>Explanation</i>
Defined Contribution	Retirement
Dental	Dental Insurance
Disability	Includes Long Term Disability, Long Term Disability Buy up, Short Term Disability
Employee Life	Includes Basic Life Insurance, Accidental Death and Dismemberment, Supplemental Life, Term Life, Voluntary Whole Life
Dependent Life	Supplemental dependent life on spouse and/or dependents
Health	Health or Vision Insurance
Spending Accounts	Medical Spending and Dependent Care Spending Accounts

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EMPLOYEE SELF SERVICE MANUAL



To access your provider (Coventry Health, Delta Dental, Lincoln 403B, Valic 403B or BenefitOne Spending) account information:

1. To view your account information, select the appropriate provider link on the left.



2. You will need the userid and password provided by the provider to access your account information.

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Process Flows



"How-To"



Future Function

Section 6: Pay



Pay allows you to access your pay information and view your pay history (for example, payments, payment detail, automatic deposit distributions). In addition, the “Payment Modeling” feature enables associates to **hypothetically** calculate new payment amounts based on changes to pay rate, tax exemptions, and other variables. Pay rate history allows associates to view pay rate history, including effective date, new rate, annualized rate, percent change for all pay changes effective after November 2006.



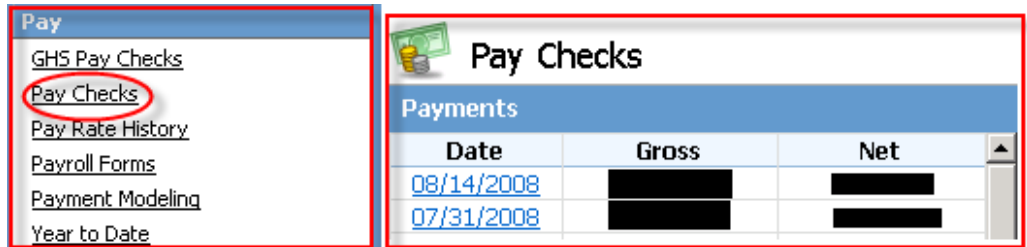
You have two ways to access your pay in Lawson ESS:

1. Log into the Lawson Portal or click “Home” to return to the main menu.
2. Click on “Pay” to go to the page containing your pay information.

**Note: Please be aware that certain functions will not be available during Payroll Processing.*



Viewing option #1 - To access your basic pay information:



Pay Checks		
Payments		
Date	Gross	Net
08/14/2008		
07/31/2008		

3. Click on “Pay Checks” on the left. The last 12 months of payments are listed by descending date. (This is a rolling 12 month period.)
4. Select the specific payment you want to view by clicking on the underlined blue date. You will see your payment information in a check stub format.

Icon Key:



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“How-To”



Future Function

5. You can print out a copy of your pay stub by clicking on "Printable Pay Stub". Then select "File" -> "Print" and select the appropriate printer.



Pay Checks

Payments		
Date	Gross	Net
04/12/2007	912.26	757.54
03/29/2007	924.28	766.12
03/15/2007	1092.58	886.21
03/01/2007	921.64	764.25
02/15/2007	1098.02	890.09
02/01/2007	1108.50	897.57
01/18/2007	941.75	832.74
01/04/2007	817.71	725.63
12/21/2006	1102.43	971.48
12/07/2006	960.34	848.80
11/22/2006	961.32	848.95
11/09/2006	1000.65	882.91

Summary		
Check Number	973825	
Payment Date	04/12/2007	
Period End Date	04/04/2007	
Gross Wages	912.26	
Net Pay	757.54	
Check Amount	757.54	
Currency	Dollars	

Printable Pay Stub

Wages		
Pay	Hours	Wages
EVENING SHIFT DIFF	27.44	32.92
REGULAR	69.90	879.34
Total	97.34	912.26

Taxes		
Deduction	Amount	Taxable Wages
FEDERAL WITHHOLDING	28.73	912.26
GA WITHHOLDING	56.20	912.26
SOCIAL SECURITY DEDUCTION	56.56	912.26
MEDICARE DEDUCTION	13.23	912.26
Total	154.72	

Company Taxes		
Deduction	Amount	Taxable Wages
SOCIAL SECURITY CO CONTRIBUTION	56.56	912.26
MEDICARE CO CONTRIBUTION	13.23	912.26
Total	69.79	

**Note: Please be aware that you are sending confidential information (your pay information) to a printer. You are responsible for the protection of this information and for claiming your printout. Leaving your printout on a printer viewable to general staff and public can result in a confidentiality violation. "My Info" computers in the designated areas and cafeteria DO NOT have a printer assigned. If you should need to print your stub or benefit information, please work with your Manager or department to use a designated confidential printer.*

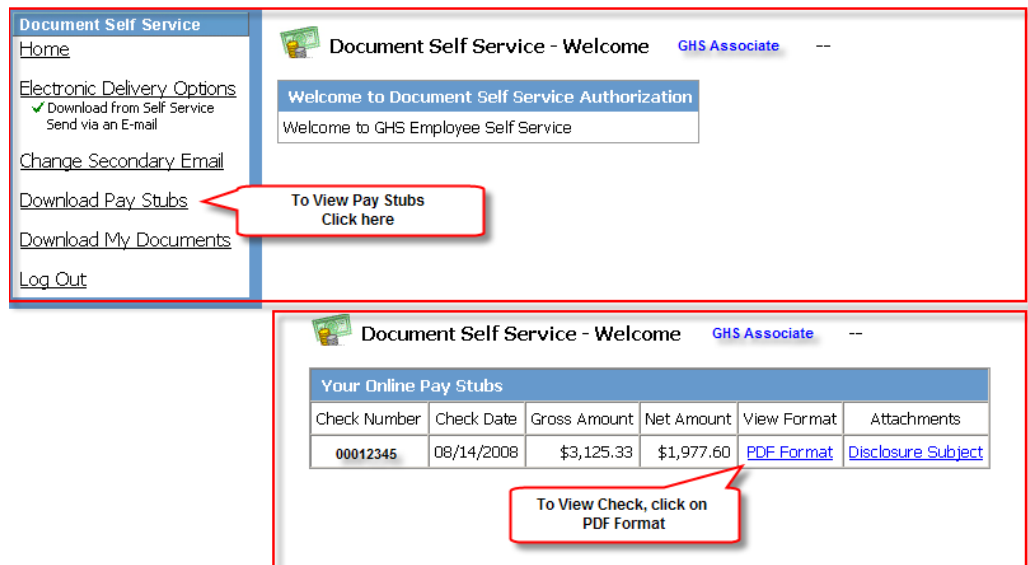


Viewing Option #2 -To view your custom GHS pay checks:

1. Click on “Pay” in left side pane in the Lawson Home page.
2. In the next window click on “GHS Pay Checks”. You will then see a new login screen. Enter your UserID and password, the same UserID and password for your network and Lawson UserID.



3. After you enter your User ID and password you will see the view below. The first time you login you will get a prompt to allow your pay stub delivered to an email address. See the following topic for directions. You can choose this option or choose to only view your check in Lawson self service.



Icon Key:



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Process Flows



“How-To”



Future Function

Disclosure: Disclosure Subject
Disclosure Message
To view your Paystub, click:
<input type="button" value="I have read and understand this disclosure"/>

You must accept the disclosure to view your check

4. Your check will look similar to the example below:
 - a. You can print your check stub to a confidential printer or save it to a jump drive.
 - b. PTO and EIB balances are available on the GHS Pay check.
 - c. You can view your tax withholding processed on this check at bottom of the stub.

Click here to Print

Document Self Service - Welcome

1 / 1

65%

Click to Save

Associate Name

PERIOD END DATE 06/06/2008

ADVICE NUMBER

WAGES	HOURS	RATE	AMOUNT	YTD AMOUNT
REGULAR	80.00	.040	.20	49.52
PTO AND TIME OFF			.13	21.21
GROUP TERM LIFE				

DEDUCTIONS	AMOUNT	YTD AMOUNT
Associate Deduction		
FEDERAL WITHHOLDING	8.16	0.15
GA WITHHOLDING	7.12	9.12
MEDICARE EMPLOYER WITHHOLDING	2.65	1.21
HMO MEDICAL INSURANCE	2.90	9.30
DENTAL INSURANCE 3 ADVANCE	3.49	9.33
403(b) DED VALIC PERCENT	7.39	5.92
CAFETERIA MEAL DEDUCT GMOD	4.42	8.12
ASSOCIATE SUPPLEMENTAL LIFE	6.34	0.78
SUPPLEMENTAL SPOUSE LIFE	6.93	7.81
SUPPLEMENTAL DEPENDENT LIFE	0.93	5.81
VOLUNTARY SHORT TERM DISAB	6.84	6.28
BEN. ONE	7.04	9.68
SOC SEC	2.39	5.53
GHS Contributions		
MEDICARE EMPLOYER WITHHOLDING	2.65	1.21
SERVICE BASED CONTR VALIC	4.93	0.13
403(b) DED VALIC PERCENT MATCH	9.31	6.30
SOC SEC	2.39	5.53

TOTALS	TAXABLE	WAGES	TAXES	DEDUCTS	NET PAY
Current	4.81	8.39	3.32	4.88	7.60
Year to Date	13.98	88.21	8.01	52.21	52.98

DIRECT DEPOSIT ACCOUNT	ACCOUNT NUMBER	AMOUNT
Checking		7.60
Savings		0.00

INFO TYPE	BALANCE
PTO	254.77
EIB	520.00

TAX INFO	WEEK
Fed State	M/O
	M/O

PTO & EIB Balances

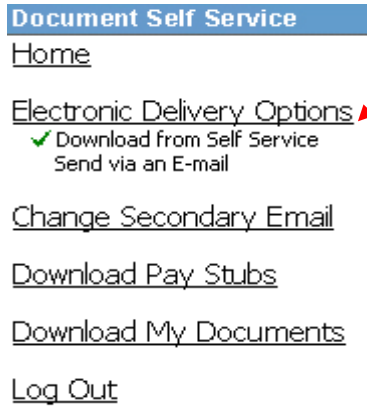
See Current & Year to date totals

You can see your tax status & exemptions for this pay check here

Icon Key:



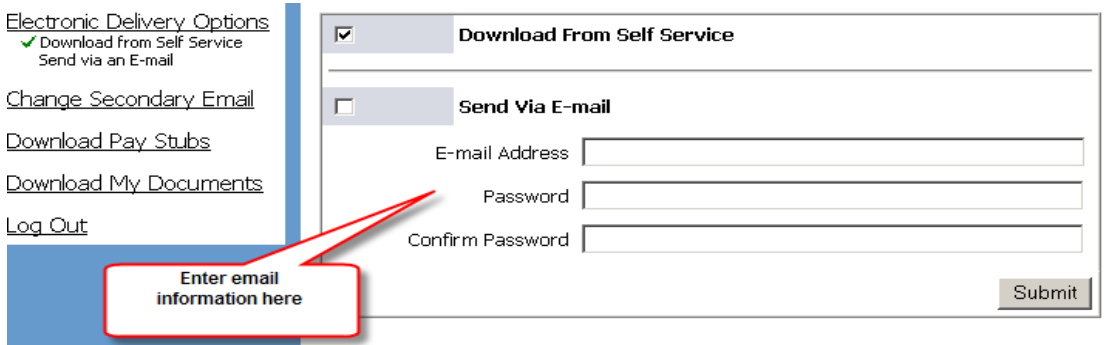
To have your pay stubs delivered to an email address, click on “Electronic Delivery Options”.



Document Self Service

- [Home](#)
- [Electronic Delivery Options](#)
 - ✓ Download From Self Service
 - Send via an E-mail
- [Change Secondary Email](#)
- [Download Pay Stubs](#)
- [Download My Documents](#)
- [Log Out](#)

1. The first time you choose Electronic Delivery Options, you will be required to click on “Send Via E-mail” for your email option.
2. Enter the email address where your pay stub should be sent. Your email address can be your Gwinnett Outlook email address or you can use any personal email address you would like.
3. Next enter a password you will use to open your pay stub file in your email account. You do not have to use your GHS password, but can choose one you will easily remember each time you want to view your pay stub in your email account. This password will not expire. The password keeps your pay stub secure to view by email.



Electronic Delivery Options

- ✓ Download From Self Service
- Send via an E-mail

[Change Secondary Email](#)

[Download Pay Stubs](#)

[Download My Documents](#)

[Log Out](#)

Download From Self Service ☒

Send Via E-mail ☐

E-mail Address

Password

Confirm Password

Submit

Enter email information here

Icon Key:



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Process Flows

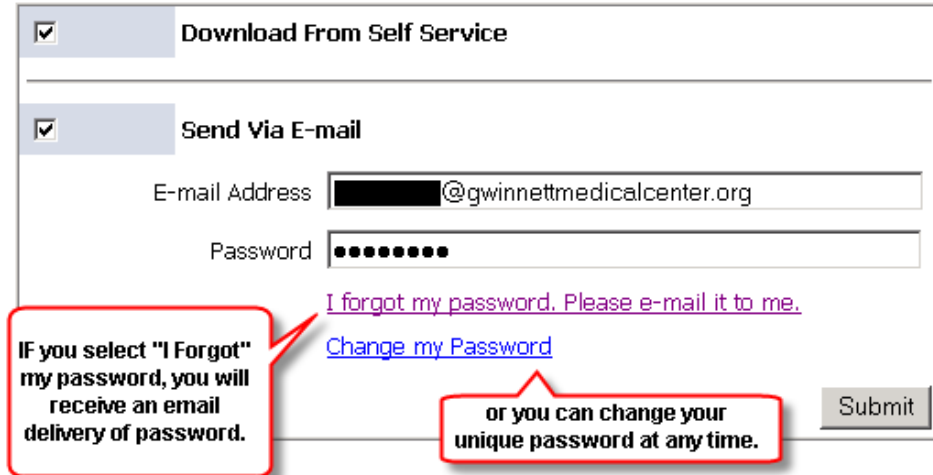


“How-To”



Future Function

If you forget the password or want to reset the password, click on “Electronic Delivery Options” the next time you go to the Lawson self service pay option. Click on the password option you want.



☒ **Download From Self Service**

☒ **Send Via E-mail**

E-mail Address

Password

[I forgot my password. Please e-mail it to me.](#)

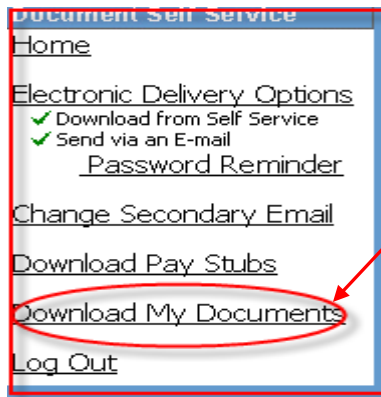
[Change my Password](#)

IF you select "I Forgot" my password, you will receive an email delivery of password.

or you can change your unique password at any time.



GHS Pay Check has a link for GHS to distribute important notices and documents directly to you. By clicking on Download my documents you can view these notices.



Document Self Service

[Home](#)

[Electronic Delivery Options](#)

- ✓ [Download From Self Service](#)
- ✓ [Send via an E-mail](#)

[Password Reminder](#)

[Change Secondary Email](#)

[Download Pay Stubs](#)

[Download My Documents](#)

[Log Out](#)

Icon Key:



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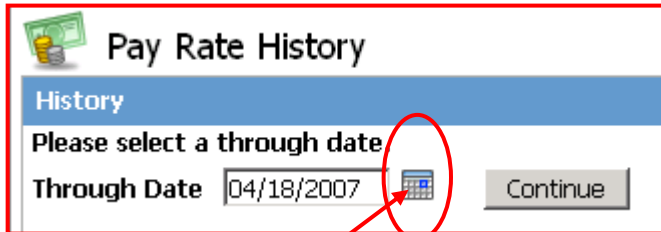


Future Function



To view your pay rate history including effective date, new rate, annualized rate, percent change for all pay changes:

1. Select “Pay Rate History” on the left.



2. Select a date using the calendar above.

*Note: There was a system conversion in November 2006. As a result, any pay rate history prior to November 2006 is not reflected in Lawson.

Icon Key:**About****Process Flows****“How-To”****Future Function**



To view payroll forms:

1. Select “Payroll Forms” on the left.
1. A list of Payroll Forms will show up on the screen. Select the form you wish to access.
2. Click “Open” to view the desired form.

Payroll

- Associate Action Form
- Direct Deposit Authorization
- Federal Tax Withholding Form
- GA Tax Withholding Form
- Time Off Request Form

Icon Key:



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Process Flows



“How-To”

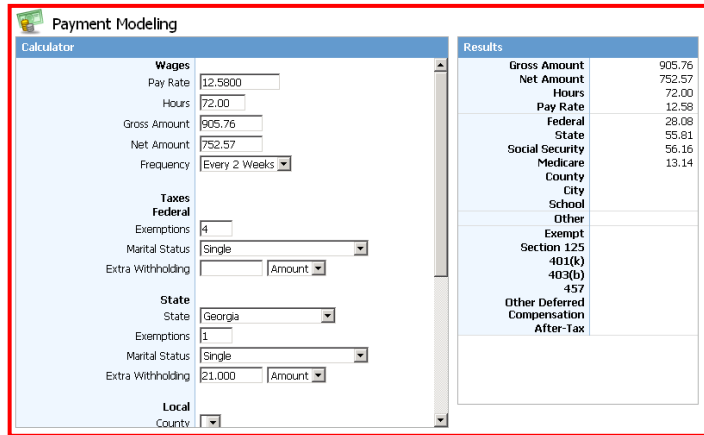


Future Function



To perform Payment Modeling:

1. Select “Payment Modeling” on the left.



Payment Modeling	
Calculator	
Wages	
Pay Rate	12.5800
Hours	72.00
Gross Amount	905.76
Net Amount	752.57
Frequency	Every 2 Weeks
Taxes Federal	
Exemptions	4
Marital Status	Single
Extra Withholding	Amount
State	
State	Georgia
Exemptions	1
Marital Status	Single
Extra Withholding	21.000 Amount
Local	
Country	
Results	
Gross Amount	905.76
Net Amount	752.57
Hours	72.00
Pay Rate	12.58
Federal	28.08
State	55.81
Social Security	56.16
Medicare	13.14
County	
City	
School	
Other	
Exempt	
Section 125	
401(k)	
403(b)	
457	
Other Deferred Compensation	
After-Tax	

2. You can now **hypothetically** calculate new payment amounts by changing pay rate, hours, federal or state tax exemptions, marital status, or by adding an extra withholding amount. Please note that this does NOT change your existing elections. You would need to fill out an updated G4/W4 form (available in the payroll department or on the “Payroll Forms” link) to change your elections. There are also certain government set limits such as the number of exemptions you can claim.
3. Click on “Calculate” to calculate your hypothetical net or gross payments based upon the variables you have chosen to use in the model.

Icon Key:



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Process Flows



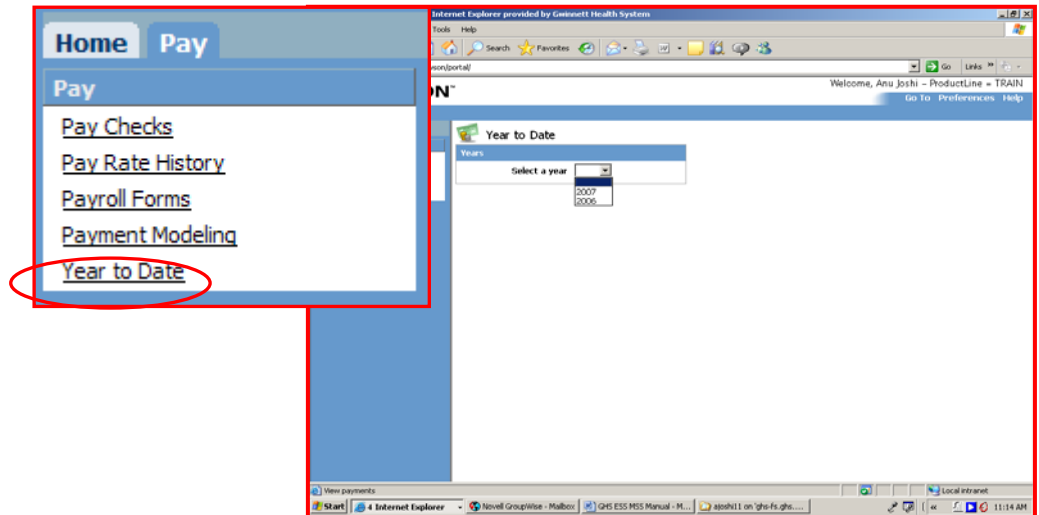
“How-To”



Future Function



To view Year to Date information:



1. Select “Year to Date” on the left.
2. Select a year from the dropdown menu. You can currently view earnings history for 2006, 2007 and 2008.
3. Your year to date information will be displayed.

Year to Date		Payment Details		
Years	Select a year: 2007	Wages - US Dollars, US		
		Pay Type	Hours	Wages
		EVENING SHIFT DIFF	231.71	278.06
		REQUESTED ABSENCE TIME	24.00	
		OVERTIME	25.26	462.68
		REGULAR	560.89	7056.00
		Total	841.86	7816.74
		Taxes		
		Deduction	Amount	Taxable Wages
		FEDERAL WITHHOLDING	259.91	7816.74
		GA WITHHOLDING	438.70	7816.74
		SOCIAL SECURITY DEDUCTION	484.64	7816.74
		MEDICARE DEDUCTION	113.34	7816.74
		Total	1296.59	
		Company Taxes		
		Deduction	Amount	Taxable Wages
		SOCIAL SECURITY CO CONTRIBUTION	484.64	7816.74
		MEDICARE CO CONTRIBUTION	113.34	7816.74
		Total	597.98	

Icon Key:



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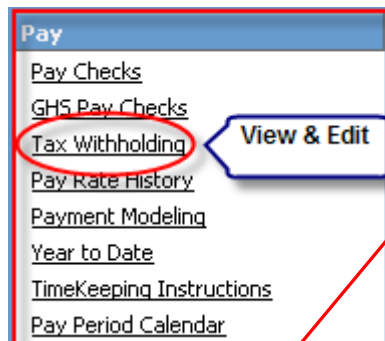


Future Function



To view and change Tax Withholding information:

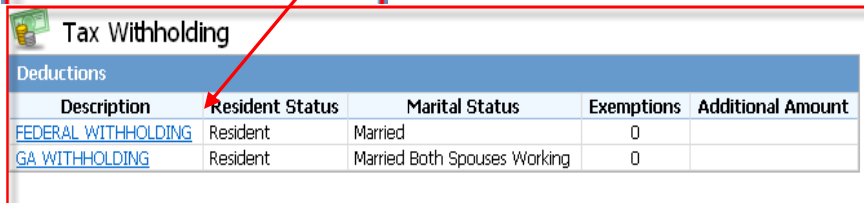
1. Under the pay bookmark select Tax Withholding
2. Choose the tax type you wish to edit by clicking on the blue tax description.
3. Complete the tax form as you would a paper copy. Please note the tax form updates immediately. You will not be allowed to change your taxes during payroll processing beginning Thursday through Friday every other week.



Pay

- [Pay Checks](#)
- [GHS Pay Checks](#)
- [Tax Withholding](#)**
- [Pay Rate History](#)
- [Payment Modeling](#)
- [Year to Date](#)
- [TimeKeeping Instructions](#)
- [Pay Period Calendar](#)

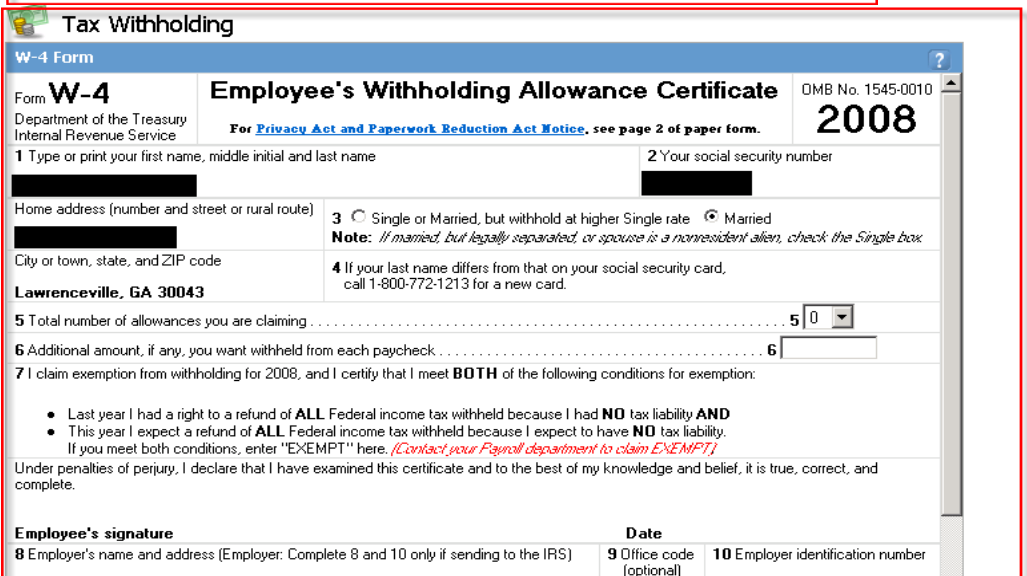
View & Edit



Tax Withholding

Deductions

Description	Resident Status	Marital Status	Exemptions	Additional Amount
FEDERAL WITHHOLDING	Resident	Married	0	
GA WITHHOLDING	Resident	Married Both Spouses Working	0	



Tax Withholding

W-4 Form

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
Department of the Treasury Internal Revenue Service **2008**
For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.

1 Type or print your first name, middle initial and last name _____ 2 Your social security number _____

Home address (number and street or rural route) _____ 3 ☐ Single or Married, but withhold at higher Single rate ☒ Married
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

City or town, state, and ZIP code _____ 4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

Lawrenceville, GA 30043

5 Total number of allowances you are claiming 5 0

6 Additional amount, if any, you want withheld from each paycheck 6

7 I claim exemption from withholding for 2008, and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.

If you meet both conditions, enter "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT)*

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature _____ Date _____

8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS) _____ 9 Office code (optional) _____ 10 Employer identification number _____

Icon Key:



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Future Function

Section 7: Personal Information

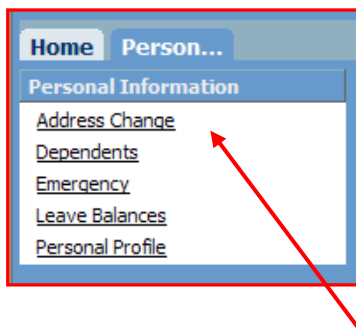


Personal Information allows you to access your leave balances and personal profile information (for example, validate your social security number, birth date, gender and marital status).

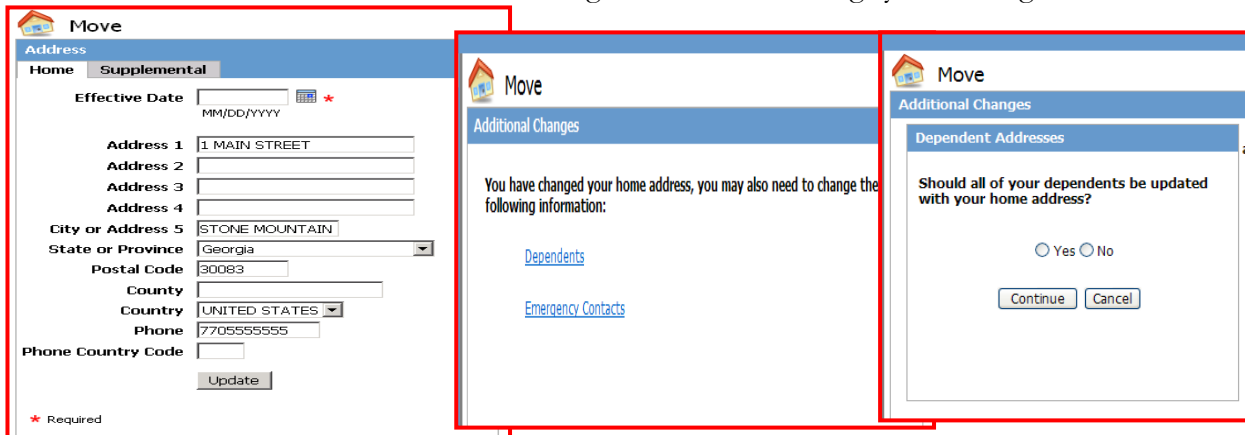


To access your Personal Information:

1. Log into the Lawson Portal or click "Home" to return to the main menu.
2. Select "Personal Information" on the left.



1. Select "Address Change" on the left to change your existing address.



2. Enter your 10 digit phone number (include area code and do not use any hyphens or parenthesis). Please enter all information in CAPS.
3. Enter your new address and click "Update" to save your address change.

Icon Key:



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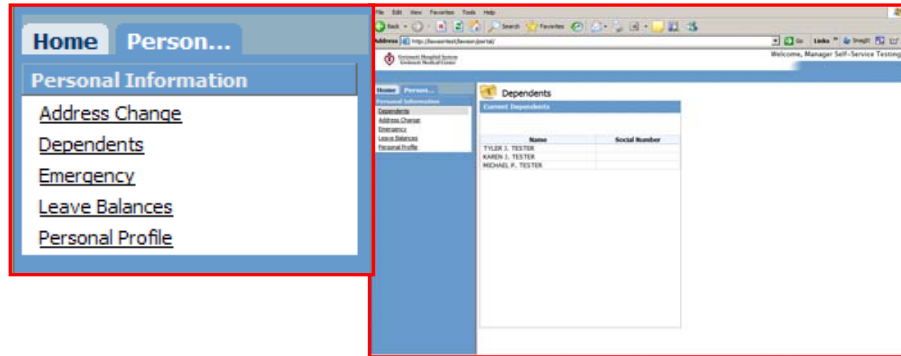
"How-To"



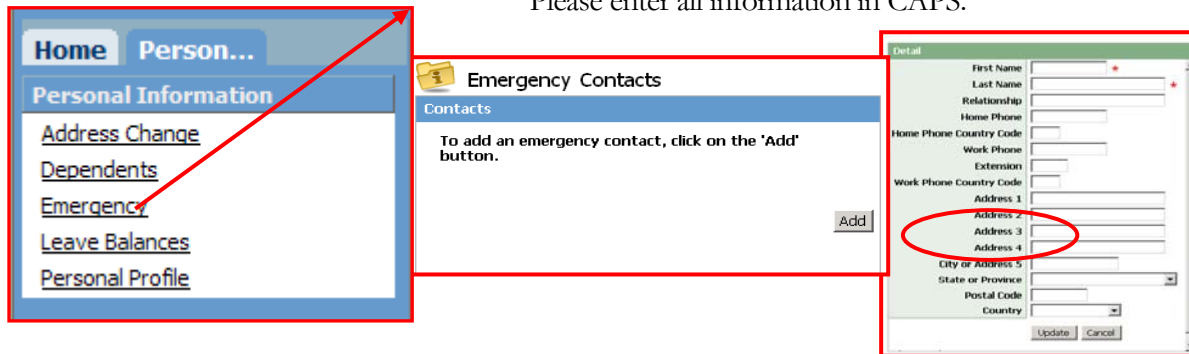
Future Function

EMPLOYEE SELF SERVICE MANUAL

1. Select “Dependents” from the left of the Lawson main menu to view a list of your current dependents.



1. Select “Emergency” on the left to add your emergency contact information.
Please enter all information in CAPS.



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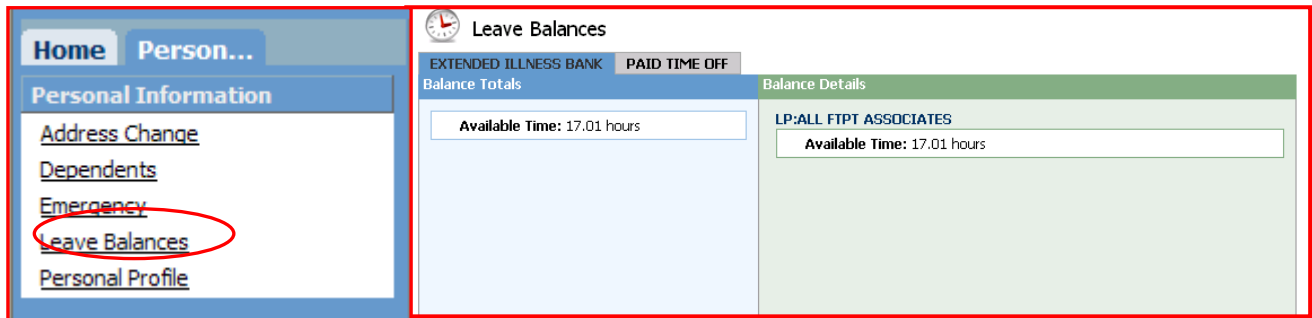


“How-To”

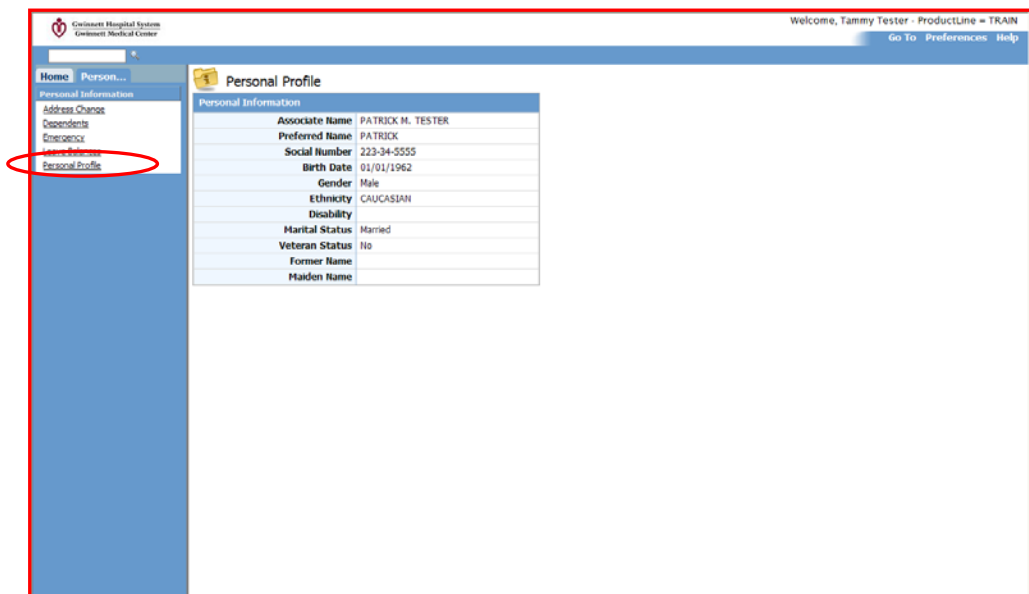


Future Function

Select “Leave Balances” on the left to view available PTO and EIB balances.



1. Select the “Extended Illness Bank” Tab to view EIB balances. Select the “Paid Time Off” Tab to view PTO balances.
2. To view your PTO and EIB year to date hours taken, refer to the Year to Date section under Pay.
1. Select “Personal Profile” on the left to view your personal information.



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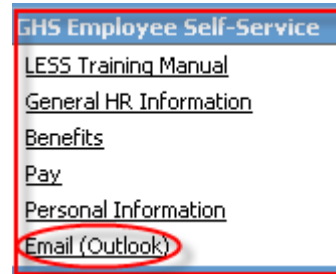


Email Outlook allows you to access the Gwinnett Medical Center email application direct from Lawson ESS.

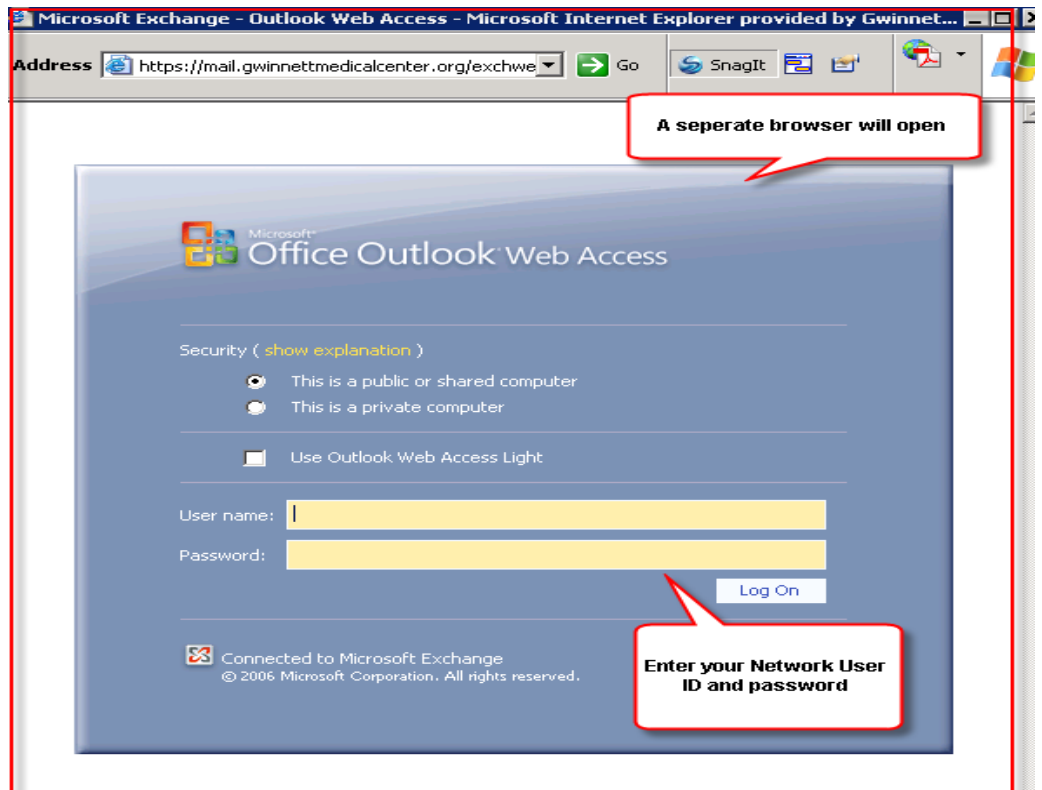


To access your GHS email

1. Click on the Email (Outlook) link



2. A separate explorer browser will open
3. Enter your Network UserID and Password to access your email account.



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