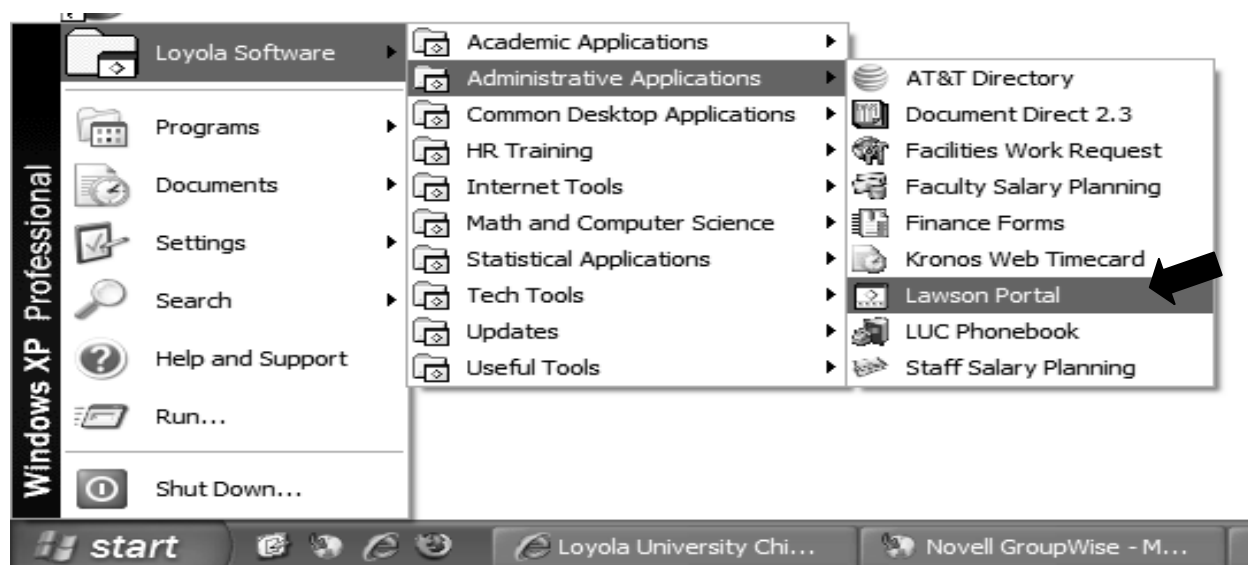


## How to access Lawson Employee Self Service

Employee self service can be accessed from any Loyola computer. You must use Internet Explorer to access employee self service; other browsers will not allow you to access employee self service. To access employee self service from off campus you will need a Virtual Private Network (VPN) account. To obtain a VPN account, contact the Technology Support Center at 4-4444 or 773-508-7190.

### Accessing Lawson Employee Self Service from a Loyola computer

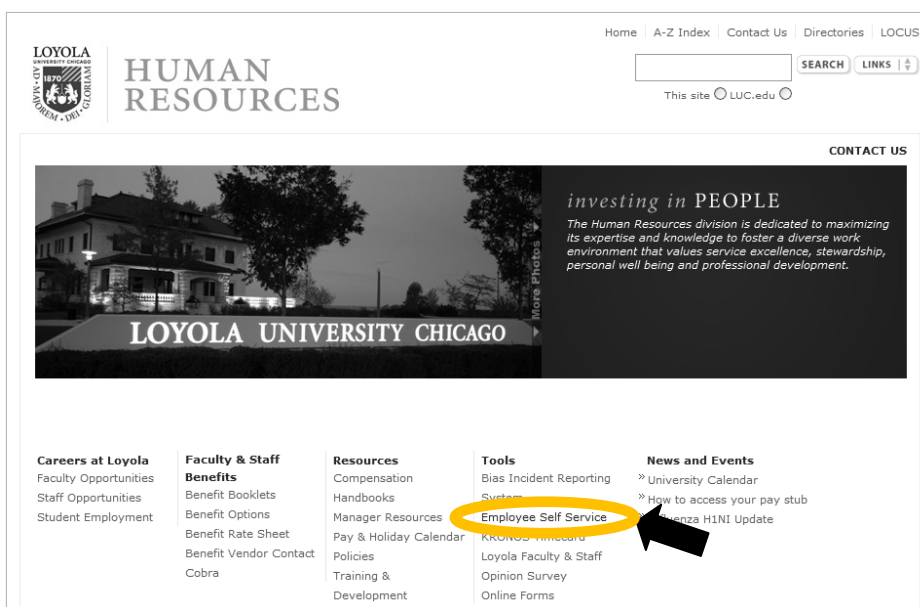
Go to the start menu on your computer and select Loyola Software → Administrative Applications → Lawson Portal. Login using your Network ID and Password. Select Employee Self-Service from the left navigation bar for a menu of options.



OR

### Accessing Lawson Employee Self Service from the Human resources web page

You may also access employee self service via the Human Resources web page at: [www.luc.edu/hr](http://www.luc.edu/hr). Login using your Network ID and Password. Select Employee Self-Service from the left navigation bar for a menu of options.



\*You must use Internet Explorer to access Employee Self Service.

\*To access Employee Self Service off campus you will need a Virtual Private Network (VPN) account. To obtain a VPN account, contact the Technology Support Center at 4-4444 or 773-508-7190

## Lawson Employee Self Service Informational Sheet

### Functions of Employee Self Service

- **View/Print your Direct Deposit Information.** From the *employee self service* menu select *Pay* → *Pay Checks*. Pay information is sorted by payment date, select a specific payment date to access detailed pay information. All payments from the past year are available to view/print.
- **Payment Modeling.** From the *employee self service* menu select *Pay* → *Payment Modeling*. This function allows you to simulate changes to your wages, taxes and deductions to calculate the effects on your pay.
- **View your Year to Date Income.** From the *employee self service* menu select *Pay* → *Year to Date*. This option allows you to view your year to date pay, tax and deduction information.
- **View your Leave Balances.** From the *employee self service* menu select *Personal Information* → *Leave Balances*. This option allows you to view your paid time off accruals.
- **View/Update your Beneficiary Information.** From the *employee self service* menu select *Benefits* → *Beneficiary*. This option allows you to add, change and view your beneficiary information.
- **View/edit your Dependent Information.** From the *employee self service* menu select *Personal Information* → *Dependents*. This option allows you to add, edit and view your dependent information.

**For questions please contact Human Resources at 312-915-6715**