Lawson ESS & RQC Information Sheet

Open any browser and go to https://lawson.luc.edu

Use your Loyola User ID and password to login.

Once logged in, click on the Lawson icon.

Click on the Login Button

Employee Self-Service

Employee Self Service can be accessed by selecting:

Bookmarks > Employee Self Service

Select from the following options:
  - Benefits
  - Change of Address
  - Dependents
  - Leave Balances
  - Pay

Requisition Center

The Requisition Center be accessed by selecting:

Bookmarks > Requisition Center

Select from the following options:
  - Status
  - Shopping
  - Approvals
  - Receiving