Lawson Employee Self-Service Information Sheet

Accessing Lawson Employee Self-Service:

- To access Employee Self-Service, open any browser and go to https://lawson.luc.edu
- OR from the Loyola homepage at http://www.luc.edu, select “Links” located in the upper right hand of the page and select “Employee Self-Service” from the drop-down menu
- Use your Loyola User ID and password to login
- Employee Self-Service can be accessed by selecting: Bookmarks > Employee Self-Service

Please remember that you must be connected to Loyola’s network, either on campus or via Loyola Secure Access (LSA). To request LSA, please visit http://luc.edu/uiso/resources/lsa.shtml. Any questions regarding LSA should be directed to the ITS Help Desk at 8-4ITS or 773-508-4ITS.

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

Functions of Employee Self-Service

- New Hire & Annual Benefit Enrollments: From the employee self service menu select Benefits → New Hire Enrollment or Annual Enrollment. New hires may select to enroll in benefits within the first 31 days from adjusted hire date.

- View and Print your Pay Stubs: From the employee self service menu select Pay → Pay Checks and select whichever pay date you need. If you need to print a paystub, click on the “Printable Pay Stub” link within that specific pay date, and a new window will open with a printable version of your pay stub.
• **View your Leave Balances:** From the *employee self service* menu select *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 for life insurance only.

• **View/edit your Dependent Information:** From the *employee self service* menu select *Benefits → Dependents*. This option allows you to add, edit and view your dependent information.

• **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.

• **Change your Address.** From the *employee self service* menu, select *Change of Address*. Input your new address and click “update.”

• **Elect to Receive your W-2 & 1095-C Tax Forms Electronically:** From the *employee self service* menu, click on *Pay → W-2s/1095-C → Authorization Required*. Continue through the instructions to consent to receiving your W-2 and 1095-C forms in an electronic format. Once consent is given for each form it carries forward each year and does not need to be repeated.

**Lawson Employee Self-Service FAQs**

**Why is Employee Self-Service non-responsive?**
If you experience “blank screens” when accessing Lawson you will need to clear Internet Explorer of certain cache and history. Instructions for correcting this issue including a screen image of which options to choose can be found on the Information Technologies page: [http://luc.edu/its/lawson-support.shtml](http://luc.edu/its/lawson-support.shtml).

For questions, please contact Human Resources at 312-915-6175