

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:

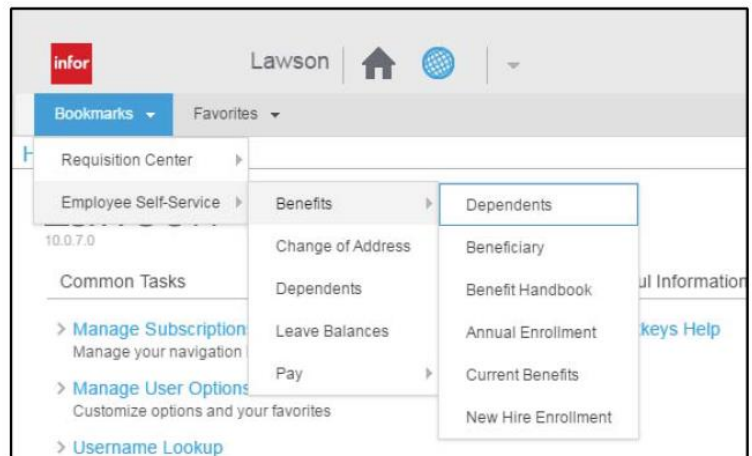
Benefits

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>.

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