Your Information...at Your Service EMPLOYEE SELF SERVICE (ESS)

Employee Self Service allows you to view and update your employment information.

- View current benefits, paychecks and paid time off balances online. Paychecks can be viewed on Wednesday prior to the Friday deposit.
 - Direct Deposit pay stubs are provided electronically. Pay stub information will be maintained in ESS for 2 years. If you choose to print a pay stub, it can be printed from Employee Self Service if the computer is connected to a printer.
- <u>It is your responsibility to review and maintain your demographic information</u> including address, W-4 tax withholding, work/home telephone numbers, and emergency contact information.
- Self service provides an easy way to maintain education, certifications and professional organizations. Methodist and Women's nurses also have an area for the collection of professional activities for Magnet reporting purposes.

HOW TO LOG IN TO EMPLOYEE SELF SERVICE FROM WORK

(Tips to Navigate and How to Access from Home instructions are provided on the back page)

- 1. Resource contact the IT Service Desk at 402-354-2280 if you do not know your network user name/password or you require assistance accessing the mhsintranet or Lawson Self Service.
- 2. Reference the image below. From the *mhsintranet* Home Page left menu bar under **SYSTEM SHORTCUTS** (*you may have to scroll down to see the System Shortcuts section*), hover your cursor over Lawson, then select Lawson Login.
- 3. From the Lawson Login screen, enter your network user name and password (provided to you upon hire). If you receive a Sign In nmhsprd.cloud.infor.com screen before the Lawson screen, simply select Continue to Sign in.
- 4. In Lawson, select Bookmarks from the upper left side (under the red infor logo) then hover over Employee Self Service and the Topic (such as Pay) then select (click) the bookmark you choose.
- 5. Review, update and maintain your data. Tips to navigate the system are provided on the back.



RESOURCES TO ASSIST YOU

- Information is provided on each Employee Self Service screen; please take time to read it.
- An Instruction Manual is provided under Bookmarks/Employee Self Service. Utilize the manual for instructions on how to update information using ESS.
- Human Resources is also available to assist you with Employee Self Service from 8 a.m. to 4:30 p.m. Monday through Friday by calling us at 402-354-2200.

EMPLOYEE SELF SERVICE NAVIGATION TIPS

- Your pay and demographic information is accessible with your sign in information. Please safeguard your sign in information as well as logout of ESS whenever you will be away and/or are finished; Logout is located in the upper right corner. Reference the image below.
- o It is recommended to use the navigation buttons (continue, next, back) or select another bookmark item rather than using the internet back arrow especially while updating information.



- Menu Options (Bookmarks): Are located on the top left under the red infor logo. If you are not able to see options listed under the primary bookmark, contact the IT Service Desk.
- o Selecting the Home tab will bring you back to the primary self-service screen.
- o To view information further down on a screen, use the scroll bar on the right (if one is present).
- When 'updating' information, provide the system with a few seconds to perform the function after selecting Update. You are updating directly into the HR system and this can take a few seconds. Continuing to click on the Update button will only slow the system further.

TO ACCESS EMPLOYEE SELF SERVICE FROM HOME

- To access Employee Self Service, mhsintranet or HCS Performance Manager from home, you will need to access the Employee Portal with your network user name and password using Two Factor Authentication and the downloaded Citrix Receiver application to your home computer. Citrix and Two Factor Authentication allow access to these systems in a secure manner.
- 2) NOTE: The Two Factor Authentication initial set up must be performed from your work location. Step-by-step instructions are located under mhsintranet/Quick links (left menu)/I.T. Service Desk/IT Service Desk/Manage your two-factor accounts portal. A link to the 'Manage your Two Factor (pdf)' document is also provided below. You can type (or copy and paste) the link into your URL (Internet Search).

http://www.bestcare.org/uploads/pdfs/2016-two-factor-accounts-portal.pdf

- Complete instructions and how to download the Citrix Receiver application to your home computer are provided at <u>https://www.bestcare.org/for-employees/</u> then select Accessing mhsintranet from Home.
- 4) For assistance with home access, contact the IT Service Desk at (402) 354-2280.