

---

## 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.
- **It is your responsibility to review and maintain your demographic information** 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.

