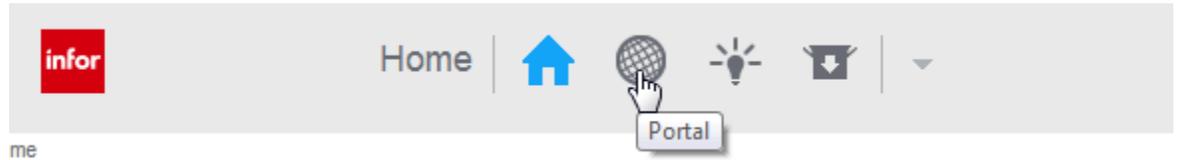
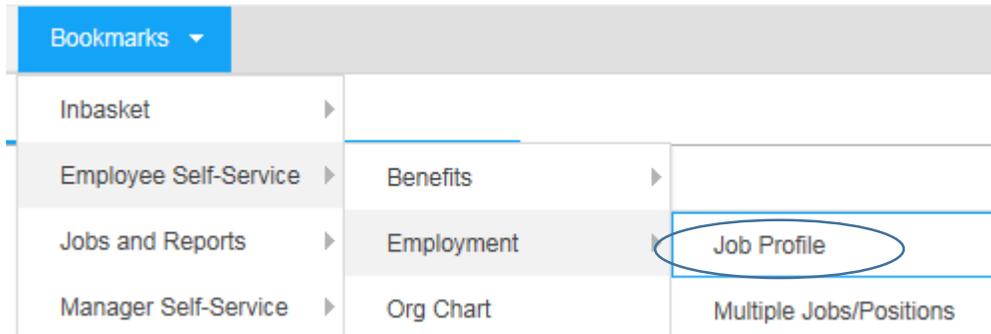


LAWSON – How to access your date of hire

- Log into Employee Self-Service (link from EvanNet or Current Employee Self-Service (Lawson) link from www.evanhospital.com/family) using your system log in.
- Click on the Globe in the upper left hand corner of the page.

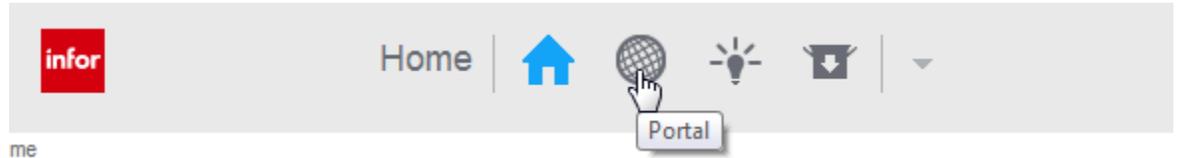


- Click on Bookmarks and select Employee Self Service/Employment/Job Profile.

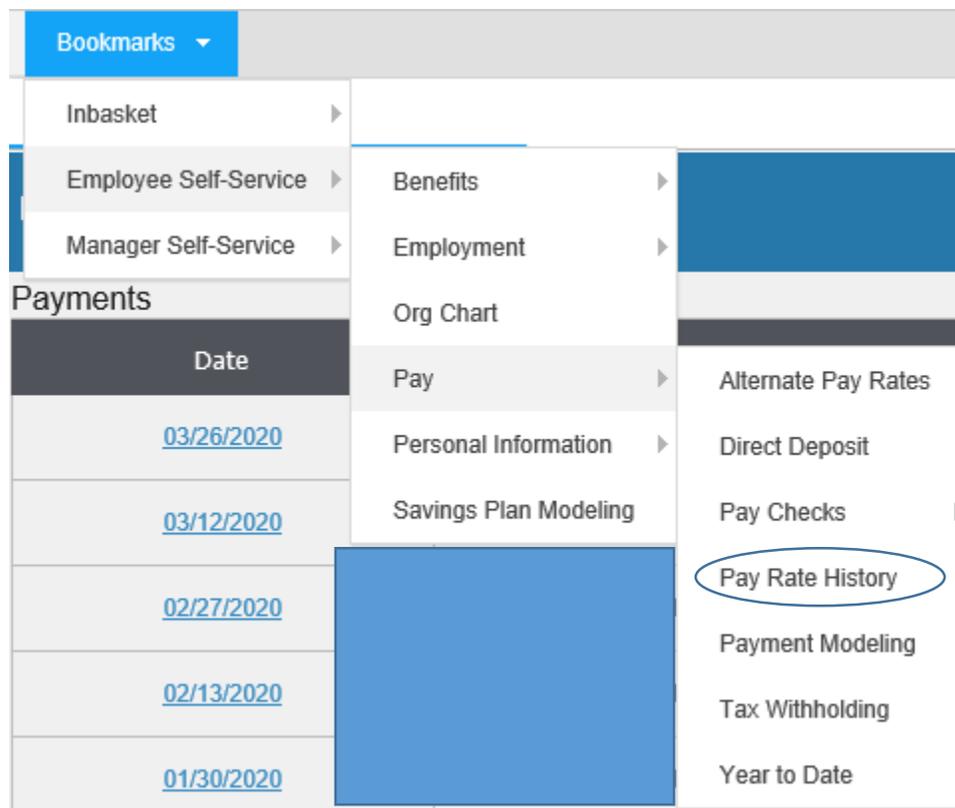


LAWSON – How to Get Your Rate of Pay

- Log into Employee Self-Service (link from EvanNet or Current Employee Self-Service (Lawson) link from www.evanhospital.com/family) using your system log in.
- Click on the Globe in the upper left hand corner of the page.



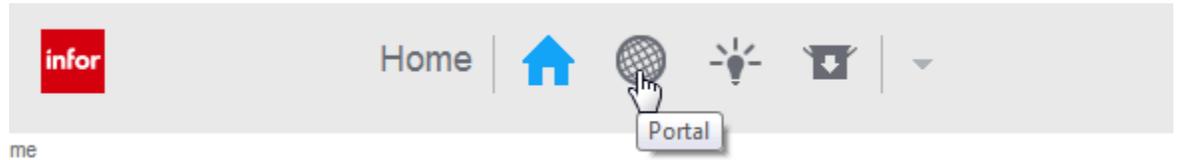
- Click on Bookmarks and select Employee Self Service/Pay/Pay Rate History.



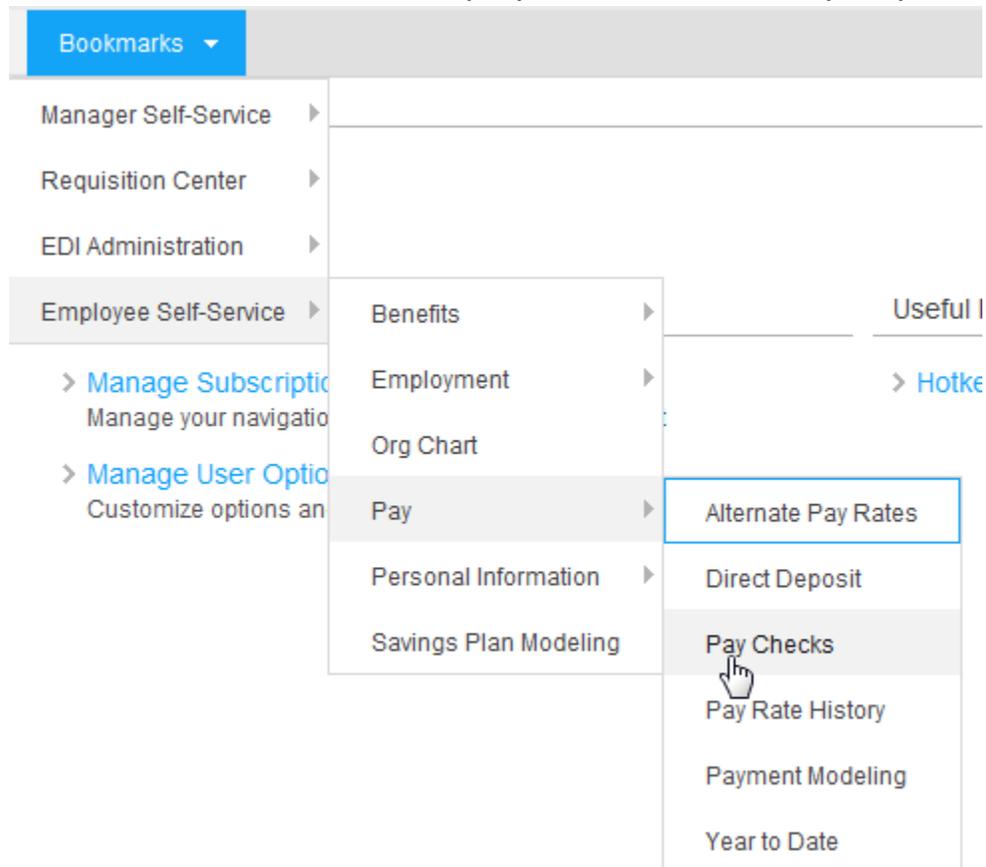
- The date will default to the day you are checking your history. Select Continue. Your current hourly pay rate will be at the top.

LAWSON – How to Get Your Pay Stub

- Log into Employee Self-Service (link from EvanNet or Current Employee Self-Service (Lawson) link from www.evanhospital.com/family) using your system log in.
- Click on the Globe in the upper left hand corner of the page.



- Click on Bookmarks and select Employee Self Service/Pay/Pay Checks.



- You will be able to view all your pay checks back one year. Here is where you will want to go to print all pay stubs. You click on the date and it will open up the information on the check.
- To print the check, click on the Printable Pay Stub link that opens under the Summary. A new window will open and you will select Print from the upper righthand corner.