LAWSON – How to access your date of hire

- Log into Employee Self-Service (link from EvanNet or Current Employee Self-Service (Lawson) link from <u>www.evanhospital.com/family</u>) 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.

Bookmarks 👻		
Inbasket	•	
Employee Self-Service	Benefits	•
Jobs and Reports	Employment	Job Profile
Manager Self-Service	Org Chart	Multiple Jobs/Positions

LAWSON – How to Get Your Rate of Pay

- Log into Employee Self-Service (link from EvanNet or Current Employee Self-Service (Lawson) link from <u>www.evanhospital.com/family</u>) 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.

	Bookmarks 👻				
	Inbasket	Þ			
	Employee Self-Service	Þ	Benefits	Þ	
	Manager Self-Service	Þ	Employment	Þ	
Payments			Org Chart		
	Date		Pay	Þ	Alternate Pay Rates
	03/26/2020		Personal Information	Þ	Direct Deposit
	03/12/2020		Savings Plan Modeling		Pay Checks
<u>02/27/2020</u>			· ·		Pay Rate History
					Payment Modeling
	02/13/2020				Tax Withholding
	<u>01/30/2020</u>				Year to Date

• 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 <u>www.evanhospital.com/family</u>) 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.

Bookmarks 👻				
Manager Self-Service				
Requisition Center				
EDI Administration				
Employee Self-Service 🕨	Benefits	•	Usefu	
> Manage Subscriptic	Employment	•	> Hot	ke
Manage your navigatio	Org Chart			
Customize options an	Pay	►	Alternate Pay Rates	
	Personal Information	►	Direct Deposit	
	Savings Plan Modeling		Pay Checks	
			Pay Rate History	
			Payment Modeling	
			Year to Date	

- 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.