Accessing Lawson Self-Services
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Lawson Self-Service Access

Access from a Work Computer

• Open Summa@Work and on the main page, click Applications and then Lawson. You can also access Lawson through the Popular Links on the homepage. (See Figure 1)

• You will be directed to the Lawson Sign In Page.

Access from Your Home Computer

• Open an internet web browser and type in the website address: summahealth.org/employeeremote.

• When the webpage opens, click Lawson – Employee Self Service under Employee Remote. (See Figure 2)

• You will be directed to the Lawson Sign In page.

• Log in using your Lawson credentials.

• Select the Self-Service module you would like from the Bookmarks listing. (See Figure 3)

Access for Terminated Employees

• Employees maintain access for a year after their termination date.

• Open an internet web browser and type in the website address: summahealth.org/employeeremote.

• When the webpage opens, click Lawson – Employee Self Service under Employee Remote.

• You will be directed to the Lawson Sign In page.

• Log in using your Lawson credentials.

• Select the Self-Service module you would like from the Bookmarks listing. (See Figure 3)

Computer kiosks are available to employees at all Summa Health Campus locations.

Don’t remember your login?

If you do not know your password for this login option you will need to call the Summa Health Computer Support Desk at 234.312.2222 to have your password reset.
Signing into Lawson

On the Lawson Login screen, make sure `sso.summahealth.org` appears in the drop-down box; then click **Continue to Sign In** to enter your personal Lawson User ID and Password. (See Figure 1)

On the Sign In screen, enter your Lawson User ID and Password. Your User ID is your employee number. For example, if your employee number is 99999, you would type “99999@summahealth.org”. Click **Sign In** to enter the Lawson system. (See Figure 2)

**NOTE:** If you are a Lawson requester, approver, manager, or executive staff, you already have an activated Lawson Account & Password. Login with your network account and password. For example, `smithj@summahealth.org` then click **Sign In** to enter the Lawson system.

Switching between modules without logging out

After you complete each self-service task, do not log out from the respective window. Instead, go back to the original Mingle Tab and select another Self-Service module. The window that opens will update to the new module. This will help prevent having to log in to Lawson each time to take on a new self-service task.

Once you complete your final task in Self-Service you will have to log out of the respective module to close it.

Accessing your pay remittances

**Select Pay Remittances**

- This will bring you to the Pay Checks window where you will see a list of your Payments listed in reverse chronological order with the most recent check on the top. You can use the scroll bar in the Payments listing to see prior payments not viewable without scrolling.
- Click on the blue date to open up the details of a specific check.
- The Wages/Earnings will show on the left of the screen and opens up a Summary screen under the Payments listing.

**Printing your pay stub**

- To print your pay remittance click on the **Printable Pay Stub** blue hyperlink in the Summary screen under the Payments listing (in the lower left position of the screen).
- Clicking on the **Printable Pay Stub** hyperlink will open up a new window, which will show a Print button on the upper right corner. Select the Print button to print your pay stub.

**Logging out from the Pay Remittances screen**

- Select the gray X at the top right of the Pay Checks window.
Updating your direct deposit

You will need your bank routing and account numbers ready.

Select **Direct Deposit**

This brings up the Direct Deposit window that allows you to update your direct deposit selections. You will see your current bank selections listed.

**Note:** It is important that you add your new account before closing the existing accounts. Summa Health has a policy requiring direct deposits of bank accounts. **Deleting all bank accounts will cause a delay in receiving your paycheck.**

When you make any change to your direct deposit settings you will receive an email from noreply-cloudnotification@infor.com confirming the Direct Deposit information. Additionally, the Payroll Department will send you a follow up email, or call you or your supervisor, if you do not have email, confirming that it was you who made the change.

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**Adding a new bank account**

- Select the **Add** button on the left side of the Direct Deposit screen. This will bring up the Authorization for you to acknowledge. *(See Figure 2)*
- When you click on the circle next to “I agree with this statement” it will launch the **Add Account** Screen. *(See Figure 3)*
- The number of direct deposit accounts you may have active at one time is stated on the top of the screen. If you reach the maximum, you must close an account before opening another one.
- Each cell to consider for input is described below. A red Asterisk (*) indicates a required field. *(See Figure 4)*

**Bank Cell**

Use the Bank cell search icon to search for a bank name that already exists in Lawson. Use the search icon to search for your routing number. Type in your routing number then select the **Filter** button. The bank name will appear in the search window, as illustrated in the example to the right. Click on the blue bank name and it will populate the Bank Cell and the Routing Number Cell. *(See Figure 5)*

**Tip:** Your bank routing number is the nine-digit code that’s based on the U.S. Bank location where your account was opened. It’s the first set of numbers printed on the bottom of your checks, on the left side.
Effective Date Cell
Changes made on this screen may or may not be reflected on your next paycheck, depending on your payroll cutoff. That is, if you update a direct deposit account the day before payday, it is unlikely that your change will appear on your paycheck until the following payroll cycle. (See Figure 1)

Description Cell
• In the Description Cell type in the words “Checking” or “Savings”, depending on which account type you are adding. The Description you add will identify this account on your paycheck stub. (See Figure 2)
• Select the Account Type by clicking in the circular Cell to the left of the Account Type. (See Figure 3)

Tip: The Account Type is an important selection. If the Account Type you enter is incorrect this could cause a delay in you receiving your paycheck.

Flat Amount or Percent of Net Cells (See Figure 4)
• Flat Amount Cell input: If you would like a flat dollar amount to be deposited from your pay in to the account you are adding, enter the flat dollar amount.
• Percent of Net Cell input: If you would like a percent of your net to be deposited in to the account you are adding, enter the percent.
• An amount or percent is a required field even though it is not marked as such. If you leave it blank you will get an error.

Routing Number Account Number Cells
• Routing Number Cell input: The Routing Number Cell should have been populated from the Bank Cell. If the Bank you are using was not available in the Bank Cell search you can type in your Routing Number using the Routing Number Cell. (See Figure 5)

• Account Number cell input: Enter the account number for the account you are adding.

Tip: Your account number (usually 10-12 digits) is specific to your personal bank account. It’s the second set of numbers printed on the bottom of your checks, just to the right of the bank routing number. You can also find your account number on your monthly bank statement.

Once all required Cells are input select the Update button to submit your changes. The new account will now be displayed in the Accounts list at the top of the screen.

To stop an existing account from receiving net pay, Close Account
• To remove an existing account log in to the Direct Deposit screen, as illustrated above. Select the Close Account hyperlink on the far right side of the bank account you wish to close.
• A Dialog Box will appear confirming that you wish to close the account. Select the OK button if you wish to continue.

Caution: Do not exit if you have closed all of your accounts. The system will allow you to close all of your accounts and this will delay you receiving your paycheck. You will also receive an email warning if you closed all of your accounts. It is Summa Health’s policy for paychecks to be deposited by direct deposit.
Changing your Default Account

A default account is the bank account that any extra pay you receive will be deposited (pay that has not been designated for a specific bank account). The system requires that it be designated as 100% (that is, 100% of anything that is left after all other deposits have been made).

Default Example (Full Auto Deposit)

For example, you have set up two accounts: A checking account and a savings account. You have determined that your checking account will be your default account. If your net pay is $1,000, and you deposit $50 into your savings account, the amount deposited into your checking (default) account is $950.

If for some reason you should receive $100 of additional pay (bonus/commissions/overtime), your net pay would be $1,100. Fifty dollars would go to your savings account and $1,050 would be deposited into your checking account because the default account takes 100% of the remaining balance.

• To select a new Default account, choose the Select New Default button. Click on the circular cells to the far left of the account to select an account as your new Default.

• The bottom of the screen will display a Detail section showing options to set up for your default account. Make your selections then select the Update button. Carefully review any Dialog box for Warnings displayed during entry. (See Figure 1)

Changing an existing bank account

To change an existing account set up click on the blue hyperlink Account number in the Direct Deposit Accounts listing.

• The bottom of the screen will display a Detail section showing options to update your bank account. (See Figure 2)

• Make your selections then select the Update button to submit your changes.

• Carefully review any Dialog box for Warnings displayed during entry.

Deposit Sequence

Deposits are made into your accounts in the order in which you enter them into the system, except for your default account. Your default account is always deposited last. However, you have the ability to redefine the deposit sequence, but the default account will always be deposited last. Select the reorder button to change the order. Selecting the sequence to the right of each account and hit apply button to accept changes.

Logging out from the Direct Deposit screen

• Select the gray X at the top right of the Direct Deposit window to log out.
Updating your tax withholdings

Select **Tax Withholding**

This brings up the Tax Withholding window that allows you to select Federal Withholding Tax or Ohio Withholding Tax. A City Tax option may also display, but city tax is withheld at a flat rate based on your work location and cannot be changed. This window, as seen in **Figure 1**, also shows you what your current set up is for Federal and state withholding.

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**Federal Withholding Tax**

- To change your Federal Withholding Tax select the arrow to the left of the words Federal Withholding Tax. *(See Figure 1)*
- This brings up an image of the Form W-4 for you to key in as you would normally fill out the paper form. For instructions for the Form W-4 select the **W-4 Instructions** hyperlink at the bottom right corner next to the Print button. *(See Figure 2)*
- Your Name, last four digits of your social security number and address will default from the Lawson set up. Your current status will show up on box 3 and box 5.
- Change box 3 if you want to change your marital status for withholding purposes by clicking on the circle next to the status you want to select. *(See Figure 3)*
- Use box 5 to update your number of exemptions using the pull down arrow. **Note:** The maximum number of exemptions allowed by Lawson is 99.
- Use box 6 to add an additional amount if you would like to withhold extra. If you do not want additional withholding, leave box 6 blank.
- Line 7 to line 10 are not filled out in self-service.
- Once selections are made, you can select Print to print a copy of your W-4 and then **Continue**, to submit the form.
- When you select Continue a Dialog box will appear that replaces your written signature. *(See Figure 4)*
- **Review the Dialog box carefully** and select **Update** to authorize the withholding changes you entered. This is the electronic signature that replaces your physical signature on the Form W-4.
- Selecting **Update** brings you back to the Tax Withholding Deductions screen where you can verify your changes were accepted.
- The IRS has a Withholding Calculator tool you can use to determine if additional withholding is advisable at irs.gov/individuals/irs-withholding-calculator

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**Figure 1**

<table>
<thead>
<tr>
<th>Tax Withholding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductions</td>
</tr>
<tr>
<td>Federal Withholding Tax</td>
</tr>
<tr>
<td>Ohio Withholding Tax</td>
</tr>
<tr>
<td>Akron City Tax</td>
</tr>
</tbody>
</table>

**Figure 2**

**Figure 3**

**Figure 4**

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**Note:** The Model button shown will allow you to see the net effect of your withholding change on your pay. See the instructions for **Payment Modeling** for further information about Modeling. Use the Back button to return to the Tax Withholding window.
Ohio Withholding Tax

- To change your Ohio Withholding Tax select the arrow to the left of the words Ohio Withholding Tax.

- This opens the Ohio Withholding Tax screen. The Residency selection should default and be kept as Resident. (See Figure 1)

Note: Pennsylvania residents will show PA Tax Withholding screens rather than Ohio.

- Select your Status: Use the pull down menu to update your status

- Exemptions: Enter the number of exemptions in the Exemptions box.

- Additional Amount: Enter additional withholding if desired.

- Once all selections are made, hit the Continue button. To cancel the change hit the Back button.

- Selecting Continue brings up a Dialog box. (See Figure 2)

  Review the Dialog box carefully and select Update to authorize the withholding changes you entered. This is the electronic signature that replaces your physical signature on the State Witholding form.

- Selecting Update brings you back to the Tax Withholding Deductions screen where you can verify your changes were accepted.

Note: A lock out period may be in place that is designed to not allow updates just before and during payroll processing. If you attempt to change your withholding during the lockout period you will receive the following message (See Figure 3)

Logging out from the Tax Withholding screen

- Select the gray X at the top right of the Direct Tax Withholding window to log out.

Note: Ohio law prohibits the use of excessive exemptions. Under Ohio law, an employee can only claim his/her natural dependents. This includes one exemption each for the employee, his/her spouse, and each dependent. Dependents are the same as defined in the Internal Revenue Code and as claimed on the taxpayer’s properly completed federal income tax return for the tax year, or which the taxpayer would have been permitted to claim has he/she filed such a return.
Accessing payment modeling

What is Payment Modeling?
Employees can hypothetically calculate new net or gross payments based on changes to pay rate, tax exemptions or other variables.

Examples of when to use Payment Modeling:
1. Modeling can be used to show what happens to your net pay if you contribute to the FSA program, which is an Internal Revenue Code Section 125 deduction allowed before taxes are calculated for your pay.
2. Modeling can also be used to determine the impact of 403(b) contribution changes.
3. Another task that payment modeling could be used for is to show what happens to your net pay and Federal tax withholding if you change your W-4 elections.

Select Payment Modeling
- This brings up the Payment Modeling window.
- The Calculator section (left side) will initially be populated by the information currently in the payroll system for your current employee file. The Results section (right side) shows the results. The Results side should initially tie to your current pay stub.

Required input, in addition to other changes you are modeling (See Figure 1)
- County – Always leave blank
- City – Always fill in the city of your primary work location.
  - Note: If you work in more than one city payment modeling will not be able to handle more than one city in the calculation so it will only be an estimate of your pay but not actual.
- School – Enter School district only if you live in a school district that charges an income tax.

Note: Some employees will see a small difference for the effects of GTL, group term life, imputing, if they receive the taxable fringe benefit for Group Term Life insurance policy and the coverage exceeds $50,000. This benefit is provided by Summa Health to full-time management level only. This should not affect your ability to use payment modeling.

- Update the cells on the left Calculator screen then scroll to the bottom and click on the Calculate button to see how the Results screen changes for the items you are modeling.
- The Get Current Data button at the bottom of the
Calculate screen will reset to your current employee file information.

• The Clear button will clear all data from the Calculation side of the screen.

**Note:** on the Calculator side of the screen the following items are covered under Internal Revenue Code Section 125: Medical (employee), Dental, Vision, LTD Buy-Up, Medical FSA and Dependent Care FSA.

**Lock Out Period**

• A lock out period is in place that will not allow updates just before and during payroll processing. If you attempt to make changes during the lockout period you will receive a message *(See Figure 1)*

**Logging out from the Payment Modeling Screen**

• Select the gray X at the top right of the Payment Modeling window to log out.