

Instructions to Navigate Lawson Employee Self Service (ESS)

Enter your user name and password in the upper right corner on the St. Luke's homepage.

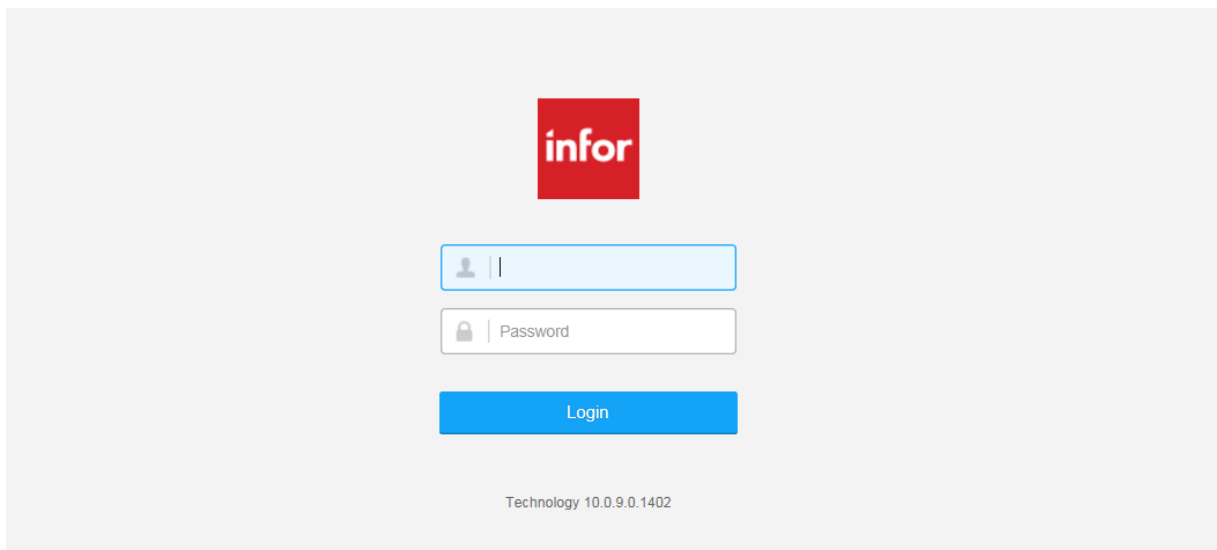
The screenshot shows the St. Luke's Hospital homepage. At the top is a navigation bar with links: Home, Quick Links, Forms, Clinical, Education, Departments, and Help. Below this is the St. Luke's Hospital logo and a search bar labeled "Search Intranet" with radio buttons for Intranet, People, and Google. To the right of the search bar is a login section with fields for "User ID:" and "Password:", a "Login" button, and a weather widget showing "45.9°F". Below the search bar is a secondary navigation bar with links: Citrix, News, Classes & Events, CPOE, and Job Openings. The main content area features a large graphic with the text "Are YOU ready to make a change? Apply today- space is limited!" and a word cloud containing terms like "FITNESS", "HEALTH", "DIET", "VEGETABLES", "LIFE", "ACTIVITY", "WEIGHT", "EATING", "SPORT", "FRESHNESS", "LIFESTYLE", "ENERGY", "HEALTHY", "SPO", "LI", "DIET", "FITNESS", "LIFE", "VEGETABLES", "EATING", "SPORT", "FRESHNESS", "LIFESTYLE", "ENERGY", "HEALTHY", "SPO", "LI". Below the graphic is a section titled "Personal Health Coaching" with the text "Changing behaviors, beliefs and attitudes is challenging, but done right, you can reach your goals and transform your life." and a row of five small images: "Health Coaching 2/14", "Heart Healthy", "Nursing Excellence", "Happy Doctors' Day", and "Heart Walk Teams". On the right side of the page is a "Quick Links" sidebar with tabs for "SLAM", "HR", and "Materials & Guides". The "HR" tab is selected, showing a list of links: Ascom Paging, Citrix, Email (Webmail), ISMP, Litt Drug Eruption & Reaction Data, Micromedex Solutions, Nurse Call - Responder5, Phone Book, Quantros Occurrence Reports, RL6 Solutions Feedback, Staples Advantage, The Patient Channel Neighborhood, Updates, and "LAWSON".

Look for the Quick Links on the right side of the screen. Under the HR tab is a Lawson (Employee Self Service)

Click on this link.

The screenshot shows the St. Luke's Workplace Health page. At the top is a navigation bar with links: Home, Quick Links, Forms, Clinical, Education, Departments, SLH Connect, Infor Lawson Employee Self Service, and Help. Below this is the St. Luke's Hospital logo and a search bar labeled "Search Intranet" with radio buttons for Intranet, People, and Google. To the right of the search bar is a user profile icon and a weather widget showing "59.9°F". Below the search bar is a secondary navigation bar with links: Citrix, News, Classes & Events, CPOE, and Job Openings. The main content area features a large graphic with the text "St. Luke's WORKPLACE HEALTH" and a section titled "Announcing St. Luke's Workplace Health Important Employee Information". On the right side of the page is a "Quick Links" sidebar with tabs for "SLAM", "HR", and "Materials & Guides". The "HR" tab is selected, showing a list of links: Benefits, HR Contacts, Job Openings, Evaluation Form, Organization Policies, Lawson (Employee Self Service), St. Luke's Spiritwear, FMLA/LOA, All HR Forms, Benefit Providers' Website Links, and OneCommunity. A red arrow points from the "Lawson (Employee Self Service)" link in the sidebar to the "Infor Lawson Employee Self Service" link in the top navigation bar.

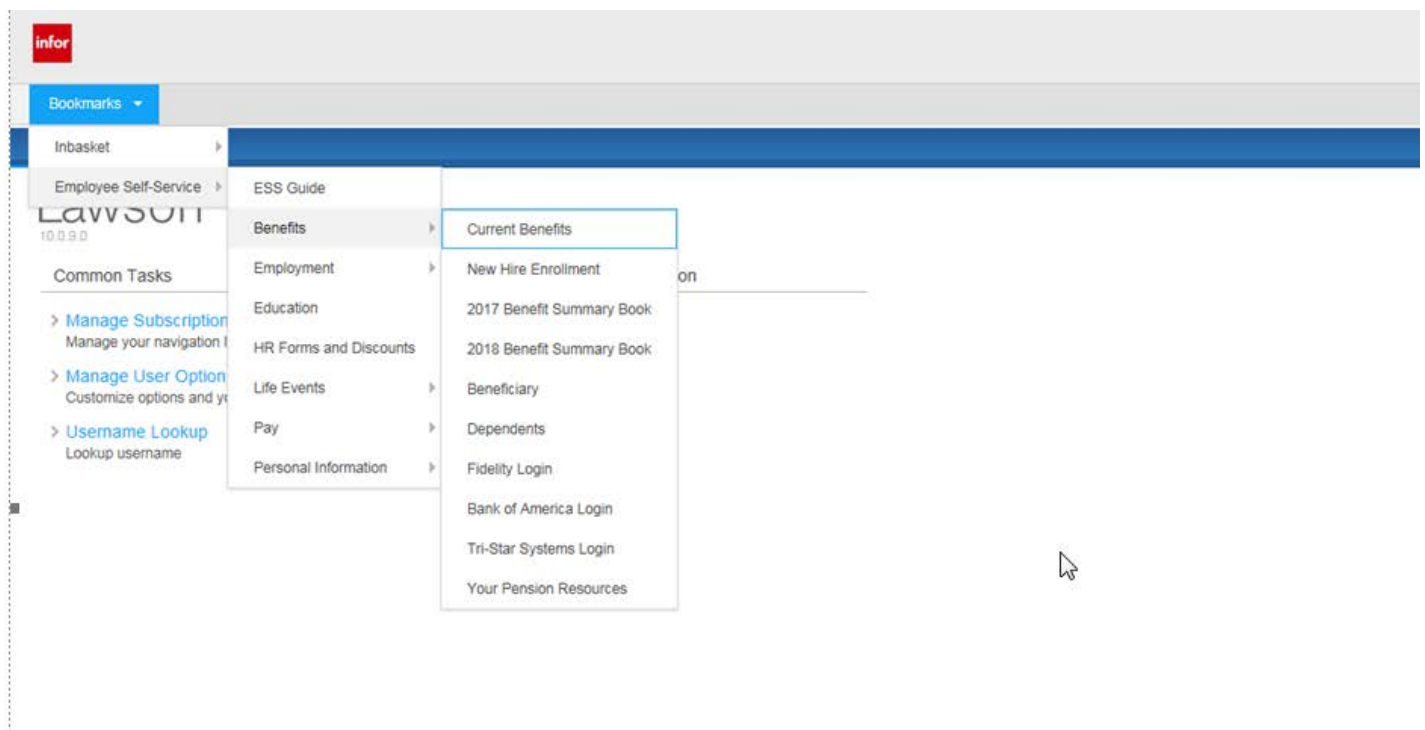
Log in again to Lawson using same username and password.



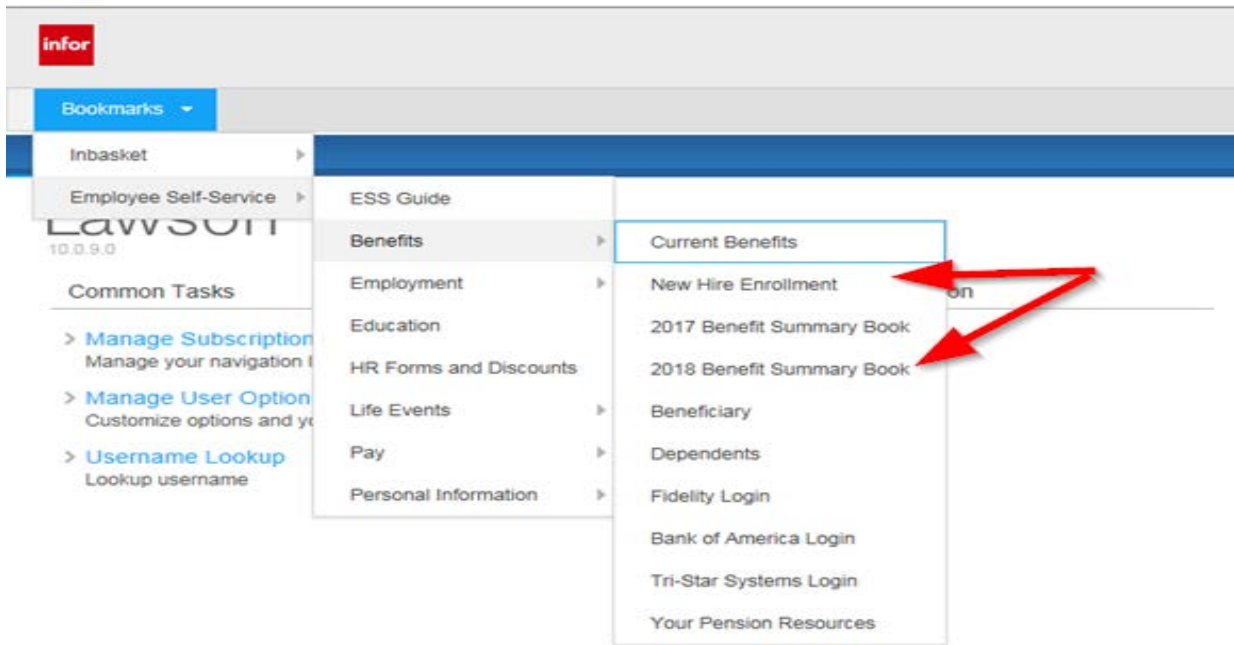
The image shows the Lawson login page. At the top center is the red 'infor' logo. Below it are two input fields: the first for a username (with a person icon) and the second for a password (with a lock icon). A blue 'Login' button is positioned below the password field. At the bottom center, the text 'Technology 10.0.9.0.1402' is displayed.

Use the Bookmarks on the left side of the screen, hover your mouse over each option to bring up additional choices.

See the example below



To navigate to New Hire Enrollment. Bookmarks>Benefits>Current Benefits> New Hire Enrollment. You may also review the 2018 Benefit Summary Book in this location.



PLEASE NOTE: If enrolling dependents, you must enter dependent information first before enrolling yourself

[New Hire Enrollment](#)

Welcome to New Hire Enrollment

Welcome to St Luke's Hospital!

During your initial thirty days of employment, you have the opportunity to enroll in a number of benefits as a new employee who has been hired into a benefit-eligible position. On the next few pages there will be a number of prompts to assist you in making your benefit elections. All premiums listed are monthly totals for the costs associated with benefits you are electing.

Please be aware if you are enrolling dependents, you will need to provide marriage certificate and birth certificates in order to complete your enrollment. You will not be signed up for the benefits selected until you provide that information to the Benefits Office in Human Resources, 2nd floor, South Medical Office Building (SMOB) Ste. 230. Also, if you have questions regarding the benefit plans or make any changes to your employment status in the future, such as hours worked, please read the Benefit Summary Booklet to determine coverage or eligibility requirements.

If you have any questions regarding benefit elections or coverage, please contact JoAnn Mathews at 314-205-6726 or Pamela Spillman at 314-205-6727.

[Continue](#)

To add dependent information, click the ADD button, fill out all required information and click the UPDATE button. If not enrolling dependents, click the CONTINUE button.

[New Hire Enrollment](#)

Current Dependents

The system did not find a record of your dependents. In order to enroll your dependents in benefits, they must be listed here. If you have dependents to enroll, please add them now using the "Add" button. To continue with enrollment when done, click "Continue".

To add a dependent, click on the Add button.

[Add](#) [Continue](#)

Detail

[Main](#) [Address](#)

*Required fields are indicated

First Name*

Middle Initial

Last Name*

Name Suffix

Birth Date* MM/DD/YYYY

If Adopted, Date MM/DD/YYYY

If Adopted, Placement Date MM/DD/YYYY

Social Number

Type*

Relationship*

Address*

Primary Care Physician

Spouse has other health coverage available

Gender*

Student No

Disabled No

Smoker No

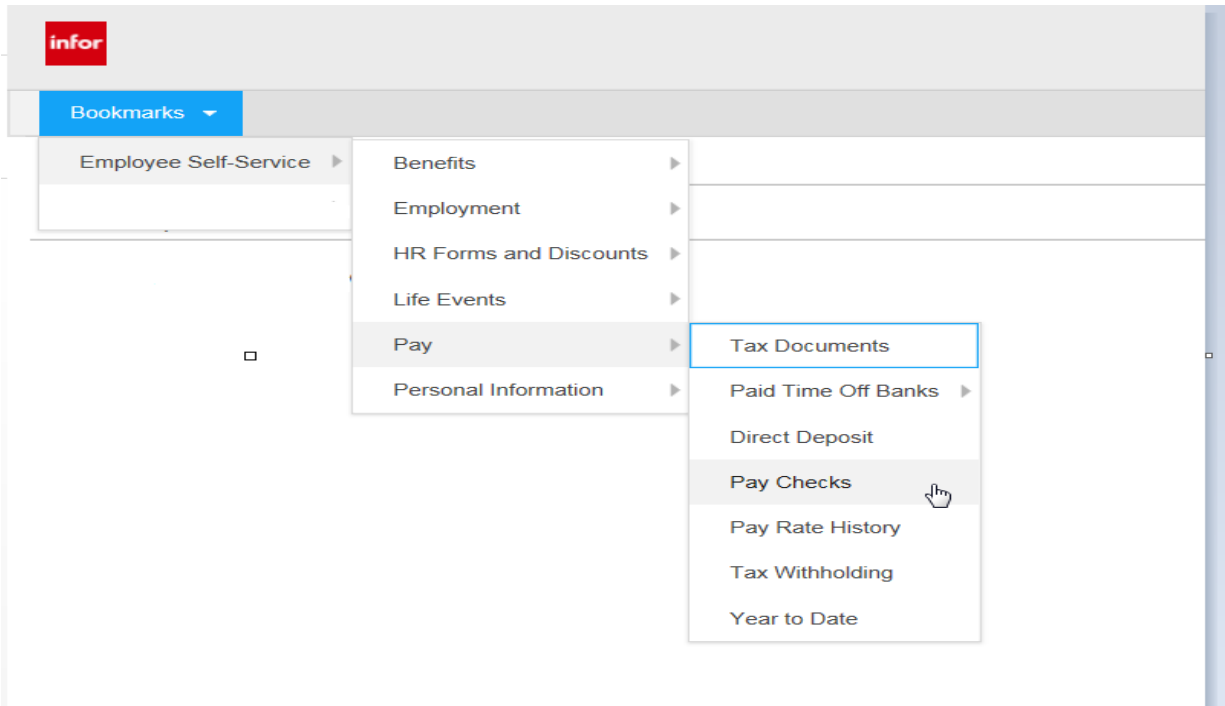
[Update](#) [Cancel](#)

To change the "Status" or "Disability" values for any of your dependents, you must contact the Employee Benefits Office directly.



After enrolling dependents, click on the Lawson HOME Tab on the right side of the screen, or the red infor icon and click on the Bookmarks tab, Employee Self Service, Benefits New Hire Enrollment

To access Pay Check information in Employee Self Service



To View Payment detail, click on Pay Checks and then payment date

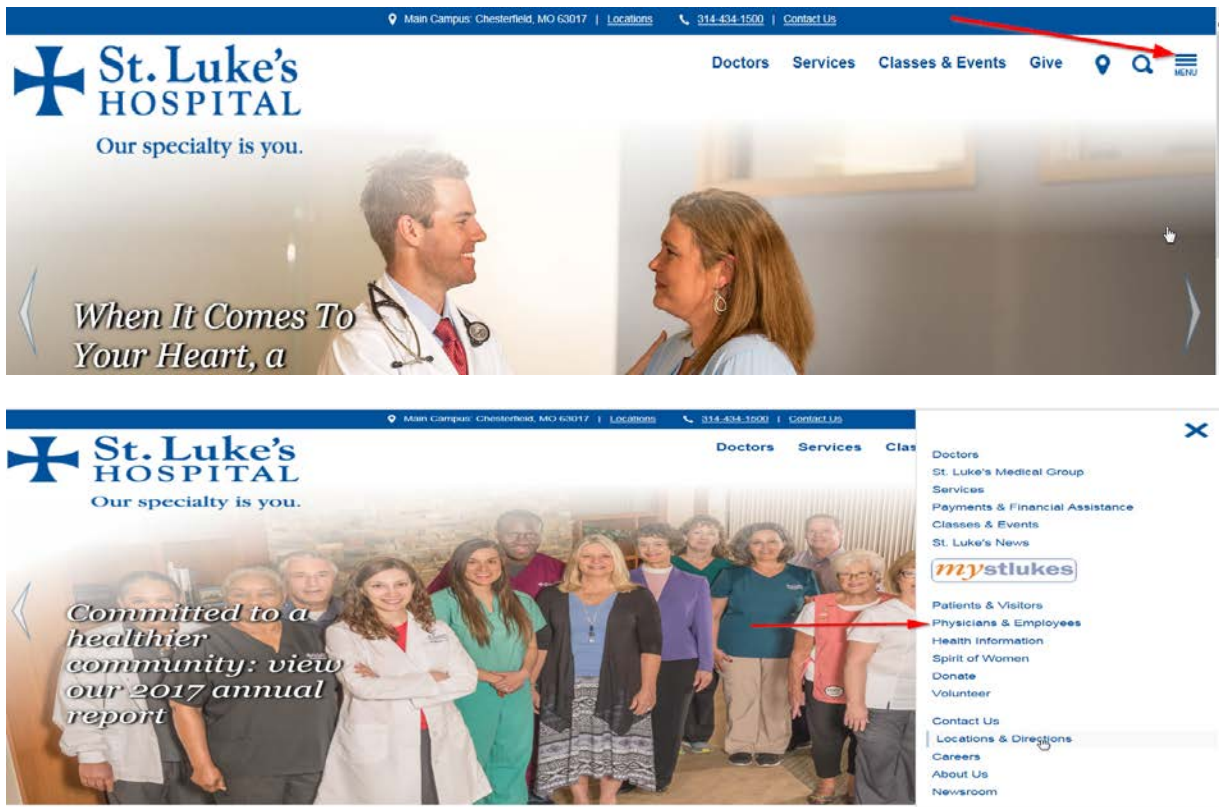
Pay Checks

Payments

Date	Gross	Net
04/20/2017	1292.00	937.67

You can print your paycheck by clicking on Printable Pay Stub on the bottom left. This will bring up an additional window with a print option available.

For access from Home – Navigate to www.stlukes-stl.com. Click on the MENU button on the upper right of the screen, Physician & Employees >Remote Access



Please review the [Remote Access Instructions for St. Luke's Application](#) and follow the instructions.

- For benefit questions regarding elections or coverage, please contact Stacy Nichols at 314-205-6385 or JoAnn Mathews at 314-205-6726
- If you cannot remember your password or get locked out of the system, have technical issues or issues with remote access, contact the HELP DESK @ x4357, or 314-434-1500 x 4357
- If you need help navigating the system, or help with locating information, you may email at bridget.funke@stlukes-stl.com or you may call the Lawson Hotline at 314-205-6740 Monday-Friday, 7:30am-4:00pm or use the comments/questions link to send an email to the Lawson Help Desk.