



**LOURDES**  
HEALTH SYSTEM

*Employee Self-Service  
Associate Guide*



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**What is ESS:**

Welcome to your quick guide for Employee Self-Service (ESS). ESS is a web based tool which allows associates to manage their personal information from their desktop or from home.

As a LHS associate, you will use Employee Self-Service (ESS) to check your personal and payroll information and make benefit elections, if eligible. Upon hire LHS will mail information to your home listing your ESS User ID and Password; **DO NOT GIVE YOUR USER ID AND PASSWORD TO ANYONE.** Using the letter and this packet, you can log on for the first time to view or update your personal information or enroll for benefits within 31 days of becoming eligible for benefits. You can return to the site as you like to change or check your personal/payroll information and check your current benefit enrollments.

ESS gives you secure access anywhere, around-the-clock, to maintain your Personal HR/Payroll information.

**With ESS, You Can:**

<u>UPDATE/CHANGE</u>	<u>VIEW</u>	<u>ENROLL</u>
Dependents	Paycheck History	For benefits for Newly Eligible or New Hired Associates
Name (must match SScard)	Year-to-date Earnings/Deductions	For benefits during Open Enrollment
Home Address & Phone Number		
Emergency Contacts	Current Benefits	
Payroll Information (Direct Deposit & Tax Withholding)	Performance Review Scores	
Beneficiaries	Leave Balances (PPL/ESL)	

**USE ALL CAPS when updating information in ESS. After inputting a change, do not exit a page until you have clicked on “update” or “add” if data is to be processed. You may need to adjust the window using a scroll bar on a form if update/add buttons do not appear.**



## EMPLOYEE SELF-SERVICE (ESS) Quick Reference Guide

Type this url into your address bar to access Lawson ESS - <https://lawsoness.che.org/lawson/portal/>

Log in to ESS with your ADID/Network ID and password. Enter Data using ALL CAPS. After inputting a change, do not exit a page until you have clicked on “update” or “add” if data is to be processed. You may need to adjust the window if update/add buttons do not appear. **Select Logout (top right of screen) to close Employee Self-Service.**

NEW HIRE	PERSONAL INFORMATION	PAY
<p>New Associates will verify personal data, enroll in benefits and/or set-up payment and beneficiary information online in ESS. New Hire menu options available to New Associates include:</p> <ul style="list-style-type: none"> <li>• <b>Personal Data</b> Review/Update personal information for your employment record/benefits.               <ul style="list-style-type: none"> <li>○ <u>Dependents</u> – must be added before enrolling in benefits. <b>Send required documents directly to Conner Strong via e-mail at <a href="mailto:CSSTeam@connerstrong.com">CSSTeam@connerstrong.com</a> or secure fax (856) 685-2253.</b></li> <li>○ <u>Home Address</u> – verify accuracy. Other personal information to view is listed under Personal Information.</li> </ul> </li> <li>• <b>Benefits</b> <ul style="list-style-type: none"> <li>○ <u>New Hire Enrollment</u> - *You must add dependents under personal data before enrolling in benefits, if the dependents are to be covered under benefits. New Associates must elect benefits dates within 31 days of their hire date via ESS. Any questions about your eligibility please contact the benefits helpline 800-563-9929. <u>Beneficiary</u> – Add beneficiaries</li> <li>○ Associates budgeted for 20 hours or more per week are eligible for Basic Life Insurance after 3 months of employment. Basic life provides coverage equal to one times your base salary. The cost is fully paid by LHS.</li> </ul> </li> <li>• <b>Payment Set-up</b> <ul style="list-style-type: none"> <li>○ <u>Direct Deposit</u> Add direct deposit account(s) for paycheck distribution.</li> <li>○ <u>Tax Withholding (W-4)</u> Update your Federal and State tax withholding information. If no action is taken by the associate, the highest tax, Single-0 will be withheld.</li> </ul> </li> </ul>	<p>Associates are responsible for updating their personal information. This allows Associates to quickly make sure the HR system accurately reflects their information without waiting for any paperwork to process. Select the appropriate menu option and update your information. ESS will walk you through all the additional information you may need to update due to a personal information change. If the system prompts you, be sure to look at each of these sections in order to be certain you have accurately updated your records. Personal Information menu options available to Associates include:</p> <ul style="list-style-type: none"> <li>• <b>Ethnicity</b> – view/change information</li> <li>• <b>Marital Status</b> – view change information (does not effect tax withholding, must go to Pay/Tax withholding)</li> <li>• <b>Nickname</b> – add a preferred name, please remember this is your official employment record.</li> <li>• <b>Veteran Status</b> – view/change</li> <li>• <b>Dependents</b> _must add before enrolling in benefits – add/review/change dependent information. <b>Send required documents directly to Conner Strong via e-mail at <a href="mailto:CSSTeam@connerstrong.com">CSSTeam@connerstrong.com</a> or secure fax (856) 685-2253.</b></li> <li>• <b>Emergency</b> – add/review/change emergency contact information.</li> <li>• <b>Leave Balances</b> - this is informational only and reflects PPL and ESL leave balances, if applicable. If there is a discrepancy bring it to the attention of your Leader.</li> <li>• <b>Personal Profile</b> - review personal information such as birth date, gender, race, etc. Disability status data is not being stored.</li> </ul>	<p>Associates can quickly review and maintain information pertaining to their pay. Pay menu options available to Associates include:</p> <ul style="list-style-type: none"> <li>• <b>Direct Deposit</b> – add/review/update. The default account is the one in which the remaining funds will be deposited after you have determined the amount to be deposited to other accounts.</li> <li>• <b>Pay Checks</b> – pay history, review only. Click on the diamonds to view details. To print a pay stub or pay check detail, select printable view once you have selected a payment to view. Go to the toolbar on the printable view document at the top and click on <b>File</b> and then <b>Print</b>.</li> <li>• <b>Pay Modeling</b> – model pay for taxes and deductions. Change the hours to your biweekly hours, not the 80 which defaults. Section 125 refers to your pre-tax deductions which may indicate health/dental insurance, and spending accounts</li> <li>• <b>Tax Withholding (W-4)</b> – review/update your Federal and State tax withholding information.</li> </ul> <p><b>Year-to-Date</b> – pay history, review only.</p>



## EMPLOYEE SELF-SERVICE (ESS) Quick Reference Guide

Type this url into your address bar to access Lawson ESS - <https://lawsoness.che.org/lawson/portal/>

Log in to ESS with your ADID/Network ID and password. Enter Data using ALL CAPS. After inputting a change, do not exit a page until you have clicked on “update” or “add” if data is to be processed. You may need to adjust the window if update/add buttons do not appear. **Select Logout (top right of screen) to close Employee Self-Service.**

CURRENT BENEFITS	LIFE EVENTS	EMPLOYMENT
<p>Associates have the ability to review and update benefit information on-line in ESS. Benefits menu options available to Associates include:</p> <ul style="list-style-type: none"> <li>• <b>Beneficiaries</b> – Associates can access, create and update beneficiary information. Associates with budgeted hours are eligible for Basic Life and are required to maintain beneficiaries via ESS.</li> <li>• <b>Benefits Enrollment</b> – Associates whose status changes and they become eligible for benefits should enroll in benefits via New Hire Enrollment or contact the helpdesk 800-563-9929. Associates who do not have a qualifying life event or status change will have to wait until open enrollment to elect/change benefits.</li> <li>• <b>Current Benefits</b> – Associates can review current benefit selections and pre-tax costs. Many deductions are taken from gross earnings before taxes are applied, resulting in higher net pay. IRS regulations may govern whether you can change or stop this deduction without a qualifying event. Post-tax cost - some deductions are taken from gross earnings after taxes are applied, such as Prudential supplemental life insurance, and opt- up disability insurance.</li> <li>• <b>Benefits Information</b> – the ESS site has links to the HR SharePoint site where benefit booklets, forms and other information can be accessed and printed from LHS computers.</li> </ul>	<p>Associates are responsible for updating personal information that changes as a result of a <b>life event</b>. This allows Associates to directly input changes in their information. Life Events menu options available to Associates include:</p> <ul style="list-style-type: none"> <li>• <b>Adoption</b></li> <li>• <b>Birth</b></li> <li>• <b>Divorce</b></li> <li>• <b>Legal Separation</b></li> <li>• <b>Marriage</b></li> <li>• <b>Move (Address &amp; Phone#)</b></li> </ul> <p>(True Marital Status and <b>Name Changes</b> can be addressed under Divorce, Legal Separation or Marriage). Please update your information with Social Security first and then send a copy to or bring HR by fax to 856-757-3044 or interoffice mail. ESS will walk you through all the information you may need to update your information due to a life event, including home address, tax withholding, dependent address, beneficiaries, emergency contacts and direct deposit. Be sure to look at each of these sections in order to be certain you have accurately updated your records.</p> <p>If the <b>life event</b> change you are updating will affect your benefits, you must make the changes (including changes to your dependents) via ESS and then call the Benefits Help Line at 800-563-9929 for further enrollment instructions. You are required to provide proof of the life event and proof of your relationship to your dependent(s). <b>Send required documents directly to Conner Strong via e-mail at <a href="mailto:CSSTeam@connerstrong.com">CSSTeam@connerstrong.com</a> or secure fax (856) 685-2253.</b></p>	<p>Associates have access to detailed employment information such as:</p> <ul style="list-style-type: none"> <li>• <b>Job Profile</b> - Lists job code, job title and job-related information. Adjusted hire date is the basis of accrued paid leave.</li> <li>• <b>Review History</b> - View annual performance reviews.</li> </ul>

**For Password assistance contact the helpdesk (Press option #2):**

**OLLMC 856-757-3945 or LMCBC 609-835-5888**



## Current Associates

### First time Users – Self Service Enrollment and Password Reset

STEP 1: Go to Lawson Site (links provided below):

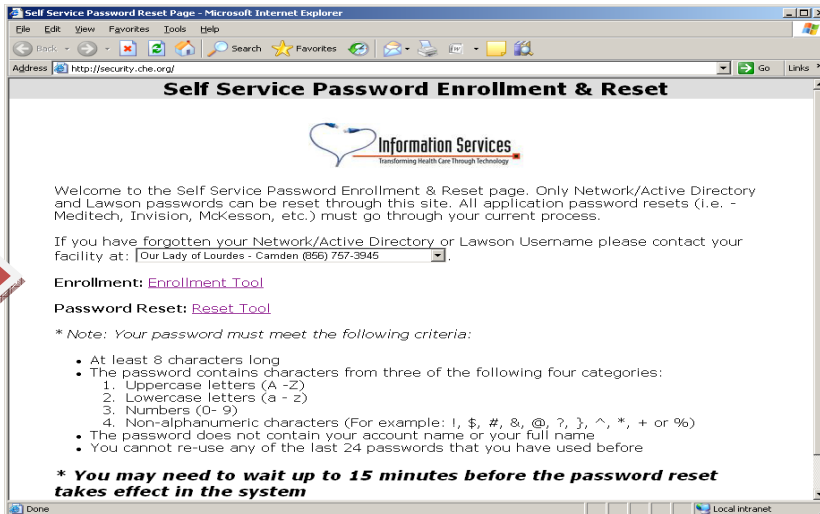
Create a Personal Password for Lawson before Logging in to access Employee Self Service.	Log Off Employee Self-Service
<p><b>From Lourdes Health System (LHS):</b> Access ESS at the kiosks in the cafeteria or Human Resources Lobby by selecting the <b>Lawson Portal</b> button. From the Lourdes Intranet Homepage (LINC), click <b>Business Services</b>, and <b>Lawson BPR MSS/RSS/ESS</b>.</p>	<p>3. Always Click <b>Logout</b> at the top right of the screen.</p> <p>4. Close all open Employee Self-Service windows by clicking the “X” in the upper right corner of each window.</p>
<p><b>From other locations:</b> Access ESS wherever you have internet connection by typing the following URL into your internet browser.</p> <p><a href="https://lawsoness.che.org/lawson/portal/">https://lawsoness.che.org/lawson/portal/</a></p>	

- STEP 2: **First time Users** Click on the “Self Service Password Reset” link if you recently received a username and initial password, you will need to create a personal password:

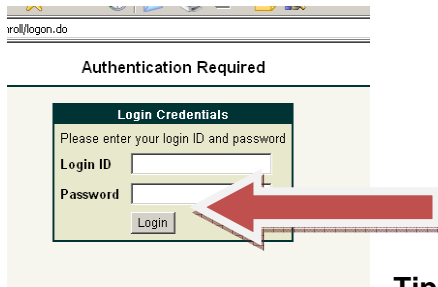
**If you are not a first time user and only need to reset your password by answering the three questions you set-up at first logon, skip to page 9.**

## SELF SERVICE PASSWORD ENROLLMENT

- STEP 3: Click on “Enrollment Tool”

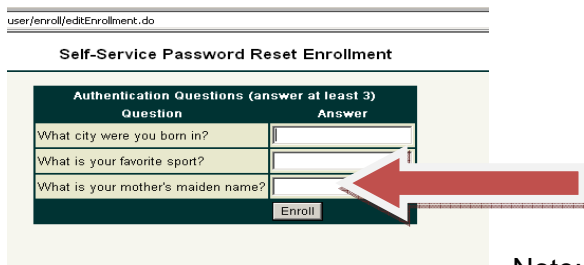


- STEP 4: Enter your current Network (AD) “Username and Initial Password”, then click the “Login” button



### Tips for Challenge Questions:

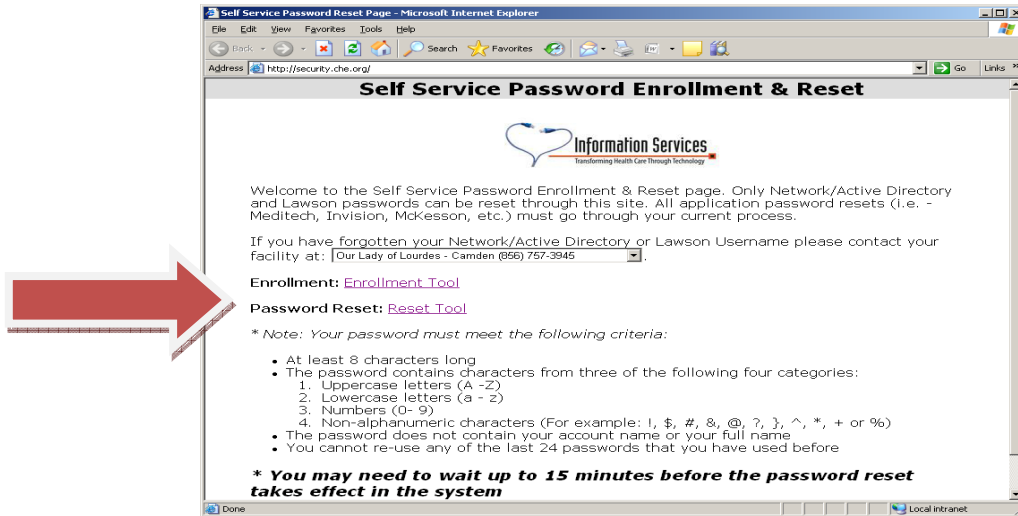
- You cannot use the same three answers for the challenge questions.
- Choose one word answers.
- Do not use complicated characters that you may not remember in your answers.



- STEP 5: Answer the questions on the boxes. (Ex: camden, baseball, smith) **Remember your answers and the format for these questions for future reference!!!**
- STEP 6: Then click on the “Enroll” button

Note: If you are a first time Network/Active (AD) or Lawson user you will be prompted to change your password after you click the Enroll button, select the reset password link to the far right of the page.

## SELF SERVICE PASSWORD RESET



- STEP 5 : Click Reset Tool (If you are a current user, new users will be prompted to Reset Tool upon enrolling, proceed to next bullet.)
- Type a personal password in both the New Password field and Confirm New Password field then click on the "Reset Password" button.

**\*Note: Your password must meet the following criteria:**

- At least 8 characters long
- The password contains characters from **three** of the following four categories:
  1. Uppercase letters (A -Z)
  2. Lowercase letters (a - z)
  3. Numbers (0- 9)
  4. Non-alphanumeric characters (For example: !, \$, #, &, @, ?, }, ^, \*, &, + or %)
- The password does not contain your account name or your full name.
- You cannot re-use any of the last 24 passwords that you have used before.

**Self-Service Password Reset**

**New Password**

Please enter your new password

**New Password**

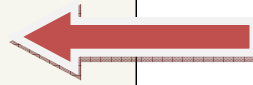
**Confirm New Password**

Your password must be at least 8 characters long.

It must contain characters from at east three of these groups:  
uppercase letters, lowercase letters, numbers, and non-alphanumeric characters.

It may not contain your account name or your full name.

You cannot re-use any of the last 24 passwords that you have used before.



- STEP 2: Click Reset Password Button.



**Current Users – Self Service Password Reset Only**

STEP 1: Go to Lawson Site (links provided below):

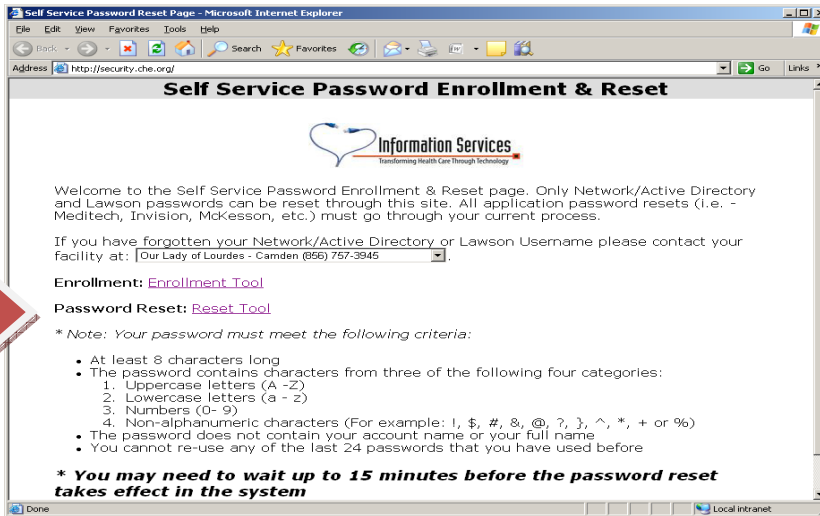
Create a Personal Password for Lawson before Logging in to access Employee Self Service.	Log Off Employee Self-Service
<p><b>From Lourdes Health System (LHS):</b> Access ESS at the kiosks in the cafeteria or Human Resources Lobby by selecting the <b>Lawson Portal</b> button. From the Lourdes Intranet Homepage (LINC), click <b>Business Services</b>, and <b>Lawson BPR MSS/RSS/ESS</b>.</p>	<p>5. Always Click <b>Logout</b> at the top right of the screen.</p> <p>6. Close all open Employee Self-Service windows by clicking the “X” in the upper right corner of each window.</p>
<p><b>From other locations:</b> Access ESS wherever you have internet connection by typing the following URL into your internet browser.</p> <p><a href="https://lawsoness.che.org/lawson/portal/">https://lawsoness.che.org/lawson/portal/</a></p>	

STEP 2: **Current Users:** If you have forgotten your Network/Active Directory, please contact your immediate supervisor or Human Resources at 856-580-6482. If you know your User Name and have forgotten your password click on the “Forgot Password” link as seen below and answer the three questions to reset your password. If you need further assistance contact the helpdesk OLLMC – 856-757-3945, LMCBC 609-835-5888 and press 2 for password assistance:



## SELF SERVICE PASSWORD RESET

- STEP 3: Click on “Reset Tool”

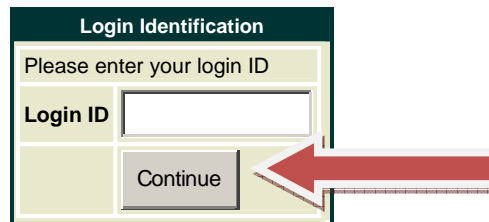


- STEP 4: Enter your current Network (AD) “Username”, then click the “Continue” button

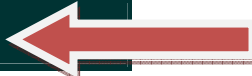
**Login Identification**

Please enter your login ID

**Login ID**



Authentication Questions (answer all)	
Question	Answer
What city were you born in?	<input type="text"/>
What is your favorite sport?	<input type="text"/>
What is your mother's maiden name?	<input type="text"/>
<input type="button" value="Submit"/>	



- STEP 5: Enter your answers to the questions in the blank fields.
- STEP 6: Click on the “Submit” button

- Type a personal password in both the New Password field and Confirm New Password field then click on the “Reset Password” button.

**\*Note: Your password must meet the following criteria:**

- At least 8 characters long
- The password contains characters from **three** of the following four categories:
  1. Uppercase letters (A -Z)
  2. Lowercase letters (a - z)
  3. Numbers (0- 9)
  4. Non-alphanumeric characters (For example: !, \$, #, &, @, ?, }, ^, \*, &, + or %)
- The password does not contain your account name or your full name.
- You cannot re-use any of the last 24 passwords that you have used before.

**Self-Service Password Reset**

**New Password**

Please enter your new password

**New Password**

**Confirm New Password**

Your password must be at least 8 characters long.

It must contain characters from at east three of these groups:  
uppercase letters, lowercase letters, numbers, and non-alphanumeric characters.

It may not contain your account name or your full name.

You cannot re-use any of the last 24 passwords that you have used before.

- STEP 7: Click Reset Password Button.

**Password Reset Complete**

The password was successfully changed. Thank you for using Self-Service Password Reset. You may now close your browser window.



Return to Lawson login page <https://lawsoness.che.org/lawson/portal/>

### Sign-in with User Name and Personal Password



### Lawson Home Page



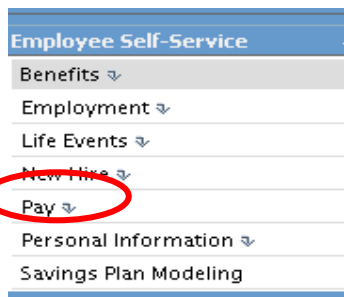
### ESS Menu Options

- Employee Self-Service
- Benefits
- Employment
- Life Events
- New Hire
- Pay
- Personal Information
- Savings Plan Modeling

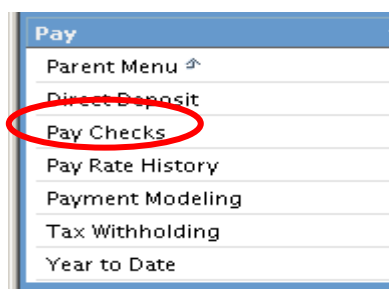


## CURRENT ASSOCIATE – PAYMENT INFORMATION

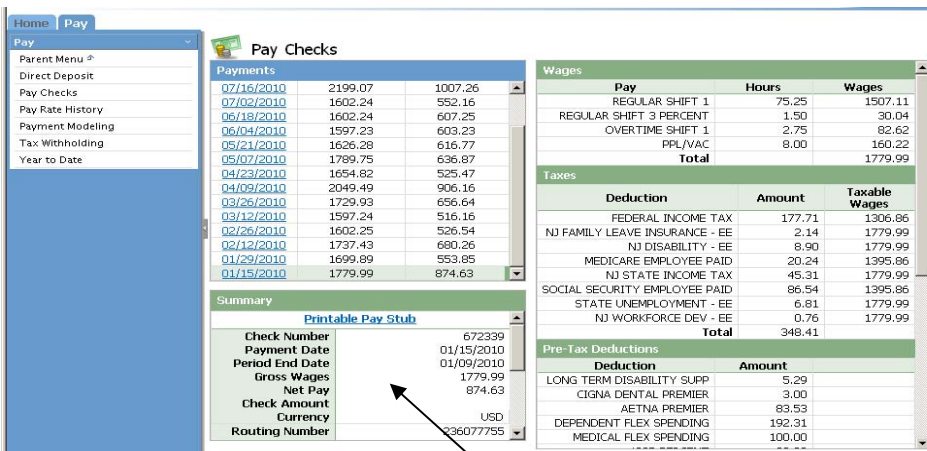
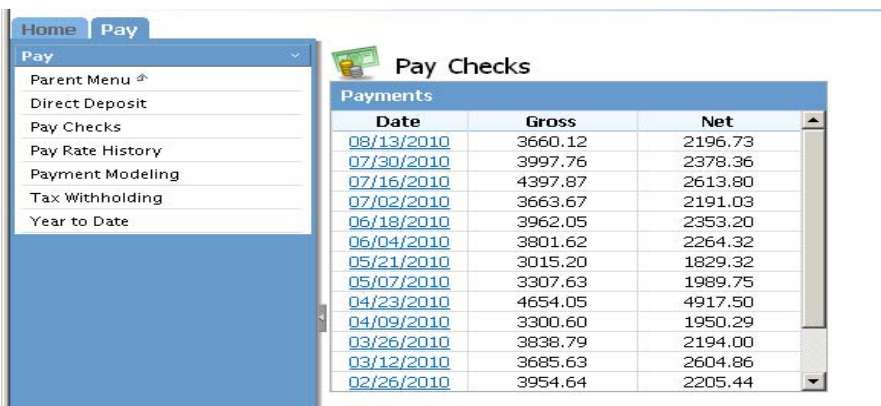
### 1. Select Pay



### 2. Select Paychecks



3. Select the date of the paycheck you wish to view to see detailed payment/deduction information. You will have access to YTD payment information here.



To view your check stub, click on the **Printable Pay Stub** link. You may then print your check stub by selecting file and then print.

**Associates are responsible for printing their own pay stubs. If your employment is terminated with Lourdes you will no longer have access to Employee Self-Service. You may be charged a fee if you request copies paystubs after termination.**



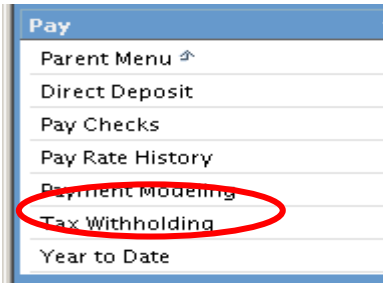
## CURRENT ASSOCIATE – TAX WITHHOLDING

Update Tax Withholding. Default Tax Withholding is Single, 0 and will remain if no action is taken on ESS by the new associate. Taxes will be withheld based on your selections, it is the associate’s responsibility to verify that tax withholdings are accurate.

### 1. Select Pay



### 2. Select Tax Withholding



## UPDATE TAX WITHHOLDING

Deductions				
Description	Resident Status	Marital Status	Exemptions	Additional Amount
<a href="#">FEDERAL INCOME TAX</a>	Resident	Single	0	
<a href="#">NJ STATE INCOME TAX</a>	Resident	Single	0	

3. Select the link for the tax you wish to submit a change. The online W-4 form will appear for Federal Income Tax and the online State Tax form will appear for NJ State Income Tax.

See NJ State Income Tax instructions if you are not a NJ resident.

### Federal Income Tax

Your personal data (name, address, SS#) will default from your employment record.

1. Update the following sections if applicable:

**Section 3:** Marital Status

**Section 5:** Allowances/Exemptions

**Section 6:** Additional Amount/Withholding

Scroll down using the scroll bar within the form to update changes by selecting continue.

**W-4 Form**

ESS USER LAWSON 000-99-9998

Home address (number and street or rural route) 3  Single  Married  Married, but withhold at higher Single rate  
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

1600 HADDON AVE  
 City or town, state, and ZIP code 4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.  
 CAMDEN, NJ 08103

5 Total number of allowances you are claiming ..... 5 2

6 Additional amount, if any, you want withheld from each paycheck ..... 6 25.00

7 I claim exemption from withholding for 2010, and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability

If you meet both conditions, enter "EXEMPT" here. (Contact your Payroll department to claim EXEMPT).

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature 8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS) 9 Office code (optional) 10 Employer identification number

Continue Model Back Print [W-4 Instructions](#)



# UPDATE TAX WITHHOLDING

## 2. Select Update to Verify Changes

### Verify W-4 Changes

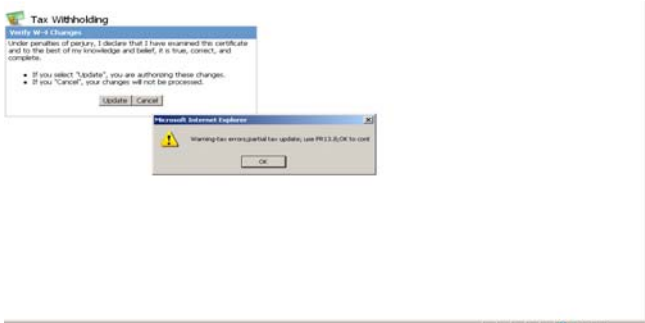
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.



## 3. The following warning may appear:

*Warning-tax errors; partial update; PR13.8; OK to cont*  
Select **OK** to continue.



## 4. Select Update again to finalize and view Federal changes

### Verify W-4 Changes

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.



### Deductions

<u>Description</u>	<u>Resident Status</u>	<u>Marital Status</u>	<u>Exemptions</u>	<u>Additional Amount</u>
<u>FEDERAL INCOME TAX</u>	Resident	Married	2	\$25.00

## UPDATE TAX WITHHOLDING

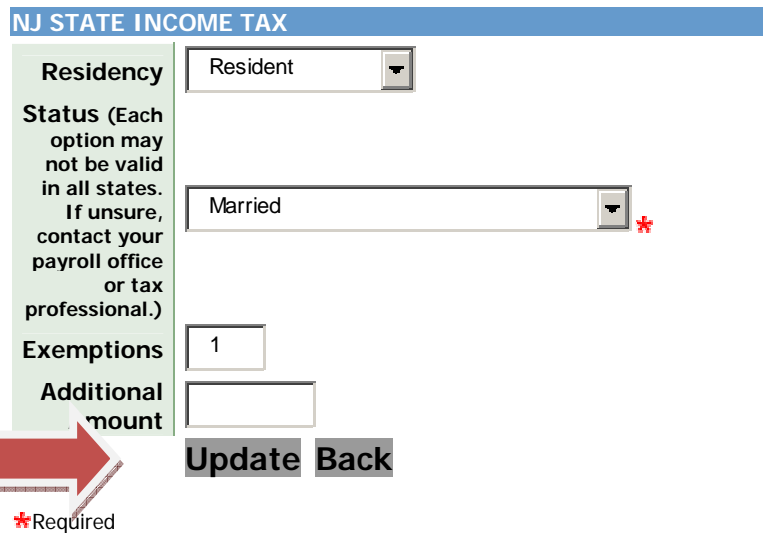
### NJ State Income Tax

1. Select the NJ State Income Tax Link

<u>Description</u>	<u>Resident Status</u>	<u>Marital Status</u>	<u>Exemptions</u>	<u>Additional Amount</u>
<a href="#">NJ STATE INCOME TAX</a>	Resident	Single	0	

2. Make necessary changes to the following:

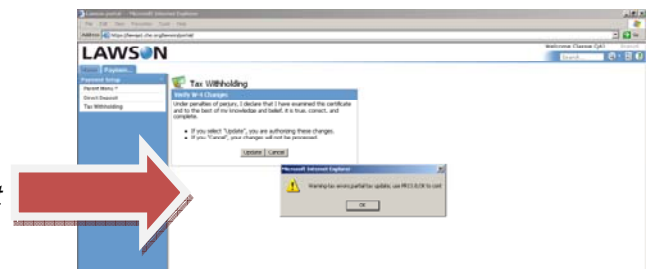
- **Residency** – State Tax will be applied based on residency. Select Residency status.
- **Status** – Select from the drop down Married or Single
- **Exemptions** – Enter number of exemptions
- **Additional Amount** – Enter any additional amount to be withheld (ex. 25.00)



3. Select **Update** to submit changes.

4. The following warning may appear:

*Warning-tax errors; partial update; PR13.8; OK to cont*  
Select **OK** to continue.



5. Select **Update** again to finalize and view State changes.

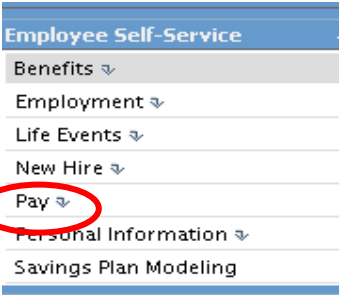
Deductions				
<u>Description</u>	<u>Resident Status</u>	<u>Marital Status</u>	<u>Exemptions</u>	<u>Additional Amount</u>
<a href="#">NJ STATE INCOME TAX</a>	Resident	Married	1	



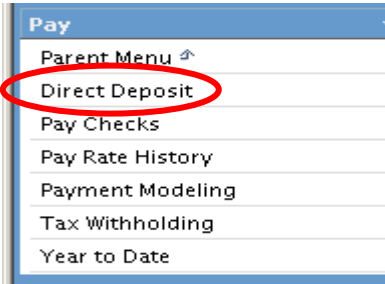
### CURRENT ASSOCIATE –DIRECT DEPOSIT

You can add up to 99 direct deposit accounts. Initial Deposit(s) may take a couple pay periods. Checks will be mailed if no direct deposit accounts are added on ESS by the new associate.

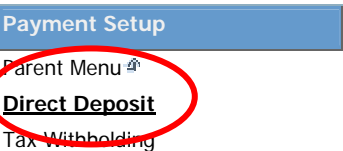
1. Select Pay



2. Select Direct Deposit



3. Select Direct Deposit



### ADD DIRECT DEPOSIT ACCOUNT(S)



#### Accounts

You may open up to 99 accounts.



4. Select **Add** to set-up Direct Deposit Account(s). You may add open up to 99 accounts.

#### Authorization

I hereby authorize my employer, OLL HEALTHCARE SERVICES, INC, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until OLL HEALTHCARE SERVICES, INC has received written notification from me of its termination in such timely manner as to give OLL HEALTHCARE SERVICES, INC and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.



I agree with the above statement.



I do not agree with the above statement.

5. Read the Authorization. Agree to terms by selecting the circle next to “I agree...”.



## ADD DIRECT DEPOSIT ACCOUNT(S)

6. Fill in the Direct Deposit Information. (Be sure to have you account information to verify accuracy before adding accounts).

7. Complete blank fields below (See example).

**If you use this drop down be sure that the routing number matches your banks routing number.** The routing number will default when you select the bank name. **Be sure to use ALL CAPS.** Your personal information will default from your employment record.

If you wish to set-up direct deposit for a set amount, enter that amount in the flat amount box. You can only add an account as flat amount or Percent/Net, it cannot be both. Account Type can be Checking or Savings.

8. Select **Update** to add account. Select Cancel if you need to come back at a later time.

Add Account

Bank  \*

Description  \*

Account Type  Checking  Savings \*

09/24/2010

ESS USER LAWSON  
1600 HADDON AVE  
CAMDEN, NJ 08103  
US

Flat Amount  or  
Percent of Net

Deposit \_\_\_\_\_ AMOUNT

\*

Routing Number

\*

Account Number

**Update** **Cancel**

Your first account will update as the "Default" account. If you wish to add additional accounts, select Add and repeat completion of direct deposit account for new account.

Accounts

You may open up to 98 accounts.

Bank	Account	Description	Type	Amount	
WACHOVIA	3. <a href="#">123456789000</a> **Default	DEPOSIT	Checking	100.00%	<a href="#">Close Account</a>

**Add** **Select New Default** **Re-Order**



## CHANGE DIRECT DEPOSIT ACCOUNT(S)

1. Select the account number you wish to change

You may open up to 98 accounts.

Bank	Account	Description	Type	Amount	
WACHOVIA	3. <a href="#">123456789000</a> **Default	DEPOSIT	Checking	100.00%	<a href="#">Close Account</a>

2. Agree to statement by selecting the circle next to "I agree...."

**Authorization** ?

I hereby authorize my employer, OLL HEALTHCARE SERVICES, INC, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until OLL HEALTHCARE SERVICES, INC has received written notification from me of its termination in such timely manner as to give OLL HEALTHCARE SERVICES, INC and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

I agree with the above statement.

I do not agree with the above statement.

3. Select **Update** to submit change.

**Detail** ?

**Bank** WACHOVIA

**Routing Number** 011111111

**Account Number** 123456789000

**Account Type**  Checking  Savings

**Account Description** DEPOSIT

**Flat Amount** 500.00

or

**Percent of Net**

## CLOSE DIRECT DEPOSIT ACCOUNT(S)

You may open up to 98 accounts.

Bank	Account	Description	Type	Amount	
WACHOVIA	3. <a href="#">123456789000</a> **Default	DEPOSIT	Checking	100.00%	<a href="#">Close Account</a>

1. Select Close Account next to the account you wish to close

You will receive the following warning alerting you of the default changes if you are closing a primary "default" account. If you have a secondary account the default will be reassigned.

2. Select **Ok** to continue.

Warning: If you are deleting your primary direct deposit account, and your company does not allow partial direct deposits, your secondary account may default to receive 100% of your net pay. Please review your account set-up before logging out of ESS to ensure that your accounts are set up as desired. Contact your Payroll Department with any questions. Are you sure you want to close WACHOVIA?

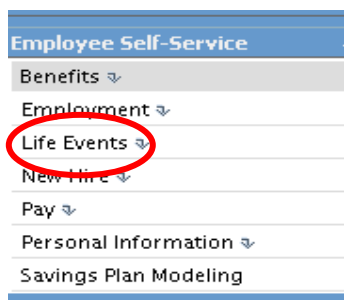


## LIFE EVENTS

Through life events associates can update personal and family life events . Add dependents such as children and/or spouse due to life events such as birth, adoption, marriage etc. PLEASE NOTE: ADDING DEPENDENT DATA THROUGH LIFE EVENTS DOES NOT ATTACH THEM TO BENEFIT PLANS FOR COVERAGE ELIGIBILITY.

To attach dependents/spouse to benefits associates need to contact the Benefits Help Line 800-563-9929 within 31 days of the qualifying life event to complete benefit enrollment. Documentation is required when adding dependents/spouse for benefit coverage. Send required documents directly to Conner Strong via e-mail at [CSSTeam@connerstrong.com](mailto:CSSTeam@connerstrong.com) or secure fax (856) 685-2253 within 31 days of the qualifying event.

### 1. Select Life Events



### 2. Select the respective Life Event and complete the necessary information on the form.

Required data will be marked with a red asterisk \*



\*If you need to update your address and/or contact number select the **MOVE** life event. Submit Name Changes via Divorce, Legal Separation or Marriage. Do NOT submit name changes as a result of Divorce, Marriage or Separation until you have updated your information with Social Security. Please be prepared to provide Human Resources with copies of documentation for Name Changes.



## NEWLY ELIGIBLE BENEFITS ENROLLMENT

Associates budgeted for 20 hours or more per week are eligible for benefits after three (3) months of employment. If you are a benefits-eligible new hire, or if you just recently changed your status to a benefits-eligible status, please follow these easy steps to make benefit elections via Lawson Employee Self-Service (ESS):

All associates have 31 days from their benefit eligibility date (hire date or status change date) to enroll in benefits online. For more benefit information refer to the benefits information provided in orientation or posted on the HR SharePoint site/Benefits Tab. If you do not enroll within the 31 days you will have to wait to enroll in benefits during annual open enrollment.

You will need your ADID/User ID and password. If you misplaced it, or cannot remember it, please contact the helpdesk. Camden Associates 856-757-3945 – Burlington Associates 609-835-5888

STEP 1: Go to Lawson Site (links provided below) and login with ADID and password:

Create a Personal Password for Lawson before Logging in to access Employee Self Service.	Log Off Employee Self-Service
<p><b>From Lourdes Health System (LHS):</b> Access ESS at the kiosks in the cafeteria or Human Resources Lobby by selecting the <b>Lawson Portal</b> button. From the Lourdes Intranet Homepage (LINC), click <b>Business Services</b>, and <b>Lawson BPR MSS/RSS/ESS</b>.</p>	<p>7. Always Click <b>Logout</b> at the top right of the screen.</p> <p>8. Close all open Employee Self-Service windows by clicking the “X” in the upper right corner of each window.</p>
<p><b>From other locations:</b> Access ESS wherever you have internet connection by typing the following URL into your internet browser.</p> <p><a href="https://lawsoness.che.org/lawson/portal/">https://lawsoness.che.org/lawson/portal/</a></p>	





## NEWLY ELIGIBLE BENEFITS ENROLLMENT

### PERSONAL INFORMATION/DEPENDENTS

**Add dependents you want covered under your benefits. (Associates must add dependents before enrolling in benefits).** Send required documents directly to Conner Strong via e-mail at [CSSTeam@connerstrong.com](mailto:CSSTeam@connerstrong.com) or secure fax (856) 685-2253. Repeat these steps for each dependent you want covered under your benefit elections.

#### 1. Select Personal Information

Employee Self-Service

- Benefits
- Employment
- Life Events
- New Hire
- Pay
- Personal Information**
- Savings Plan Modeling

#### 2. Select Dependents

Personal Information

- Parent Menu
- Ethnicity
- Marital Status
- Nickname
- Veteran Status
- Dependents**
- Emergency
- Leave Balances
- Personal Profile

#### 3. Select Add Button to add new dependent

**Review all personal data areas for accuracy and to personalize your employment record. Please remember this is your employment record, all fields are maintained in the Human Resources Information System.**

#### 4. Complete all required fields (marked with red \* asterisk).

Home address will default to the Associate's address in Lawson. If different from "home address" select different from home and enter address on address tab.

#### 5. Select Update to save information.



## NEWLY ELIGIBLE BENEFITS ENROLLMENT

**Review all benefit material on HR Sharepoint so you can elect the best coverage for you!**

**You must add dependents before enrolling in benefits, as noted in the adding dependents section.** If you have not added dependents please refer to this section first and come back to the Enrollment Process. Send required documents directly to Conner Strong via e-mail at [CSSTeam@connerstrong.com](mailto:CSSTeam@connerstrong.com) or secure fax (856) 685-2253. Repeat these steps for each dependent you want covered under your benefit elections.

You will have to go through the NEW HIRE ENROLLMENT which is used for newly eligible associates as well.

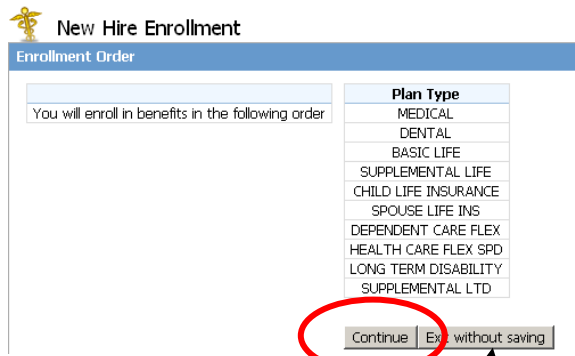
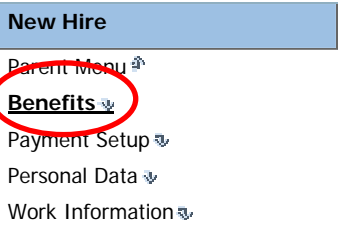
### 1. Select New Hire



### 4. Review Welcome Message

### 5. Select **Continue**

### 2. Select Benefits

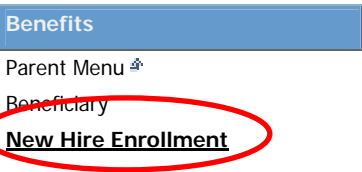


### 6. Review Enrollment Order

### 7. Select **Continue**

If at any time during the enrollment process you need to cancel the enrollment select **Exit without saving**. No changes will be saved and you can restart the enrollment process at a later date, as long as it's within the allotted enrollment period.

### 3. Select New Hire Enrollment





## NEWLY ELIGIBLE BENEFITS ENROLLMENT

The Newly Eligible Benefit Enrollment process will take you through each eligible benefit. You will need to select the circle next to an option for each benefit plan.

Home | Benefits

Benefits  
Parent Menu  
Beneficiary  
New Hire Enrollment

New Hire Enrollment

Benefit Elections - MEDICAL

Plan	Coverage Begins	Select
<a href="#">AETNA VALUE</a>	12/07/2010	<input type="radio"/>
<a href="#">AETNA STANDARD</a>	12/07/2010	<input checked="" type="radio"/>
<a href="#">AETNA PREMIER</a>	12/07/2010	<input type="radio"/>
<a href="#">NO COVERAGE - MEDICAL</a>	12/07/2010	<input type="radio"/>

Select the plan in which you would like to enroll.

Continue | Exit without saving | Elections

8. Select **Continue** after selecting each plan. The Coverage Begin Date will appear for each plan so you will have an idea of the period when deductions will be withheld from your paycheck.

If you do not wish to carry coverage for any plan, select the “No Coverage” option.

Home | Benefits

Benefits  
Parent Menu  
Beneficiary  
New Hire Enrollment

New Hire Enrollment

Benefit Elections - MEDICAL

Coverage	Cost	Select
SINGLE	31.65	<input type="radio"/>
EMPLOYEE AND SPOUSE	97.53	<input type="radio"/>
EMPLOYEE AND CHILD	63.85	<input checked="" type="radio"/>
EMPLOYEE AND CHILDREN	63.85	<input type="radio"/>
FAMILY	97.53	<input type="radio"/>
PLUS ONE	97.53	<input type="radio"/>
PLUS ONE AND CHILD/CHILDREN	97.53	<input type="radio"/>

You have selected [AETNA STANDARD](#).  
Your contribution will be pre-tax.  
Costs are per Pay Period.

Select one coverage option.

Continue | Previous | Exit without saving

9. Select a **Coverage Option** for each plan, the estimated cost per pay period is shown next to the options. Select **Continue**.

**Reminder:** If you chose to cover spouse or dependents they must be added before starting enrollment process.

Home | Benefits

Benefits  
Parent Menu  
Beneficiary  
New Hire Enrollment

New Hire Enrollment

Benefit Elections - MEDICAL

Dependent	Select
JOHN J. LAWSON	<input checked="" type="checkbox"/>

You have selected [AETNA STANDARD](#).  
This plan only covers your dependents.  
This plan covers up to 1 Dependent.

Select dependents to include for plan coverage.

Continue | Previous

10. If you select to cover a spouse or dependent for any plan, attach them but selecting the box next to the name of the spouse/dependent.

11. Select **Continue** to go to enroll in the next plan. If you wish to go back to at any time and the **Previous** button is available, select previous to go back to the previous enrollment section.



## NEWLY ELIGIBLE BENEFITS ENROLLMENT

12. Verify enrollment information on each screen. For some plans, your costs/remaining deductions will depend on your eligibility date (date deductions start) and the number of pay periods remaining in the current plan year.

Home Benefits

Benefits

- Parent Menu
- Beneficiary
- New Hire Enrollment

New Hire Enrollment

Benefit Elections - MEDICAL

You have selected [AETNA STANDARD](#).  
Costs are per Pay Period.  
Your coverage will begin 12/07/2010.

Plan	Coverage	Cost
AETNA STANDARD	EMPLOYEE AND CHILD	63.85 Pre-tax

Covered Dependents As Of 12/07/2010

JOHN J. LAWSON
----------------

**Continue** Previous Elections

13. Select **Continue** to get through all eligible plans. You will reach a final verification screen to review all elections before updating.

14. Verify all elections once you have gone through all eligible plan enrollment screens. If you are satisfied with the elections select **Update these elections**. If you need to make changes to any plan select **Make changes to these elections** and select the plan that you need to change. If you want to cancel the enrollment and come back at a later time select **Exit without saving**. If you exit without saving all elections will be cancelled and you will have to start enrollment process again. You must complete the enrollment within the allotted time or you will have to wait until annual open enrollment to elect benefits.

New Hire Enrollment

Benefit Elections As Of 09/07/2010

Plan	Coverage	Start Date	Your Cost	Company Cost
CIGNA DENTAL PREMIER	EMPLOYEE AND CHILD	12/07/2010	3.00 Pre-tax	
CORE LIFE CHE PRUDENTIAL	42,000.00	12/07/2010		0.36
SUPP LIFE PRUDENTIAL	84,000.00	12/07/2010	2.34 After-tax	
CHILD LIFE INSURANCE	20000	12/07/2010	0.86 After-tax	
NO CVRG - PRU SPOUSE LIFE		12/07/2010		
DEPENDENT CARE FLEX SPENDING	50.00 per year	12/07/2010	25.00 Pre-tax	
MEDICAL FLEX SPENDING	200.00 per year	12/07/2010	100.00 Pre-tax	
LONG TERM DISABILITY	50%	12/07/2010		
SUPPLEMENTAL LTD	10%	12/07/2010	5.29 Pre-tax	
* AETNA STANDARD	EMPLOYEE AND CHILD	12/07/2010	63.85 Pre-tax	

\* Election changed

Plan	Covered Dependents
CIGNA DENTAL PREMIER	JOHN J. LAWSON
CHILD LIFE INSURANCE	JOHN J. LAWSON
AETNA STANDARD	JOHN J. LAWSON

Pay Period Summary	Cost
Total pre-tax contributions	197.14
Total after-tax contributions	3.20
Total company contributions	0.36

Your deductions may differ slightly due to rounding.

**Update these elections** Make changes to these elections Exit without saving

15. Select **OK** to keep these benefits

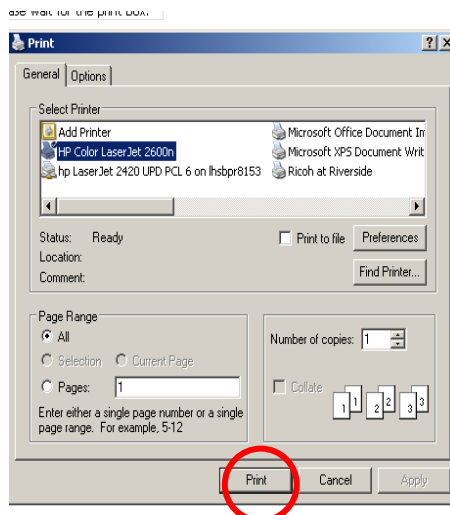
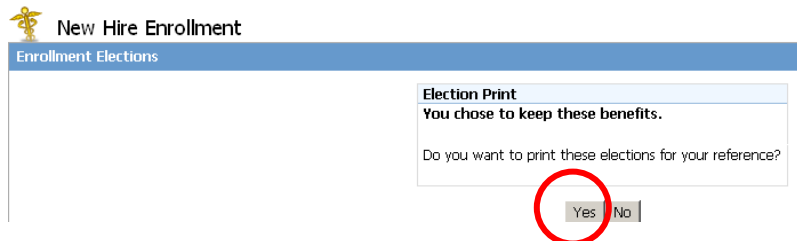
Microsoft Internet Explorer

If you choose to keep these benefits and you want to make additional changes later, you will have to contact the benefits department. If you are not sure of the elections you made, select cancel and then choose exit and make elections later. You can then use the web enrollment process when you have made your final decisions. Choose 'OK' to keep these benefits.

**OK** Cancel

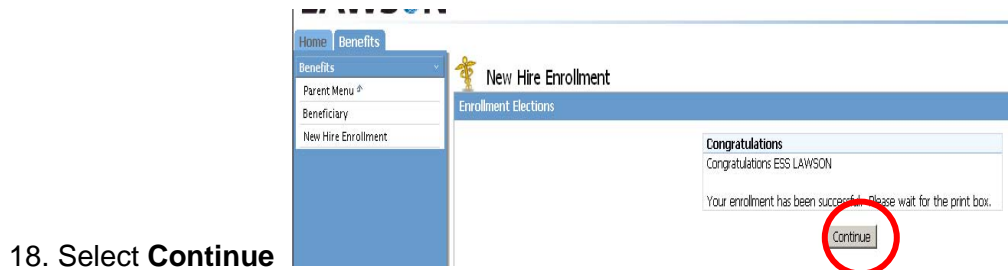
## NEWLY ELIGIBLE BENEFITS ENROLLMENT

16. Select Yes to print benefit elections to keep for your records.



17. Select **Print** to print election record.

You have successfully completed benefit enrollment!!



18. Select **Continue**



## OPEN ENROLLMENT (OE)

You will elect benefit coverage for the new plan year by enrolling via Lawson ESS. Please review all material distributed before and during the enrollment period to elect benefits that you anticipate will meet your needs for the new plan year.

If you need to add dependents that will be eligible for coverage in the new plan year, please add dependents before starting the benefit enrollment process. **If you do not need to add dependents proceed to Benefit Enrollment Instructions.**

### ADDING DEPENDENTS FOR OE

#### 1. Select Personal Information

- Employee Self-Service
- Benefits
- Employment
- Life Events
- New Hire
- Pay
- Personal Information**
- Savings Plan Modeling

#### 2. Select Dependents

- Personal Information
- Parent Menu
- Ethnicity
- Marital Status
- Nickname
- Veteran Status
- Dependents**
- Emergency
- Leave Balances
- Personal Profile



### Dependents

#### Current Dependents

To add a dependent, click on the 'Add' button.

To change or view additional detail for the dependents listed below, click on a name.

Name	Social Number
<a href="#">JAMES L. SMITH</a>	

**Add**

3. Select the Add button to add new dependents.

You will be required to submit documentation within 31 days for all eligible dependents.



## OPEN ENROLLMENT (OE)

### ADDING DEPENDENTS FOR OE

4. Add Dependent Data on the Main Tab. All fields marked with the red asterisk are required.
5. Select Update to Add Dependent

Repeat these steps for each dependent you want covered under your benefit elections.

Send required documents directly to Conner Strong via e-mail at [CSSTeam@connerstrong.com](mailto:CSSTeam@connerstrong.com) or secure fax (856) 685-2253.

The screenshot shows the 'Dependents' section of the ESS interface. On the left is a navigation menu with 'Personal Information' selected. The main area is divided into 'Current Dependents' and 'Detail'. The 'Detail' tab is active, showing fields for MARY A. SMITH. Fields with red asterisks indicate required information: First Name, Middle Initial, Last Name, Name Suffix, Birth Date, If Adopted, Date, If Adopted, Placement Date, Social Number, Type, Relationship, Address, Gender, Student, Disabled, and Smoker. The 'Update' button at the bottom is circled in red.

6. Select **OK** to view updated Dependent list.

This screenshot is similar to the previous one but includes a 'Microsoft Internet Explorer' dialog box with a yellow warning icon and the message 'Dependent information has been updated.' The 'OK' button in the dialog box is circled in red.

### Current Dependents

To add a dependent, click on the 'Add' button.

To change or view additional detail for the dependents listed below, click on a name.

Name	Social Number
<a href="#">JAMES L. SMITH</a>	
<a href="#">MARY A. SMITH</a>	123-45-5555

**Add**



## OPEN ENROLLMENT (OE)

### 1. Select Benefits

Employee Self-Service

**Benefits**

Employment

Life Events

New Hire

Pay

Personal Information

Savings Plan Modeling

### 2. Select Benefits Enrollment

Benefits

Parent Menu

Beneficiary

**Benefits Enrollment**

Current Benefits

3. Read the Benefit Enrollment Welcome message carefully and follow the steps to enroll in benefits.

4. Select **Continue** to start Benefit Enrollment process.



## Benefit Enrollment

### Welcome

#### Welcome to open enrollment for benefits.

You will be able to review and update your benefit elections during the open enrollment season. The screens may differ from person to person, based on your own eligibility, but will include the following steps:

#### Step 1. Review the list of plans for which you are eligible

You will have the option to either enroll or decline each plan. You may also be eligible to enroll in benefits which cannot be selected through Employee Self-Service. Depending on your Regional Health Corporation (RHC), these may include Spending Accounts, Tax Deferred Annuity (403.b) plans, Savings Bonds, etc. Contact Human Resources for information and/or applications for these benefit plans.

#### Step 2. Make changes to your current elections

For each of the benefit plans, you will be asked if you would like to keep your current elections or change them. If you select change, you will have the option to change your plan and/or any options associated with that specific plan. For example, you may change health insurance plans or just change coverage options (for example, from single coverage to family coverage).

#### Step 3. Confirm your selections

After all the benefit plans are reviewed, you will be given 3 options:

- **Make Changes** - You can return to step 2 to make additional changes.
- **Keep these Benefits** - This selection confirms your elections and your changes will be applied on the next open enrollment effective date.
- **Exit and make changes later** - This selection will cancel any changes you have made in your benefits during this session.

Click the continue button below to proceed.

**PLEASE USE UPPERCASE LETTERS WHEN UPDATING INFORMATION**

**Continue**



## OPEN ENROLLMENT (OE)

- Review list of benefits “you” are eligible to enroll in at this time.
- Select **Continue** to start enrollment process.

You will enroll in benefits in the following order.

Plan Type
MEDICAL
DENTAL
SUPPLEMENTAL LIFE
CHILD LIFE INSURANCE
SPOUSE LIFE INS
DEPENDENT CARE FLEX
HEALTH CARE FLEX SPD
SUPPLEMENTAL LTD

**Continue** Exit without saving

- Review **Current Benefits**
- Select **Continue**

### Current Benefits

Your benefits as of 12/31/2010

Plan	Start Date	Coverage	Your Cost	
AETNA PREMIER JAMES L. SMITH	01/01/2010	EMPLOYEE AND SPOUSE	112.94	Pre-tax
CIGNA DENTAL PREMIER JAMES L. SMITH	01/01/2010	EMPLOYEE AND SPOUSE	3.00	Pre-tax
CHILD LIFE INSURANCE	01/01/2010	20000	0.86	After-tax
PRU SPOUSE LIFE	01/01/2010	20,000.00	9.38	After-tax
MEDICAL FLEX SPENDING	01/01/2010	1,200.00 per year	46.16	Pre-tax

Pay Period Summary	Cost
Total pre-tax contributions	162.10
Total after-tax contributions	10.24

Your deductions may differ slightly due to rounding.

**Continue** Exit without saving

*If you chose to exist and return at a later time (during open enrollment period) select Exit without saving. No part of the enrollment will be updated without clicking update on the final screens.*



## OPEN ENROLLMENT (OE)

The Open enrollment process will take you through each eligible benefit.

9. Select the circle next to an option for each benefit plan.

- **Keep the same coverage** – This option will allow you to keep the Coverage Type (Employee and Spouse).
- **Change the coverage** – This option will allow you to change Coverage Type (from Employee and Spouse to Employee and Family)
- **Add or Change dependents** – This option will only allow you to add dependents that fall within the Current Coverage Type (Employee and Spouse is limited to employee and spouse only, can not add dependents under employee and spouse coverage. You can only add a spouse.)
- **Select a different plan** - This option allows you to select a plan other than the current plan you are enrolled in (current plan AENTA PREMIER as in example above). You can also choose no coverage through this option.
- **Stop this type of benefit** – This option allows you to discontinue coverage under this Benefit Type. This will also impact any covered spouse/dependents.

\*If choosing the option to select a different plan, you can also select “No Coverage-Medical” to discontinue medical coverage for the new plan year.

### Benefit Elections - MEDICAL

Plan	Select
<a href="#">AETNA VALUE</a>	<input type="checkbox"/>
<a href="#">AETNA STANDARD</a>	<input type="checkbox"/>
<a href="#">AETNA PREMIER</a>	<input type="checkbox"/>
<a href="#">NO COVERAGE - MEDICAL</a>	<input type="checkbox"/>

Select the plan in which you would like to enroll.

**Continue Previous Exit**



### OPEN ENROLLMENT (OE)

Each year you must re-enroll in the Flexible Spending (FSA) Plans (Medical & Dependent). FSAs **DO NOT** automatically roll-over to the next plan year. If you fail to re-enroll during the open enrollment period you will have to wait until the next open enrollment period or if a life event occurs.

10. Select **Update** these elections if you are satisfied with your elections. If you need to make changes, select **make changes to these elections**. If you need to exit and come back at a later time select **Exit without saving**.

**Benefit Enrollment**  
Benefit Elections As Of 01/01/2011

Plan	Coverage	Your Cost	
AETNA PREMIER	FAMILY	112.94	Pre-tax
CIGNA DENTAL PREMIER	FAMILY	5.00	Pre-tax
SUPP LIFE PRUDENTIAL	104,000.00	28.98	After-tax
CHILD LIFE INSURANCE	20000	0.86	After-tax
PRU SPOUSE LIFE	20,000.00	9.38	After-tax
NO COVERAGE - DEPENDENT FLEX			
NO COVERAGE - MEDICAL FLEX			
SUPPLEMENTAL LTD	10%	9.12	Pre-tax

Plan	Covered Dependents	
AETNA PREMIER	JAMES L. SMITH	MARY A. SMITH
CIGNA DENTAL PREMIER	JAMES L. SMITH	MARY A. SMITH
CHILD LIFE INSURANCE	MARY A. SMITH	
PRU SPOUSE LIFE	JAMES L. SMITH	

Pay Period Summary		Cost
Total pre-tax contributions		127.06
Total after-tax contributions		39.22

Your deductions may differ slightly due to rounding.

If you select **Exit without saving** at any point in the enrollment process, it will cancel the enrollment. No part of the enrollment will be updated without selecting the update button.



### OPEN ENROLLMENT (OE)

11. Select Yes to print benefit elections to keep for your records.

Enrollment Elections

**Election Print**  
You chose to keep these benefits.

Do you want to print these elections for your reference?

Yes  No

Print

General Options

Select Printer:

- Add Printer
- HP Color LaserJet 2600n
- HP LaserJet 2420 UPD PCL 6 on lhbpr6153
- Microsoft Office Document In
- Microsoft XPS Document Writ
- Ricoh at Riverside

Status: Ready  Print to file Preferences

Location: Find Printer...

Comment:

Page Range:

- All
- Selection  Current Page
- Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

Collate: 1 1 2 2 3 3

Print  Cancel  Apply

12. Select Print to print election record.

You have successfully completed benefit enrollment!!

Enrollment Elections

**Congratulations**  
Congratulations ESS LAWSON

Your enrollment has been successful. Please wait for the print box.

Continue

13. Select **Continue**.



# Questions

## INFORMATION SYSTEMS DEPARTMENT

### LOURDES IT HELP DESK

If you have difficulty logging on, get an error on page, or forget your password, please contact the CHE IT Help Desk. Press option 2 for password assistance.

Call: 856-757-3945 – Camden Associates:  
609-835-5888 – Burlington Associates

## BENEFITS HELPLINE

Call the helpline for ALL benefit related questions or concerns. E-mail and fax provided for submitting required documentation.

Call: 800-563-9929

Fax: 856-685-2253 (Secure)

E-mail: [CSSTeam@connerstrong.com](mailto:CSSTeam@connerstrong.com)

## DEPARTMENT SUPERVISOR

Your department supervisor is your first point of contact before calling Human Resources or Payroll. Make note of this number below and keep it for future reference.

Call: \_\_\_\_\_

Fax: \_\_\_\_\_

## FOR HUMAN RESOURCES INFORMATION

Call: 856-757-3838 (Main Number)

856-580-6482 (Employee Self-Service Assistance)

Fax: 856-757-3044

Lourdes internal HR Sharepoint Site: <http://boreas/lhs/humanresources/default.aspx>

## FOR PAYROLL INFORMATION

Call: 856-824-3182 – Camden Associates

856-824-3474 – Burlington Associates

Fax: 856-824-3477



**NOTES:**