

## Time Sensitive Information:

Here is some information to assist you in verifying your **Pay and Benefits Related Information** on the Employee Self Service and on the INET at HR ONLINE.

From the INET, log into Lawson and click on Employee Self Service. REMEMBER, TO LOG IN, USE YOUR SYSTEM LOG IN, NOT YOUR WELLSPAN EMAIL ADDRESS. Your system login is generally the first **letter of your first name and first 5 letters** of your last name and two numbers such as ZMILLE05. From Lawson Self Service you can click on the following categories to verify important information:

1. My Employment
  - A. Payroll Direct Deposit – this will show where your pay is being deposited. If the information is not correct, you can make changes on Employee Self Service. You will need to close the account you need to change and add the corrected or new account.
  - B. Job Profile – View your current position and department. If this information is not correct, please contact your supervisor with any issues.
  
2. Pay
  - A. Tax Withholding – You can make changes here by completing a new Federal W-4 form and submitting it online. **State taxes are determined by the state in which you live. Pennsylvania state tax is taken at 3.07%.** If you live in another state and have questions about your state taxes, please contact the Payroll Service Center.
  - B. Personal Information - Please verify your current marital status, [Emergency contacts and home address](#). **To view your home address information go into Lawson Employee Self Service; Personal Information; Personal Info Change Req\*. If your address and phone number are incorrect please make the appropriate corrections. If your information is accurate you can either log out of Lawson or click on the “Home” tab and continue reviewing all the information that is now available to you online.**

**IMPORTANT: Due to taxing requirements, every employee must provide a street address. Your post office box address should be entered in the mailing address section. If you are using a P. O. box, you must also provide your street address as well on the Personal Info Change Req as soon as possible.**

While you are in Lawson, you may also wish to look at your leave balances, such as PTO. If you have questions about your leave balances, please **contact the Payroll Service Center at 717 851-2113**. Due to call volumes, you may be asked to leave a message. The Payroll team will be answering calls as quickly as possible so please leave a message if you are requested to do so.

To check your benefit information, please go to **My Benefits** on the INET at HR ONLINE. Log in with your system log in, not your email address. If there are any problems with your enrollment as shown, contact the Benefits Service Center at 717 851-3332 on or by January 12.

- A. Click on My Selected Benefits to verify the benefit plans in which you are enrolled.

- B. Verify that the dependents showing as enrolled are correct.
- C. Make sure your Flexible Spending Account elections for 2015 are correct, If you did not enroll, this will not show up on My Selected Benefits. If you enrolled and your election is not showing, contact the Benefits Service Center at 717 851-3332 BEFORE the next pay.

Thanks to everyone who has already verified their information. If you have not, we encourage you to do so as soon as possible.