



Lawson Employee Self Service (ESS) Quick Reference

What is it? ESS allows employees online access to view and make updates to benefits and pay.

How do I login? Lawson ESS is only available from work. Go to ANCHOR > **Tools and Resources** > **Lawson** > **Click here to login** > Enter your NT login and password > Click **Employee Self Service**.

Forgot User ID or Password? Call the IS Help Desk at 614-355-3750.

Can I view my paystub from home? Yes. Go to **NationwideChildrens.org** > **employees**.

Benefits

View Benefits: Click **Current Benefits** to view or print your benefit plans and coverage (TSA, medical, dental, disability, life insurance, flex spending and parking).

Update Beneficiary: Click **Beneficiary** then **Add Individual**. Enter the required* information. Click **Update**. Tip: When adding a percent, enter 50 for 50% (not .50). To delete a beneficiary, click on their name. Click **Delete**.

Add Dependent: Click **Dependents**. Click **Add**. Enter the required* information. Click **Update**.

New Hire Enrollment: This option is only for new hires in the first 31 days of employment. New Hire Orientation will cover this. Click **New Hire Enrollment**. Select the plans and coverage desired.

Change Retirement Contribution (Tax Sheltered Annuity): Click **Benefits Enrollment**. Enter the

amount or percent per pay period. During November, you must submit your change via paper.

Benefits Enrollment: In the month of November, you will use Benefits Enrollment to enroll in next year's benefits. All other months, it is used to update your TSA benefit only.

Savings Plan Modeling: Estimate how much savings you can accumulate over a period of time.

Pay

Direct Deposit

Add a New Account: (maximum of 5 active accounts) From Pay menu, click **Direct Deposit**. Click **Add**. Click **I agree**. In the **Bank** field, click the magnifying glass. Enter routing number. Click **Filter**. Click your bank.

Routing Number	Bank
044000061	Chase Bank (JP Morgan)

Enter a **Description** (prints on your pay stub and helps identify account). Click **Checking** or **Savings**. Enter the **Flat Amount** or enter the **Percent of Net** (Enter 100 for Percent of Net if it is the only direct deposit account you will have.) Enter the **Account Number**. Could delay pay if account number is not accurate. Click **Update**.

Closing an Account: At least one direct deposit account must be active at all times. From Pay menu, click **Direct Deposit**. On the same line as the account you want to close, click **Close Account**. Click **I agree...** Click **OK**.

Change Your Default Account: The default account is the one that the rest of your pay goes to after all other deposits have been made. From the Pay menu, click **Direct Deposit**. Select **New Default**. Click on the account you want to be the

default. Click **I agree**. Enter 100% in **Percent of Net**. Click **Update**.

Deposits will be made in order of the number next to the account. 1 then 2 then 3...Review your accounts to confirm they reflect the correct order.

Example: You have set up a flat \$800 to go to Account #1 and a flat \$500 going to Account #2. With the remaining going to your default Account #3. Your pay is \$700. Account #1 will be skipped completely since your pay is not \$800 or more. Account #2 will have \$500 deposited. Account #3 (your default) will receive the remaining \$200.

Change Your Tax Withholding (W-4): From the Pay menu, click **Tax Withholding**. To change Federal, click **FD: Employee Income Tax**. Make changes to items 3, 5 or 6. Click **Continue**. Click **Update**.

If you want to see how a change will affect your paycheck before making the change, click **Model** instead of **Continue**. Scroll down, then click **Back** when done. If you wish to claim *Exempt* from federal withholding, contact the Payroll department.

To change state, click **OH: Employee Income Tax**. Do not change residency (security violation error). Make changes. Click **Continue**. Click **Update**.

View Paycheck: From the Pay menu, click **Paychecks**. Enter your NT login and password.

View year-to-date hours, pay and deductions: From Pay menu, click **Year to Date**. Choose year.

Payment Modeling: This is a calculator that approximates what your paycheck would be if you changed items such as hours, pay rate, withholding...

View PTO and STD Balances: From the Pay menu, click **Leave Balances**.

ESS is unavailable every Tuesday beginning at 12:01 AM until payroll is closed. You will not see the Direct Deposit, Tax Withholding, or the Benefits Enrollment bookmarks until payroll is reopened.



Lawson Employee Space Quick Reference

What is it? Employee Space provides online access to view your work assignments, view and make updates to your personal profile, apply for internal jobs, and complete self-appraisals.

How do I login? From work, go to ANCHOR > **Tools and Resources** > **Lawson** > **Click here to login** > Enter your NT login and password > Click **Employee Space**. Login.

From outside of work, go to **NationwideChildrens.org** > **employees** > **Lawson Employee Space**.

Forgot User ID or Password? Call the IS Help Desk at 614-355-3750.

Appraisals and Goals

Acknowledge (Sign) an Appraisal

When your supervisor submits your appraisal, you will receive an email requiring you to acknowledge that you have received it. To acknowledge:

1. Go to Employee Space.
2. Click on **Performance History**.
3. Click on the **Acknowledge** tab.
4. Click **Acknowledge**.
5. Do NOT enter a **Reason Code**.
6. Type a comment in **Action Comment**.
7. Click **OK**.

Complete a Self-Appraisal

If you are required to do a self-appraisal, you will receive an email that one is available for you to complete:

1. Go to Employee Space.
2. Click on **Performance History**.
3. Click on the **Active** tab.
4. Click on the appraisal.
5. Click the **Start Appraisal** button.
6. Answer all questions in the first section.
7. Click **Next** to continue through the remaining sections.
8. Click **Save**.
9. Click **Finalize**. The appraisal is now available for your supervisor to view.

Complete an Other Rater Appraisal

If you receive an email asking you to complete an Other Rater (peer review) appraisal:

1. Go to Employee Space.
2. Click on **Performance History**.
3. Click on the **Other Rater** tab.
4. Click on the appraisal.
5. Click the **Start Appraisal** button.
6. Answer all questions in the first section.
7. Click **Next** to continue through the remaining sections.
8. Click **Save**.
9. Click **Finalize**. The appraisal is now available for the requester to view.

View Your Completed/Past Appraisals

1. Go to Employee Space.
2. Click on **Performance History**.
3. Click on the **Historical** tab.

Accept Goals

To accept goals submitted by your supervisor:

1. Go to Employee Space.
2. Click on **Goals**.
3. Click **Actions**.
4. Click **Accept All Goals**.

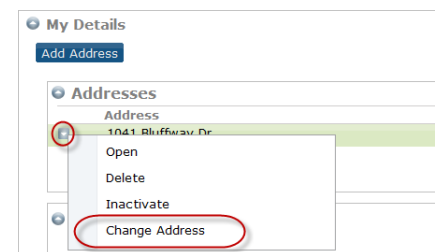
To view each goal, click on the **Pending** tab.

Profile

Change Address

1. Go to Employee Space.

2. Click on **Profile**.
3. Scroll down to the My Details section.
4. Click the down arrow next to the address.
5. Click **Change Address**.



6. Enter the **Effective Date** (required).
7. Enter changes then click **Save**.

HR will review. Taxes are based on where you live. Check **I Live at This Address** if true.

Add Emergency Contact

1. Go to Employee Space.
2. Click on **Profile**.
3. Scroll down to the My Details section.
4. In the Emergency Contacts click **Add**.
5. Enter information then click **OK**.

Request Leave of Absence

1. Go to Employee Space.
2. Click on **Profile**.
3. Scroll down to the My Work section.
4. Click the **Add** button.
5. Complete every field.
6. Click **Save**.

Visit <http://anchor.columbuschildrens.net/leave-of-absence-fmla> for more information.

Change Name/Contact Details under Profile too.

Internal Job Openings

Apply for an Internal Job

1. Go to Employee Space.
2. Update your profile (education, employment history...)
3. Click on **Job Openings**.
4. Search for job (by category).
5. Click on Job **Title**.