



## 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](http://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	is	044000061	Filter
			Close
Routing Number	Bank		
044000061	Chase Bank (JP Morgan)	Next, click on your bank.	

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**.

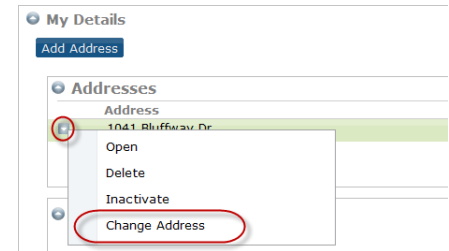
To view each goal, click on the **Pending** tab.

## 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**.