

What can you do in Lawson Employee Space?

1. View/Print Pay Remittances (Checks)
2. Update Direct Deposit Information
3. Update Tax Withholdings
4. Payment Modeling
5. View Pay Rate History
6. View Snapshot of Benefits
7. Check Leave Balances
8. New Hire Benefit Enrollment
9. View PTO Year End Limit
10. Apply for Open Summa Positions
11. Edit Personal Profile
12. Search for Coworkers

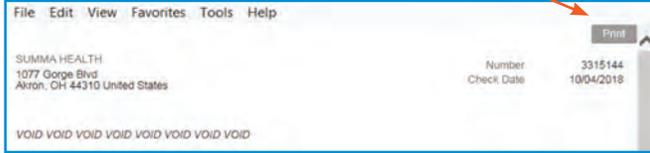
Employee Self Service Links

 Payroll	 Benefits	 Human Resources
<p>1  Pay Checks Review paycheck details</p> <p>2  Direct Deposit Update or review direct deposit information</p> <p>3  Tax Withholding Update or review tax withholding information</p> <p>4  Payment Modeling Use payment modeling to determine how changes could affect your paycheck</p> <p>5  Year to Date Pay Use year to date pay to see payments from prior years</p>	<p>6  Current Benefits Review current benefits</p> <p>7  Leave Balances Review leave balances</p> <p>8  New Hire Enrollment Enroll in benefits (new hires only)</p> <p>9  PTO Year End Limit Check PTO year and limit</p>	<p>10  Opportunities See a list of open jobs.</p> <p>11  Edit Profile Edit my profile.</p> <p>12  Find a Coworker Search for other company employees.</p>

1

Pay Remittances

- Click to view your paychecks in pay date order.
- Use the scroll bar to the right to view prior years.
- Click on the blue date field to view check details.
- To print the check, go to the Summary Section on the bottom left of the screen.
- Click on "Printable Pay Stub" and click on Print in the upper right hand corner.



Pay Checks

Date	Gross	Net
10/04/2018	1500.00	1320.00
09/20/2018	1500.00	1320.00
09/06/2018	1500.00	1320.00
08/01/2018	1500.00	1320.00
08/23/2018	1500.00	1320.00
08/09/2018	1500.00	1320.00
07/26/2018	1500.00	1320.00
07/12/2018	1500.00	1320.00
06/28/2018	1500.00	1320.00
06/14/2018	1500.00	1320.00
05/31/2018	1500.00	1320.00

Summary

Printable Pay Stub	33001138
Check Number	09/06/2018
Payment Date	09/01/2018
Period End Date	1500.00
Gross Wages	1320.00
Net Pay	

2

Direct Deposit

Electronic form to change/update Payroll direct deposit elections

3

Tax Withholding

Electronic form to change/update Form W-4 (Federal) and IT-4 (State of Ohio) withholdings.

4

Payment Modeling

Hypothetically calculates new net/gross payments based on changes to pay rate, tax exemptions or other variables. Use this feature to determine the impact of 403(b) contribution changes and review how W-4 elections affect net pay and Federal tax withholding.

For complete instructions, view the online Lawson Self-Service Manual on Summa@Work. Select Departments>Payroll Department>Payroll Quick Links>Lawson Self Service Handbook.PDF or contact Payroll at **330.996.0360** or **summapayroll@summahealth.org**.

5

Pay History

Select to see year to date pay and annual salary. Click on the calendar to "Select a through date," and choose continue. Information includes year to date pay history, effective date, new rate, annualized rate and percent change since date of hire. Questions, contact Compensation at **234.312.6333** or **hrcompensation@summahealth.org**.

6

Current Benefits

Click to view your benefit snapshot. The screen defaults to today's date. To view prior benefit elections, click the calendar to select a date. Click continue to view coverage, Pre-Tax/After-Tax Cost and Summa Cost.

Current Benefits

Benefit Plans and Coverage

Select an effective date. Costs are per Pay Period.

Effective Date: 01/01/2018

Type of Plan	Plan	Start Date	Coverage	Pre-Tax Cost	After-Tax Cost	Company Cost
Defined Contribution	403B	06/16/2017	6.00 % of total	6.00%		3.50%
Dental	Delta High	01/01/2018	You Only	16.26		
Dependent Life	Child DepLife Waive	01/01/2018				
Dependent Life	Spouse DepLife	01/01/2018	\$25,000 Spouse Dep Life		2.58	
Disability	LTD (Long-Term Disability)	07/23/2017	77,584.00			
Disability	Short-Term Disability	07/23/2017	77,584.00			
Employee Life	AD&D Based on Salary	07/23/2017	50,000.00			5.08
Employee Life	Basic Life based on salary	07/23/2017	50,000.00			23.08

7 Leave Balances

Click to view Paid Time Off balances. To view the detail, click on the arrow under Balance Details. The below example shows the date of accrual, amount of accrual and time used.

The image shows two screenshots from a web application. The left screenshot is titled "Leave Balances" and has tabs for "Long Term Sick Frozen" and "PTO - Paid Time Off". Under "Balance Totals", it shows "Available Time: 116.50 hours". Under "Balance Details", it shows "2017 Professional PTO" with "Available Time: 116.50 hours". An orange arrow points from this text to the right screenshot. The right screenshot is titled "Balance Details" and shows a table for "2017 Professional PTO" with "Available Time: 116.50 hours".

Date	Description	Amount
09/29/2018	Accrual	7.10
09/15/2018	Accrual	7.10
09/15/2018	Use	-8.00
09/01/2018	Accrual	7.10
08/16/2018	Accrual	7.10
08/04/2018	Accrual	7.10
08/04/2018	Use	-16.00

8 New Hire Benefit Enrollment

Click to enroll in Employee Benefits as a New Hire.

9 PTO Year End Limit

Select to view the maximum number of PTO hours you can roll forward into the new year. If you have questions, contact Employee Benefits at **234.312.6262** or email **summabenefits@summahealth.org**.

The image shows a screenshot of a web application titled "PTO YEAR END LIMIT (ZH10.1)". It has a search bar with "Special Access" and "Inquire" buttons. Below is a table with columns: COMPANY, EMPLOYEE #, FIRST NAME, LAST NAME, and PTO YEAR END LIMIT.

COMPANY	EMPLOYEE #	FIRST NAME	LAST NAME	PTO YEAR END LIMIT
1000	12345	Employee	Employee	160

10 Opportunities

Click to search for Summa Open Positions.

11 Edit Profile

Click on Personal Information to update preferred email address, emergency contacts and personal address/phone numbers.

The image shows a screenshot of the "Employee Profile" page in a web application. The page has a navigation bar with "Home", "My Profile", "Find A Coworker", and "Opportunities". The "Employee Profile" page has a "Save" and "Add Address" button. On the left is a sidebar with "At A Glance" and a list of menu items: "Work Assignments", "Personal Information", "Compensation", "Work Preferences", "Performance", "Talent Profile", "Goals", "Activities", and "Mentors". An orange arrow points to "Personal Information". The main content area shows "Employee Name - Position" with a profile picture placeholder, email address "employee@summahealth.org", and "Pay Rate:". Below this are fields for "Employment ID: 12345", "Organization Unit: Unit Name", "Location: 1077 Gorge Blvd", and "Direct Manager: Manager Name". At the bottom is a "Dates & Service" section with fields for "Start Date: 2/9/2015", "Adjusted Start Date: 2/9/2015", "Years Of Service: 3.67", "Adjusted Years Of Service: 3.67", "Birthdate: September 17", and "Anniversary Date: 2/9/2015".

11 Edit Profile (cont.)

Method	Detail
Landline	1-330-555-2222
Email	employee@summahealth.org

Name	Relationship
Bob Davis	Husband
Thomas Brown	Father

Address
123 Fourth St

To add Phone or Email – Click Add and complete the form. If this is your preferred contact information, click in the preferred box. The information automatically updates in Lawson.

To add or Change an Address – Select “Change Address” if you reside at, and have mail sent to the same address. This form will populate with your current address. Click and drag the cursor over address to highlight. Type the new information into the appropriate fields and click on OK.

Country: US

Street Address: PO Box 123

City: Akron

State / Province: OH

Zip Code: 44310

County / District: Summit

Send Mail To This Address

I Live At This Address

Select “Add Address” if you are living at one address and having mail sent to a different address. Complete the form and check the box if you reside at the new address or would like mail delivered to the address. Click OK.

12 Find a Coworker

Click to search for a Coworker by Last Name, Location or Position.