

NH FIRST Phase 2

Employee Self Service Functions

Update: *March 5, 2013*

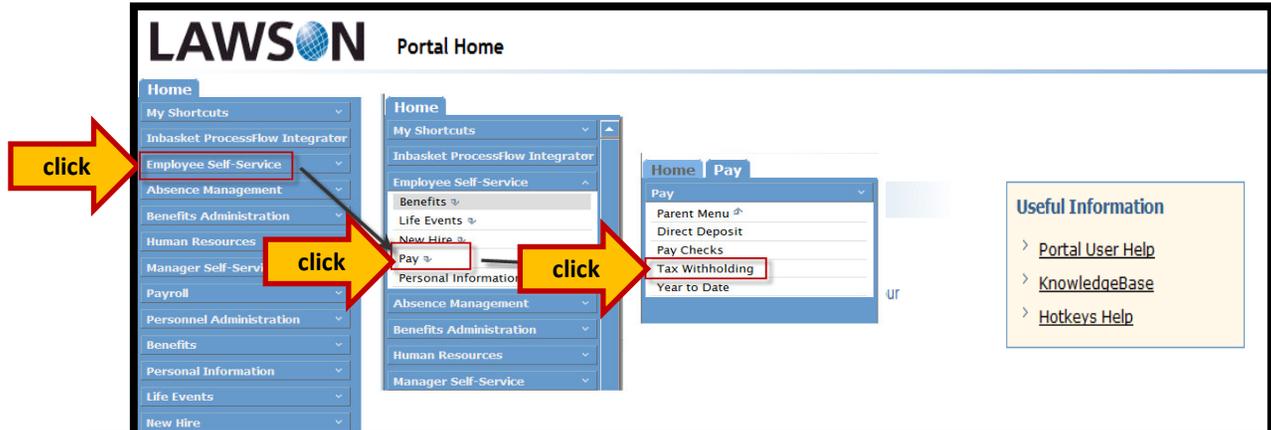


Accessing Employee Functions

The screenshot shows the Lawson Portal Home interface. At the top left is the Lawson logo and the text "Portal Home". Below this is a navigation menu with items: "Home", "Benefits", "Inbasket ProcessFlow Integrator", "Time", and "Employee Self-Service". A red box highlights the "Employee Self-Service" item, and a yellow arrow points to it with the text "click for payroll /benefits". To the right of the menu is the word "Portal" in a large, stylized font. Below that is a "Common Tasks" section with links for "Manage Subscriptions" and "Manage User Options", and a note to "Customize Portal options and your shortcuts". On the far right is a "Useful Information" box containing links for "Portal User Help", "KnowledgeBase", and "Hotkeys Help". The bottom of the browser window shows "Done" on the left and "Internet" on the right.

**Opening
Week of
March 5th**

Changing the Tax Withholdings Form W4



The screenshot shows the "W-4 Form Employee's Withholding Allowance Certificate" for the year 2012. The form includes the following fields and annotations:

- Form W-4**: Department of the Treasury, Internal Revenue Service. OMB No. 1545-0010, 2012.
- 1** Type or print your first name, middle initial and last name: William R. Armstrong
- 2** Your social security number: 1122
- 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.
- 4** If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.
- 5** Total number of allowances you are claiming: 2
- 6** Additional amount, if any, you want withheld from each paycheck: .6
- 7** I claim exemption from withholding for 2012, 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).
- 8** Employer's name and address: (Employer. Complete 8 and 10 only if sending to the IRS)
- 9** Office code (optional)
- 10** Employer's identification number

Buttons at the bottom: Continue, Model, Back, Print, W-4 Instructions. A red callout bubble points to the "W-4 Instructions" link with the text: "If you click on the W-4 Instructions link, the instructions appear exactly as they would on the paper form."

Input W4 changes & click continue

Opening Week of March 5th

The screenshot shows the "Verify W-4 Changes" dialog box. It contains the following text:

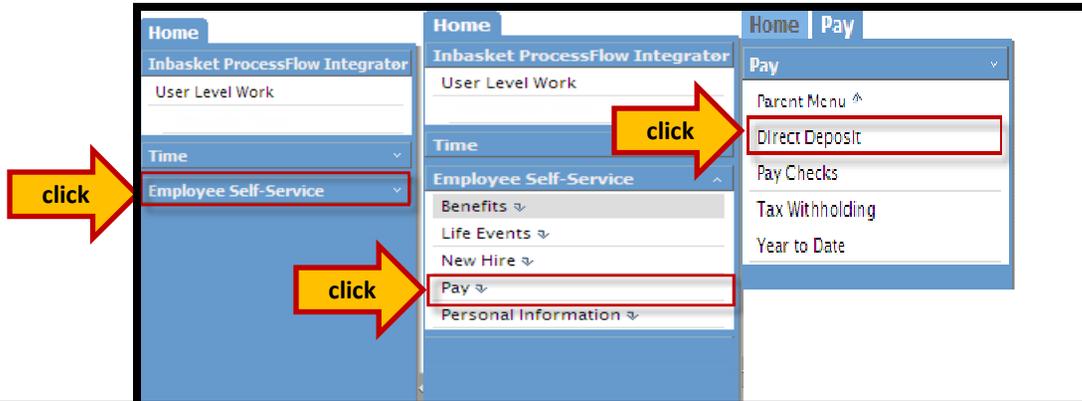
Verify W-4 Changes

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.

Buttons: Update, Cancel. A yellow arrow labeled "click" points to the "Update" button.

Direct Deposit Entry



The screenshot shows the 'LAWSON Direct Deposit' 'Add Account' form. The form includes the following fields and options:

- Bank:** LAKE SUNAPEE BANK
- Description:** Checking
- Account Type:** Checking Savings
- Address:** William R. Armstrong, 26 Gervaise Drive, Derry, NH 03038, US
- Routing Number:** 011775337
- Account Number:** 0472312999
- Deposit:** _____ AMOUNT
- Percent of Net:** 100%
- Buttons:** Update, Cancel

A red callout bubble points to the 'Update' button with the text: "Because this is your default (100% of Net) deposit, leave the Deposit amount field blank."

Opening
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March 5th

Review Pay Check online

1 click

2 click

3 click

Opening Week of March 5th

4 Select Payment Date

Date	Gross	Net
02/22/2013	5059.57	3473.80
02/08/2013	2930.25	2109.28

5

6 Click for Printable version

These windows display payroll details (scroll down)

Date	Gross	Net
08/24/2012	1644.00	1265.98
08/10/2012	1644.00	1313.48

Pay	Hours	Wages
REGULAR PAY	75.00	1644.00
Total	75.00	1644.00

Deduction	Amount	Taxable Wages
FD FEDERAL INCOME TAX	225.13	1594.00
FD SOC SEC EE PAID	69.05	1644.00
FD MEDICARE EE PAID	23.84	1644.00
Total	318.02	

Deduction	Amount
BN 457 DEFERRED COMPENSATION	50.00
Total	50.00

Deduction	Amount
GRANITE UNITED WAY	10.00
Total	10.00

Printable Pay Statement



State of New Hampshire
DEPT OF ADMINISTRATIVE SERVICES
25 CAPITOL STREET
CONCORD, NH 03301

Employee Pay Statement

John Smith
20 North Main St.
Concord NH 03301

Employee Number:
Check Number: 14852236
Check Amount: \$3,473.80

Date: 02/22/2013
Pay Period End: 02/07/2013

Tax Withholding Description	Residential Status	Marital Status	Exemptions	Additional Exemptions	Additional Amount
FD FEDERAL INCOME TAX	Resident	Married	0	0	0

Earnings

Description	Hours	Rate	Current	Year to Date
OVERTIME STRAIGHT PERM	54.50		2,129.32	2,129.32
REGULAR PAY	75.00		2,930.25	11,721.00
TOTALS	129.50		5,059.57	13,850.32

Taxes

Description	Current	Year to Date
FD FEDERAL INCOME TAX	768.36	1,721.01
FD SOC SEC EE	309.97	843.84
FD MEDICARE EE	72.49	197.35
TOTALS	1,150.82	2,762.20

Pre-Tax Deductions

Description	Current	Year to Date
BN-POS EE PRETAX	60.00	240.00
BN-NH RETIREMENT SYSTEM-EE	354.17	969.53
TOTALS	414.17	1,209.53

After-Tax Deductions

Description	Current	Year to Date
SEA AGENCY FEE	20.78	76.94
TOTALS	20.78	76.94

Employer Paid Benefits

Description	Current	Year to Date
FD SOC SEC ER	177.96	843.84
FD MEDICARE ER	41.62	197.35
BN-POS ER	1,103.90	4,415.60
BN-DENTAL ER	59.56	238.24
BN-BASIC LIFE ER \$20,000	0.42	1.68
BN-NH RETIREMENT SYSTEM-ER	295.37	1,396.11
TOTALS	1,678.83	7,092.82

Summary

Description	Hours	Current	Year to Date
Total Gross	129.50	\$5,059.57	\$13,850.32
Total Deductions		\$1,585.77	\$4,048.67
Total Net		\$3,473.80	\$9,801.65

**Opening
Week of
March 5th**

View Current Benefits

Home Benefits

Benefits

- Parent Menu ↕
- Life Ins. Beneficiary
- Current Benefits**
- Flexible Spending

LAWSON Current Benefits

Benefit Plans and Coverage

Type of Plan	Plan	Coverage	Pre-Tax Cost	After-Tax Cost	Employer Cost
Defined Benefit	NHRSNHRS PENSION PLAN		7.00%		10.08%
Dental	DENTAL PLAN	Family			59.56
Employee Life	PLAN 1 BASICPLAN 1 \$20,000 SON	Employee 20,000.00			0.42
Health	POS HEALTH PLAN	Family	60.00		1,103.90

Print

Opening
Week of
March 5th

Add Beneficiary

Alexander you are in data area HCMIT [logout]

Search...

LAWSON

Home Benefits

Benefits

Parent Menu

Life Ins. Beneficiary

Current Benefits

Flexible Spending

LAWSON Beneficiaries

Welcome, Alexander Stone

click

To add a beneficiary for a plan, click on the 'Add Individual' or 'Add Trust' button below the plan.

Plan Type **Defined Benefit**
Plan Name **NHRSNHRS PENSION PLAN**

Plan Type **Employee Life**
Plan Name **PLAN 1 BASICPLAN 1 \$20,000 SON**

click

Print

Detail

First Name

Middle Initial

Last Name

Last Name Suffix

Distribution Type

Amount

Beneficiary Type

Relationship

Social Number

Employee Address

or

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

Country

Opening Week of March 5th

View Flexible Spending Accounts

The screenshot shows the Lawson Spending Accounts interface. On the left is a navigation menu with 'Home' and 'Benefits' tabs. Under 'Benefits', there is a dropdown menu with options: 'Parent Menu', 'Life Ins. Beneficiary', 'Current Benefits', and 'Flexible Spending'. The 'Flexible Spending' option is highlighted with a red box and a yellow arrow pointing to it with the word 'click' written inside. The main content area has a blue header 'LAWSON Spending Accounts' and a sub-header 'Flexible Spending Accounts'. Below this, a message states 'You do not have any Flexible Spending Account benefits.' To the right of this message are three sections: 'Summary' with a table of metrics (Total Annual Contributions, Total YTD Contributions, Total Reimbursements, Remaining Balance), 'Detail' with a table header (Start Date, Stop Date, Pay Period Amount, Annual Amount, Year to Date), and 'Reimbursements' with a table header (Date, Check Number, Amount, Description). A red-bordered box in the bottom left corner contains the text 'Opening Week of March 5th'.

Home Benefits

Benefits

- Parent Menu ↕
- Life Ins. Beneficiary
- Current Benefits
- Flexible Spending**

LAWSON Spending Accounts

Flexible Spending Accounts

You do not have any Flexible Spending Account benefits.

click

Summary

Total Annual Contributions
Total YTD Contributions
Total Reimbursements
Remaining Balance

Detail

Start Date	Stop Date	Pay Period Amount	Annual Amount	Year to Date
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Reimbursements

Date	Check Number	Amount	Description
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Opening Week of March 5th

Coming Soon

- Employee Space
 - View Profile
 - Request a Leave of Absence
 - Change Address
 - Change Name
 - Update Credentials
- Employee Self Service
 - Add Dependents
 - Enrolling in Benefits

Profile for an Existing Employee

FRED SMITH - 50010000
 catherine.milarion@nh.gov
 Employment ID 50040000
 Organization Unit DIVISION OF PERSONNEL
 Location AS-RISK MANAGEMENT
 Direct Supervisor JOHN LYNCH

Dates & Service
 Start Date 11/01/2012 Adjusted Start Date - Birthdate -
 Years Of Service 0.14 Adjusted Years Of Service 0.00 Anniversary Date 11/01/2012

Work Preferences
 Travel Not Applicable
 Relocate Not Applicable
 International Assignment Not Applicable

Other Preferences

An existing State Employee can use HR data to build a personal profile for use in expediting applications

Create Request To Renew Credentials

Credential	Source	Essential	Expiration Date	Validated
Certified Public Accountant				Yes
Certified Financial Examiner (CFE)				Yes

credentials

Create Education

Education	Essential	Specialization	Institution	In Pro...	Valid...
Bachelor's Degree		Accounting		No	Yes

education

Create Employment History

Company	Job Title
Deloitte and Touche	Certified Public Accountant
State of New Jersey	Accountant I

Job history

Coming Soon

Requesting a Leave of Absence

click

click

fill in details & save

Coming Soon

COLLEEN MCDUFFEE's Profile

Save Change Name

At A Glance

COLLEEN MCDUFFEE - 10346

catherine.milarion@nh.gov

Pay Rate 21.9200 USD

Employment ID 13411

Percent Fit 0.00%

Organization Unit DIV OF PUBLIC PROTECTION

Location JUSTICE DEPARTMENT

Work Phone -

Direct Supervisor -

Work Assignments

Primary	Organization Unit	Position	My Direct Supervisor	My Indirect Supervisor	Assign...
Yes	2005	PARALEGAL II	No resources assigned		

***Request Leave Of Absence COLLEEN MCDUFFEE-13411**

Actions Options Related

Save

Save and New on PERSONAL PERSONAL

Select PERSONAL PERSONAL

Define

*Beginning Of Leave 11/15/2012

*Estimated Return 12/16/2012

Additional Information

Changing Home Address

The image shows a multi-step process for changing a home address in a software application. It consists of three overlapping screenshots of a user profile page for COLLEEN MCDUFFEE.

Step 1: The first screenshot shows the profile overview with a sidebar menu. A yellow arrow labeled "click" points to the "Personal Information" menu item.

Step 2: The second screenshot shows the "Addresses" section of the profile. A table lists existing addresses. A yellow arrow labeled "click" points to the first address row.

Address	Mailing Address	Residential Address	Active
1224, concord, NH, (PostalCode)	Yes	Yes	Yes

Step 3: The third screenshot shows the "Add Address" form. A yellow arrow labeled "fill in details & save" points to the form fields. The form includes fields for City, State/Province, Post Code, and County/District, along with checkboxes for "Send Mail To This Address" and "I Live At This Address".

Other Elements:

- A "Coming Soon" box is located in the bottom left corner.
- The page number "13" is in the bottom right corner.

Changing Name

click

fill in details & click OK

***Request To Change Name For COLLEEN MCDUFFEE-13411**

Effective Date: 11/18/2012
Reason: NC-LGL SEP (Legal separation)

Enter The Changes

Title: _____
Given Name(First): COLLEEN
Middle Name: _____
Family Name(Last): MCDonald
Suffix: _____
Professional Designation: _____
Marital Status: Legally Separated
Former Given Name(First): _____
Former Middle Initial: _____

COLLEEN MCDUFFEE's Profile

COLLEEN MCDUFFEE - 10346
catherine.milarion@nh.gov
Employment ID: 13411
Organization Unit: DIV OF PUBLIC PROTECTION
Location: JUSTICE DEPARTMENT
Pay Rate: 21.9200 USD
Percent Fit: 0.00%

Dates & Service
Start Date: 06/27/1983
Adjusted Start Date: 06/27/1983
Birthdate: 12/07
Years Of Service: 29.39
Adjusted Years Of Service: 0.00
Anniversary Date: 06/27/1983

Work Preferences
Travel: Not Applicable
Relocate: Not Applicable
International Assignment: Not Applicable

Preferred Positions
Position 1: _____
Position 2: _____
Position 3: _____

HR administrator to approve

Change Name Completed

**Coming
Soon**

Updating Credentials

The image illustrates the process of updating credentials in a web application through three overlapping screenshots:

- Top Screenshot:** Shows the profile page for COLLEEN MCDUFFEE. The header includes "COLLEEN MCDUFFEE's Profile" and buttons for "Save" and "Change Name". A sidebar menu on the left lists: "At A Glance", "Work Assignments", "Personal Informati...", "Compensation", "Work Preferences", and "Talent Profile". A yellow arrow labeled "click" points to the "Talent Profile" menu item.
- Middle Screenshot:** Shows the profile page for COLLEEN DUFFEE. The sidebar menu is expanded, and a yellow arrow labeled "click" points to the "Create" button under the "Education" section.
- Bottom Screenshot:** Shows the "Education For COLLEEN DUFFEE-13411" form. It contains several sections with input fields:
 - Reason:** A dropdown menu.
 - Either Select Education Or Enter Other:** Fields for "Education" (dropdown) and "Other" (text).
 - Either Select Education Specialization Or Enter Other Specialization:** Fields for "Education Specialization" (dropdown) and "Other Specialization" (text).
 - Completion Date:** Fields for "Month" and "Year" (calendar icon), and a checkbox for "In Process".
 - Education Rating:** A text input field.
 - Either Select Education Institution Or Enter Other Institution And Address:** Fields for "Education Institution" (dropdown), "Other Institution" (text), "Country Of Address" (dropdown), and "Address" (multiple text lines).A yellow arrow labeled "fill in details & save" points to the bottom of the form.

Coming Soon

Having a Baby – Adding a Dependent

The screenshot shows the Lawson Portal Home interface. The top navigation bar includes 'Home', 'Benefits', and a search bar. A sidebar on the left contains a menu with 'Employee Self-Service' highlighted. A yellow arrow labeled 'click' points to this menu item. Below it, a sub-menu is open, showing 'Life Events' with a 'Birth' button. Another yellow arrow labeled 'click' points to the 'Birth' button. To the right, a 'Useful Information' box contains links for 'Portal User Help', 'KnowledgeBase', and 'Hotkeys Help'. Below the main navigation, a 'Common Tasks' section lists 'Manage Subscriptions' and 'Manage User Options'. A 'Done' button is visible at the bottom left of the main interface.

click

click

click

fill in details & save

Coming Soon

LAWSON Birth

Dependent

Main Address

First Name *

Middle Initial

Last Name *

Name Suffix

Birth Date (MM/DD/YYYY) *

If Adopted, Date (MM/DD/YYYY)

If Adopted, Placement Date (MM/DD/YYYY)

Social Number

Type *

Relationship *

Address *

Primary Care Physician

Gender *

Student

Disabled

Smoker

* Required

Having a Baby – Enrolling in Medical Benefits

LAWS N[®] Birth

Additional Changes

You may want to make changes to the information below. Click on a link to access the task.

[Benefits](#)
[Tax Withholding](#)

click

Employee confirms current benefits

LAWS N[®] Birth

Current Benefits

Your benefits as of 04/01/2012

Plan	Start Date	Coverage	Your Cost	
HMO	03/01/2012	EE	30.00	Pre-tax

Pay Period Summary		Cost
Total pre-tax contributions		30.00
Total after-tax contributions		0.00

Your deductions may differ slightly due to rounding.

[Continue](#) [Exit](#)

LAWS N[®] Birth

Enrollment Elections - HEALTH

As Of	Coverage Type	Your Cost	
04/28/2012	EE	30.00	Pre-tax

Option	Select
Keep the same coverage	<input type="radio"/>
Change the coverage	<input type="radio"/>

[Continue](#) [Exit](#)

click

Process is same for other benefits such as Dependent Care and Flexible Spending Accounts

LAWS N[®] Birth

Benefit Elections - HEALTH

Coverage	Cost	Select
EE	30.00	<input type="radio"/>
EE+Spouse	50.00	<input type="radio"/>
EE+1 Child	50.00	<input checked="" type="radio"/>
EE+Children	60.00	<input type="radio"/>
Full Family	60.00	<input type="radio"/>

You have selected HMO.
Costs are per Pay Period.

Select one coverage option.

How do you want to pay for this coverage? Pre-tax After-tax

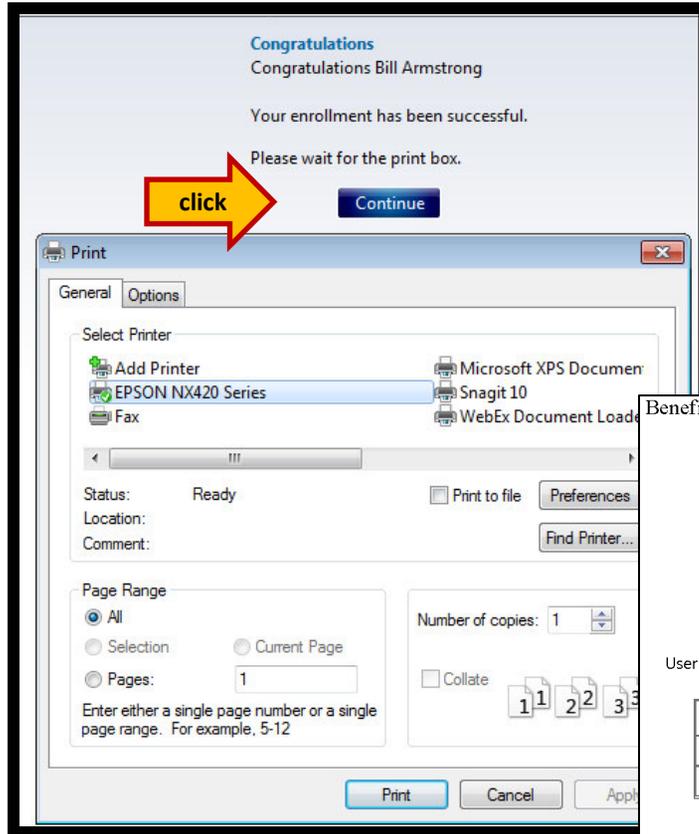
[Continue](#) [Previous](#) [Exit](#)

select coverage & click continue

Coming Soon

Benefits changes input be employee will be reviewed by HR administrator

Printing Employee Benefits Receipt



receipt contains enrollment updates input by employee

Benefit Elections Page 1 of 1

You printed these elections on 04/28/2012.

Employee Name: Armstrong, William R. Social Security Number: XXX-XX-1122
 Employee Number: 9908 Date of Birth: 01/01/1960
 Hourly Rate: 39.07

User defined comment text.

Plan	Coverage	Start Date	Your Cost	
HMO	EE+1 Child	04/01/2012	50.00	Pre-tax
DEPENDENT CARE SPENDING ACCT	200.00 per year	04/01/2012	10.00	Pre-tax

Plan	Covered Dependents
HMO	Matilda J. Armstrong

Pay Period Summary	Cost
Total pre-tax contributions	60.00
Total after-tax contributions	0.00

Your deductions may differ slightly due to rounding.

Coming Soon