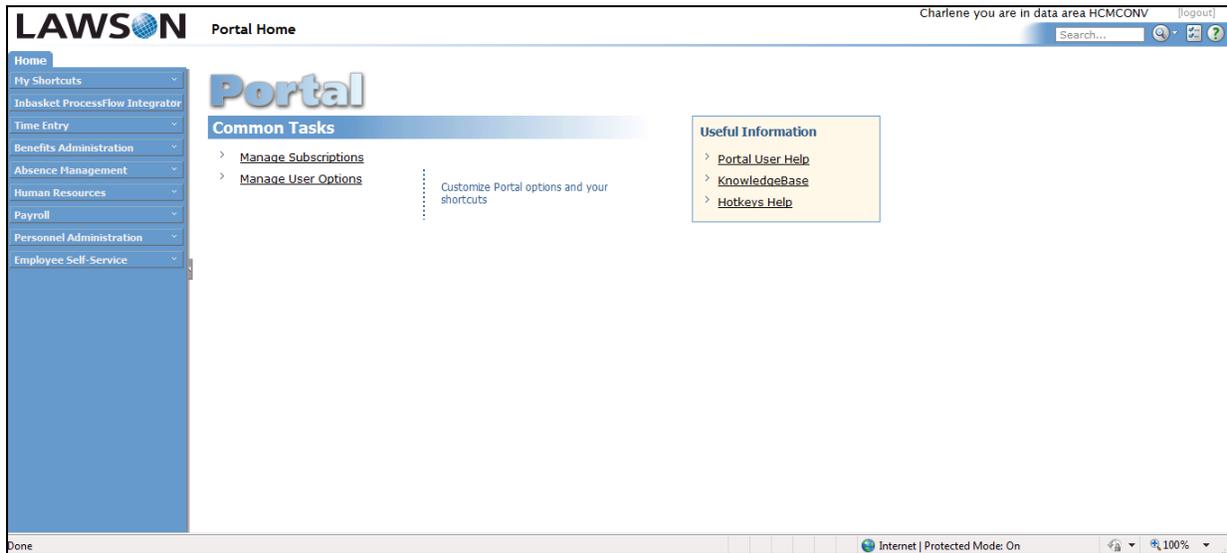


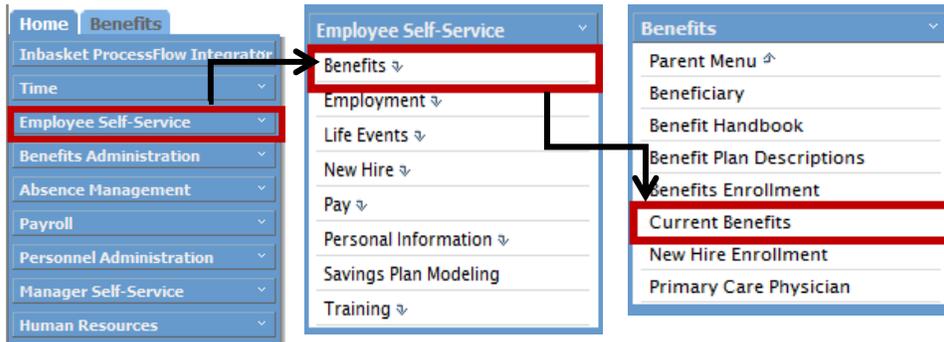
ESS: Review Current Benefits

Purpose:	Employees will use the NH FIRST Employee Self Service to review their current benefits.
-----------------	---



1. From the home page, navigate to the Current Benefit Plans and Coverage screen:

Employee Self-Service > Benefits > Current Benefits



Quick Link: N/A

ESS: Review Current Benefits

2. Click the **Print** button to print a summary of your current benefits.

The screenshot shows the LAWSON Current Benefits page. The page title is "LAWSON Current Benefits" and the user is logged in as "AgencyHRPAdministrator". The page displays a table of benefit plans and coverage. The table has the following data:

Type of Plan	Plan	Coverage	Pre-Tax Cost	After-Tax Cost	Company Cost
Dental	DENTAL HMO PLAN	Employee			17.52
Health	HMO HEALTH PLAN	Employee Only	20.00		269.09
Spending Account	MEDICAL CARE SPENDING ACCOUNT	2,600.00 per year	100.00		

A red box highlights the "Print" button located at the bottom right of the table.

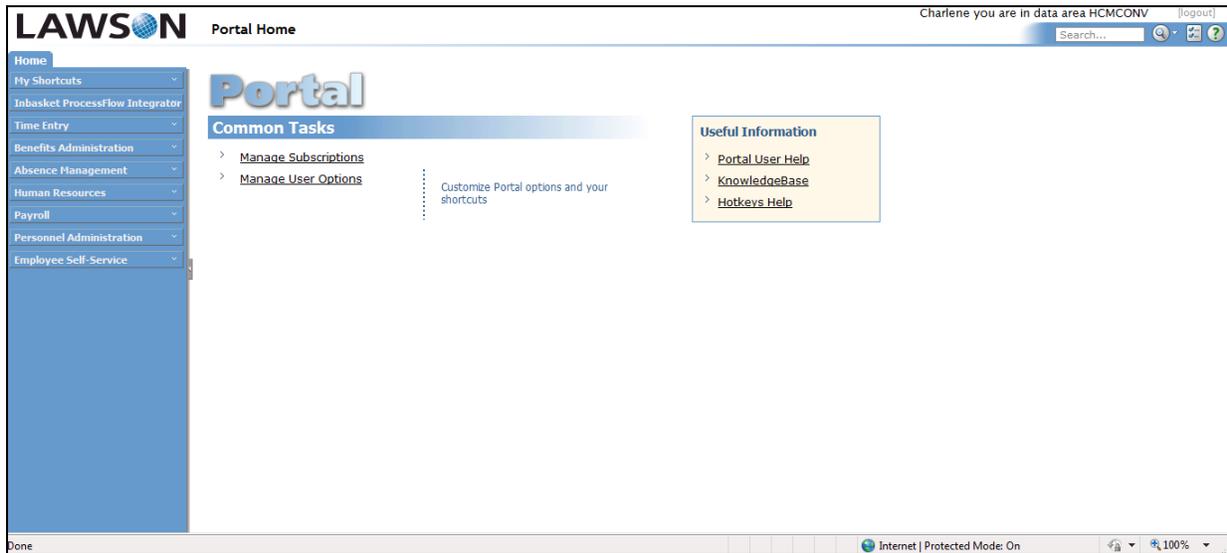
3. Select the printer that you wish to print to and then click **Print**.

The screenshot shows the Print dialog box open over the Current Benefits page. The dialog box has a "General" tab and a "Select Printer" section. The printer "Ricoh Aficio MP 2508 PS" is selected and highlighted with a red box. The "Print" button at the bottom of the dialog box is also highlighted with a red box. The background page shows the same table of benefit plans as in the previous screenshot.

You have successfully completed this task.

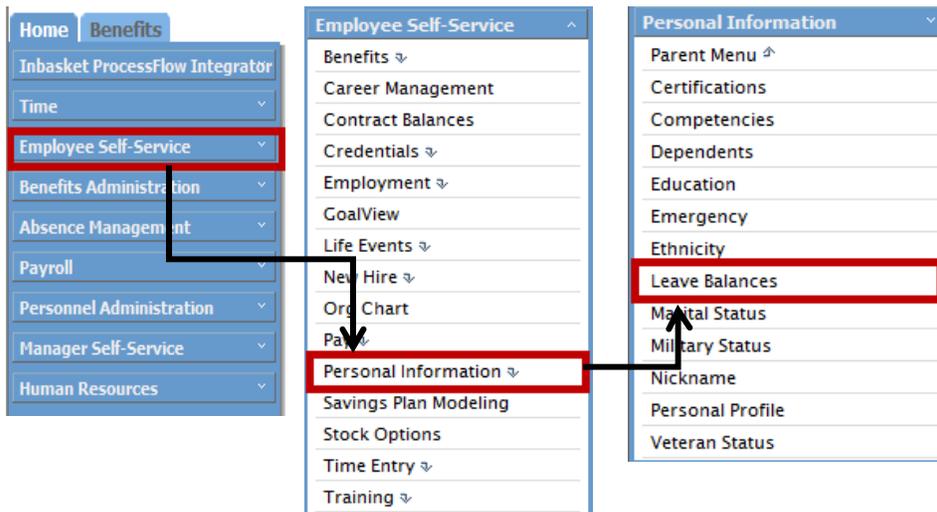
ESS: Review Vacation and Sick Leave Balances

Purpose:	Employees will use the NH FIRST Employee Self Service to review their vacation and sick leave balances.
-----------------	---



1. From the home page, navigate to the Leave Balances screen:

Employee Self-Service > Personal Information > Leave Balances



Quick Link: N/A

ESS: Review Vacation and Sick Leave Balances

- In the Balance Details column, click **Available Time** to view a history of leave that has accrued or has been used.

The screenshot shows the Lawson HR system interface. The user is logged in as AgencyHRPAdministrator. The page displays the 'Leave Balances' section for 'LP SEA ANNL LV 37.5 HR'. The 'Available Time' is 39.50 hours. A red box highlights the 'Available Time' link in the 'Balance Details' section.

Balance Totals	Balance Details
Available Time: 39.50 hours	LP SEA ANNL LV 37.5 HR Available Time: 39.50 hours

- Click the **SICK** tab to view Sick Leave balance.

The screenshot shows the Lawson HR system interface. The user is logged in as AgencyHRPAdministrator. The page displays the 'Leave Balances' section for 'LP SEA ANNL LV 37.5 HR'. The 'Available Time' is 39.50 hours. The 'SICK' tab is selected and highlighted with a red box. A table shows the history of leave usage.

Date	Description	Amount
09/15/2012	Accrual	7.50
08/15/2012	Accrual	7.50
07/17/2012	Use	-7.50
07/15/2012	Manual Adjustment	32.00

- Click the **Print** button to print the Balance Details.

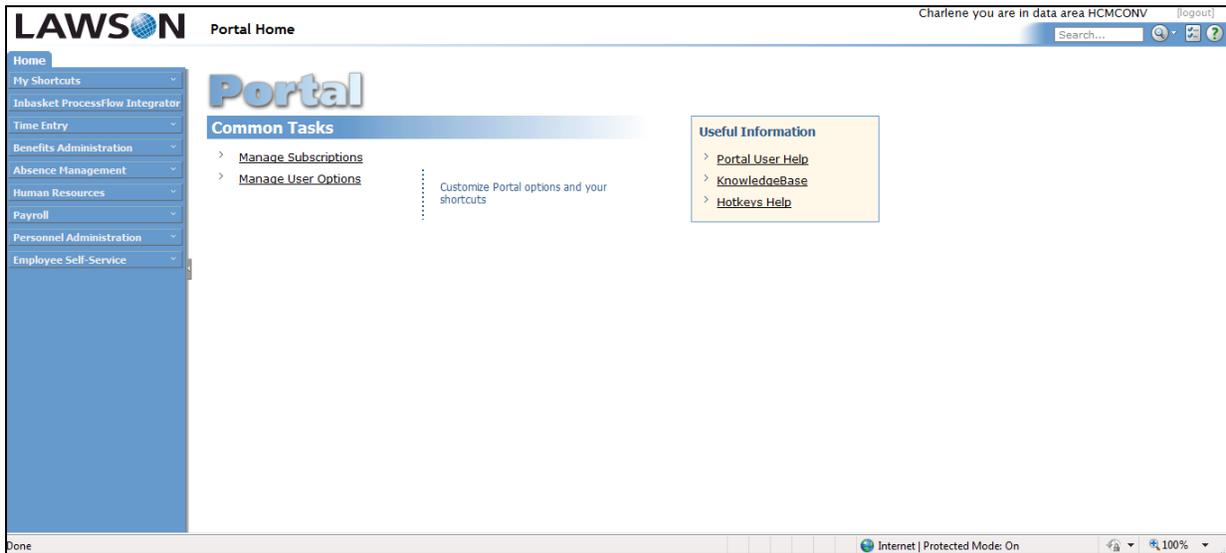
The screenshot shows the Lawson HR system interface. The user is logged in as AgencyHRPAdministrator. The page displays the 'Leave Balances' section for 'LP SEA SICK LV 37.5 HR'. The 'Available Time' is 43.26 hours. The 'SICK' tab is selected. A red box highlights the 'Print' button in the top right corner of the 'Balance Details' section.

Date	Description	Amount
09/15/2012	Accrual	9.38
08/15/2012	Accrual	9.38
07/24/2012	Use	-7.50
07/15/2012	Manual Adjustment	32.00

You have successfully completed this task.

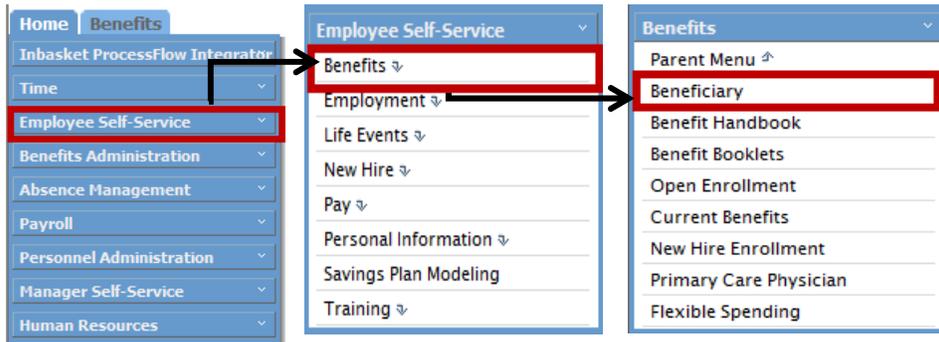
ESS: Review/Add/Change/Delete Beneficiaries

Purpose:	Employees will use the NH FIRST Employee Self Service to review, add, change, or delete their beneficiaries.
-----------------	--



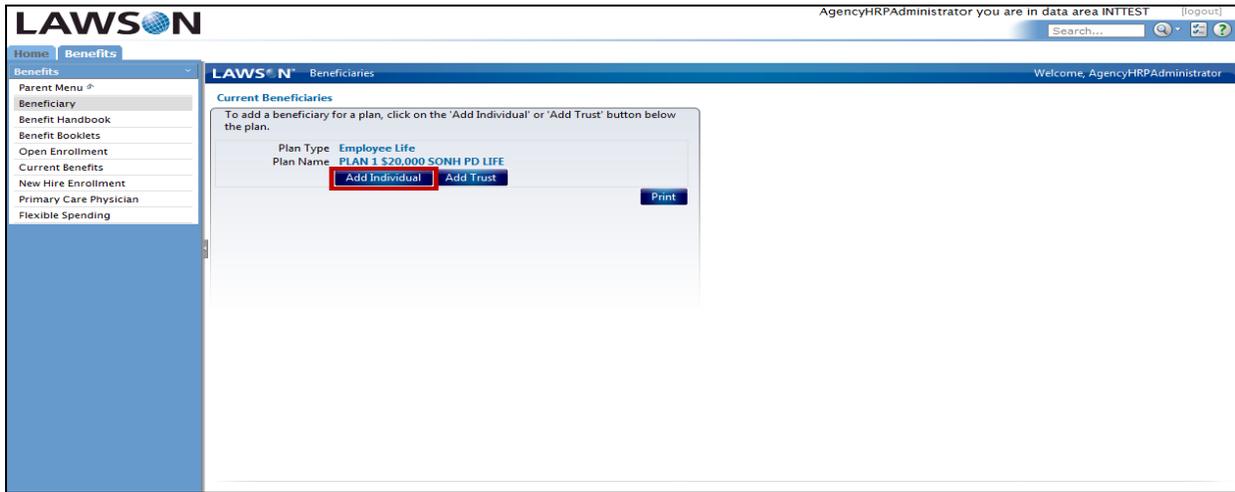
1. From the home page, navigate to the Beneficiary screen:

Employee Self-Service > Benefits > Beneficiary



Quick Link: N/A

2. Click the **Add Individual** button to add a beneficiary for a plan.



3. Enter the beneficiary information

Field	Input
Last Name	Enter the Last Name of the beneficiary.
First Name	Enter the First Name of the beneficiary.
Middle Initial	Middle Initial of beneficiary.
Distribution Type	Select Amount or Percent .
Amount	If Distribution Type is " Amount ", then enter a dollar amount. If Distribution Type is " Percent ", then enter the percentage value of the distribution to the beneficiary.
Beneficiary Type	Select Primary or Contingent .
Relationship	Beneficiary's relationship to employee.
Social Number	Social Number of beneficiary.
Employee Address	Select Home Address if the beneficiary shares the same address as employee. If beneficiary does not reside with the employee, select Supplemental Address and complete the address fields below.
Address 1	Address 1 of beneficiary.
Address 2	Address 2 of beneficiary.
Address 3	Address 3 of beneficiary.
Address 4	Address 4 of beneficiary.
City or Address 5	City of beneficiary.
State or Province	State or Province of beneficiary.
Postal Code	Postal code of beneficiary.
Country	Country where beneficiary resides.

ESS: Review/Add/Change/Delete Beneficiaries

AgencyHRPAdministrator you are in data area INTTEST [logout]

Home Benefits

Benefits

Parent Menu

Beneficiary

Benefit Handbook

Benefit Booklets

Open Enrollment

Current Benefits

New Hire Enrollment

Primary Care Physician

Flexible Spending

LAWS[®] N[™] Beneficiaries

Welcome, AgencyHRPAdministrator

Current Beneficiaries

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

Plan Type Employee Life

Plan Name PLAN 1 \$20,000 SONH PD LIFE

Print

Detail

First Name Josephine

Middle Initial F

Last Name Doe

Last Name Suffix

Distribution Type Percent

Amount 100

Beneficiary Type Primary

Relationship SPOUSE

Social Number

Employee Address

or

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

Country

4. Scroll down to the bottom of the form and click the **Update** button.

AgencyHRPAdministrator you are in data area INTTEST [logout]

Home Benefits

Benefits

Parent Menu

Beneficiary

Benefit Handbook

Benefit Booklets

Open Enrollment

Current Benefits

New Hire Enrollment

Primary Care Physician

Flexible Spending

LAWS[®] N[™] Beneficiaries

Welcome, AgencyHRPAdministrator

Current Beneficiaries

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

Plan Type Employee Life

Plan Name PLAN 1 \$20,000 SONH PD LIFE

Print

Detail

Distribution Type Percent

Amount 100

Beneficiary Type Primary

Relationship SPOUSE

Social Number

Employee Address

or

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

Country

Comments

Update Cancel

* Required

5. Click the **OK** button to continue.

AgencyHRPAdministrator you are in data area INTTEST [logout]

Home Benefits

Benefits

Parent Menu

Beneficiary

Benefit Handbook

Benefit Booklets

Open Enrollment

Current Benefits

New Hire Enrollment

Primary Care Physician

Flexible Spending

LAWS[®] N[™] Beneficiaries

Welcome, AgencyHRPAdministrator

Current Beneficiaries

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

To change, delete or view additional detail for a current beneficiary, click on the beneficiary's name.

Plan Type Employee Life

Plan Name PLAN 1 \$20,000 SONH PD LIFE

Name Josephine F Doe

Type Primary

Amount 100.00%

Add Individual Add Trust

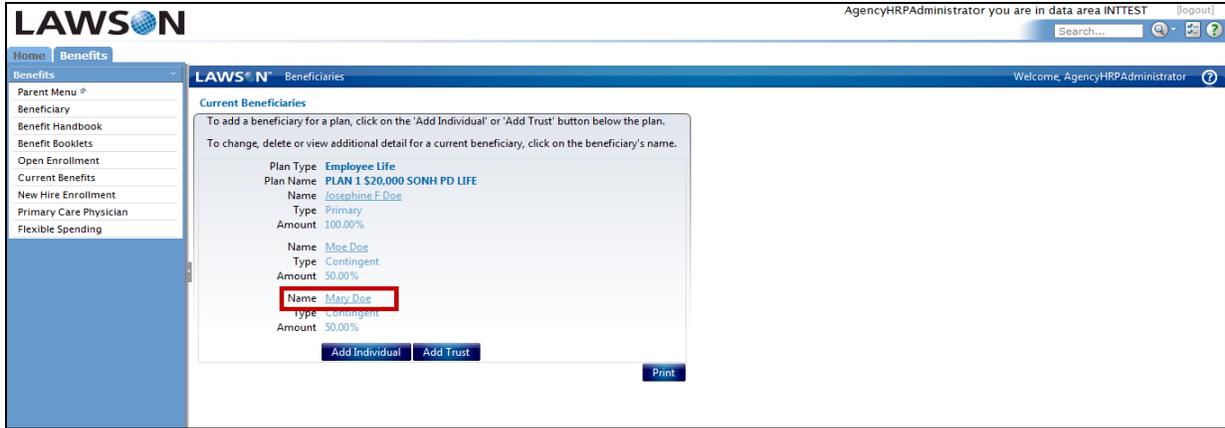
Lawson Self-Service

Add Complete - Continue

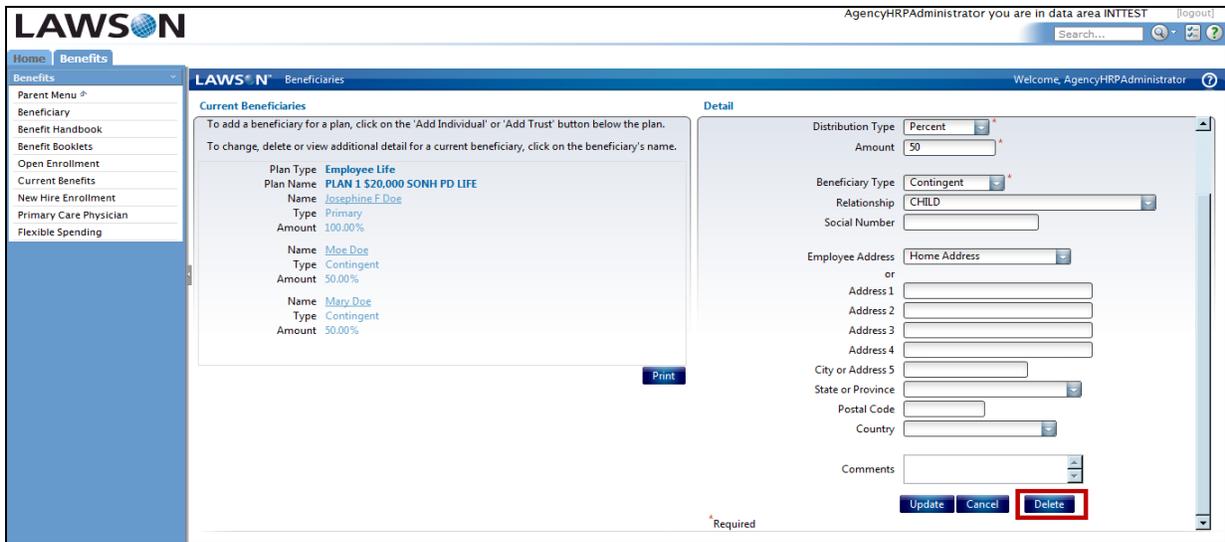
OK

6. To delete a beneficiary, click the name of the beneficiary.

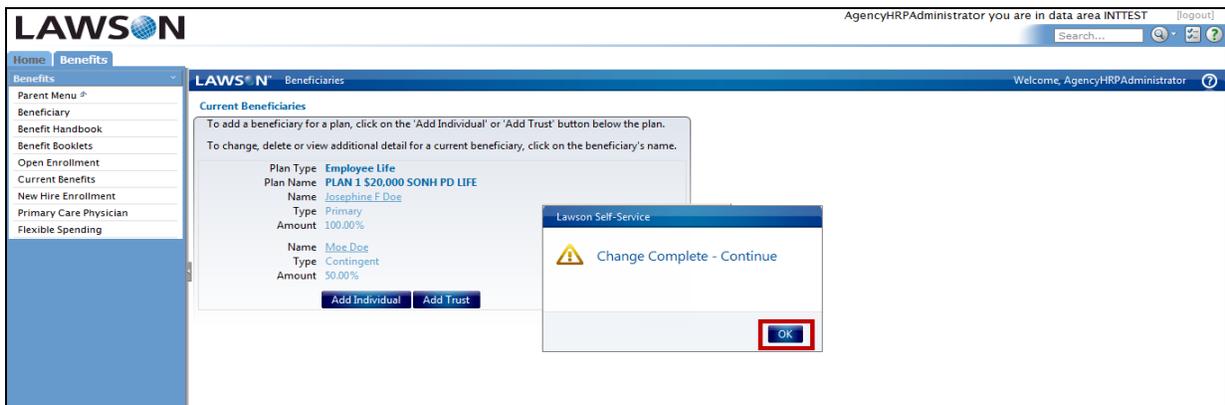
ESS: Review/Add/Change/Delete Beneficiaries



7. Scroll down to the bottom of the form and click the **Delete** button.



8. Click the **OK** button to continue.

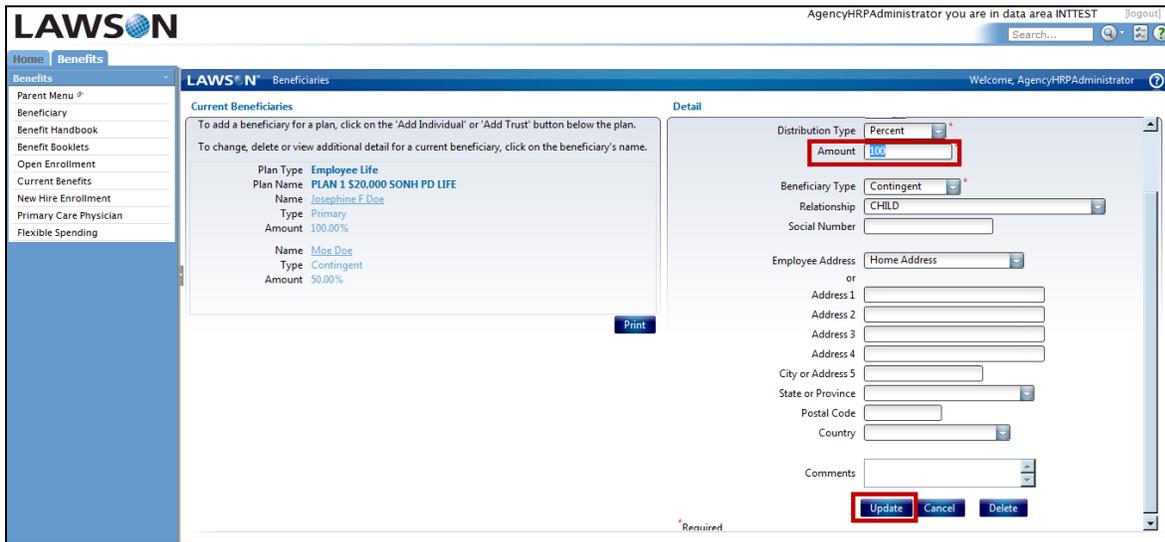


9. To change a beneficiary, click the name of the beneficiary.

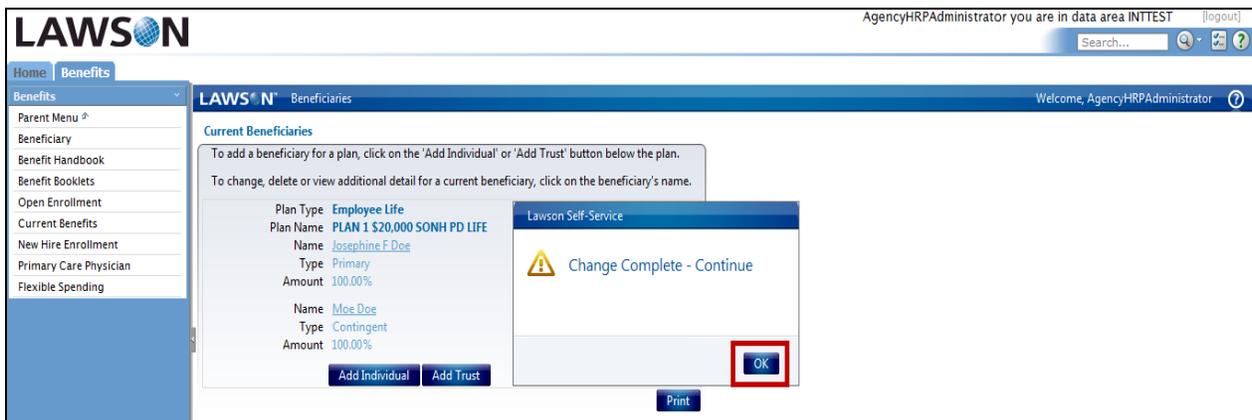
ESS: Review/Add/Change/Delete Beneficiaries



10. Enter the changes you wish to make. Scroll to the bottom of the form and click the **Update** button.



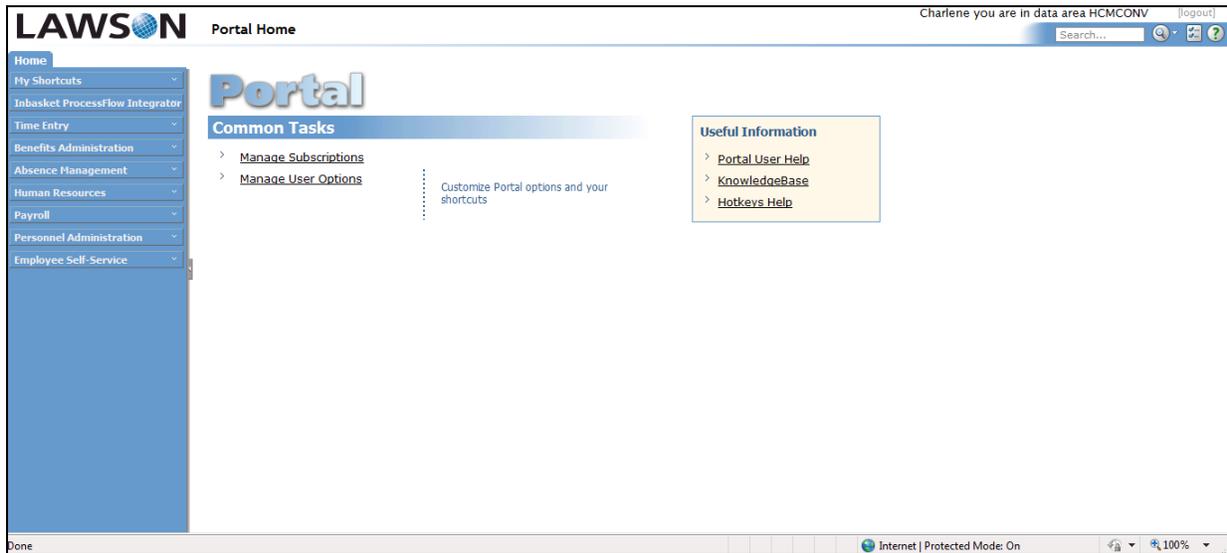
11. Click the **OK** button to continue.



You have successfully completed this task.

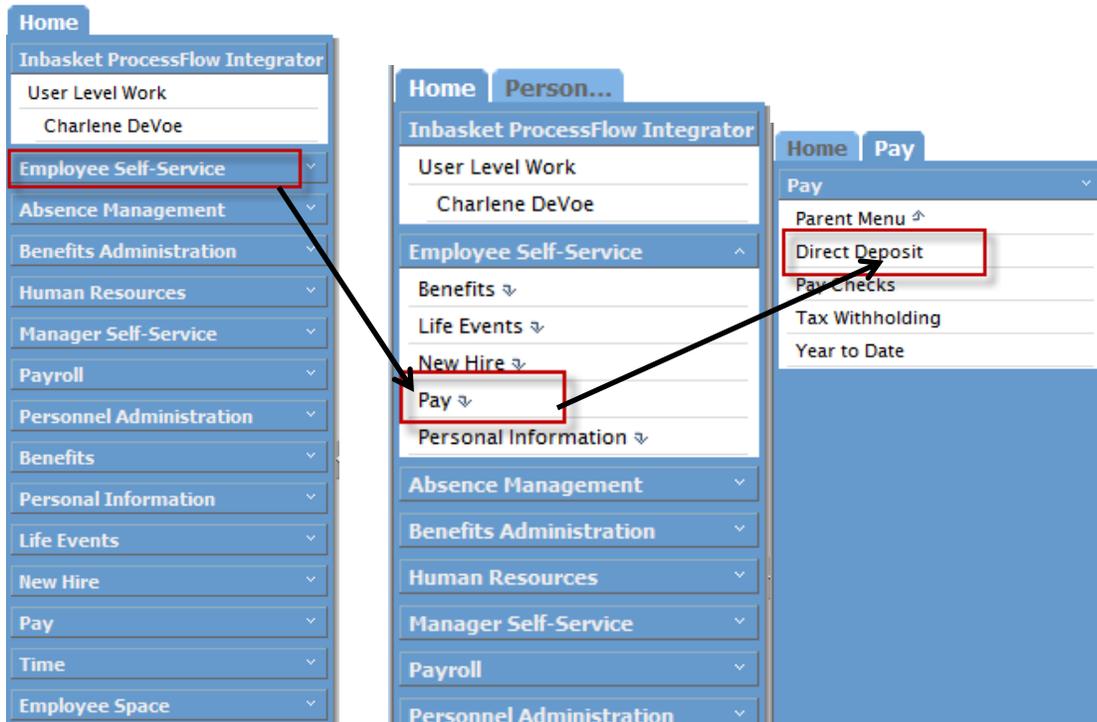
ESS: Add/Delete Employee Direct Deposit

Purpose:	Employees will use the NHFIRST Employee Self Service to add, review, or delete direct deposit records.
-----------------	--



1. From the home page, navigate to the Dependents form:

Employee Self-Service > Pay > Direct Deposit



Quick Link: N/A

2. Click the **Add** button to continue.
3. You will be presented with an Authorization form. Read and select the radio button for I agree.

LAWSON Direct Deposit

Accounts

You may open up to 4 accounts.

To open a bank account, you will need your bank routing and account numbers.

Add

Authorization

I hereby authorize my employer, State of New Hampshire, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until State of New Hampshire has received written notification from me of its termination in such timely manner as to give State of New Hampshire and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

I agree with the above statement.

I do not agree with the above statement.

4. Next you will identify how many accounts you want to set up. Then click Continue.

Deposit Amount

How many accounts do you plan to open?

1

Continue **Cancel**

5. You are then prompted to set up a default account that will be 100% of your net pay. Select the Accept radio button.

Default Account

Because your pay could vary from pay period to pay period, you must create a default account. A default account is like a safety net and it ensures that all of your pay is designated to a bank account.

Your default account is designated at 100%. That is, 100% of anything that is left over after all other distributions have been made.

Since you are depositing 100% of your wages, you will not receive a check. Every pay day you can view your payment details in self service. Optionally, you can print a check stub in the "View check stub" link.

I will view my payment details in self service and do not wish to have a paper receipt provided to me.

Accept

Decline

ESS: Add/Delete Employee Direct Deposit

6. Use the scroll bar to scroll to the bottom of the form and click Continue.

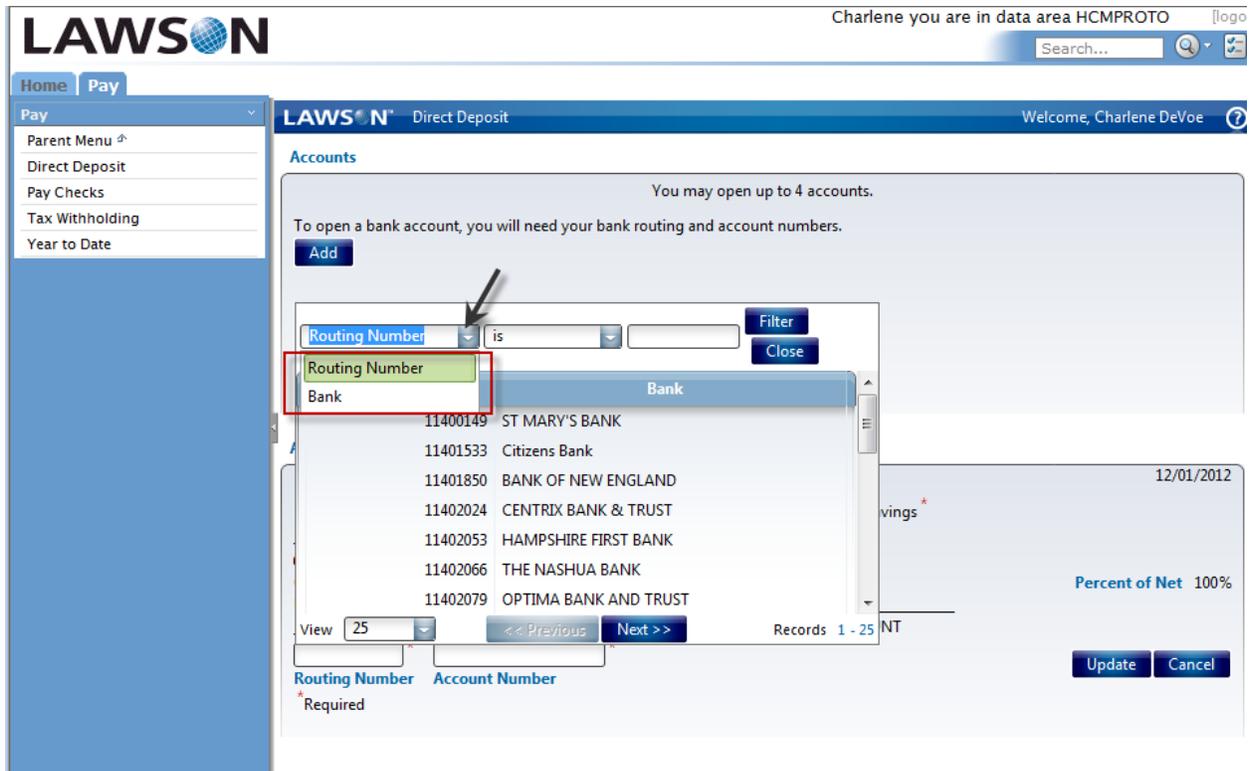
Click 'Continue' to enter your default account information.



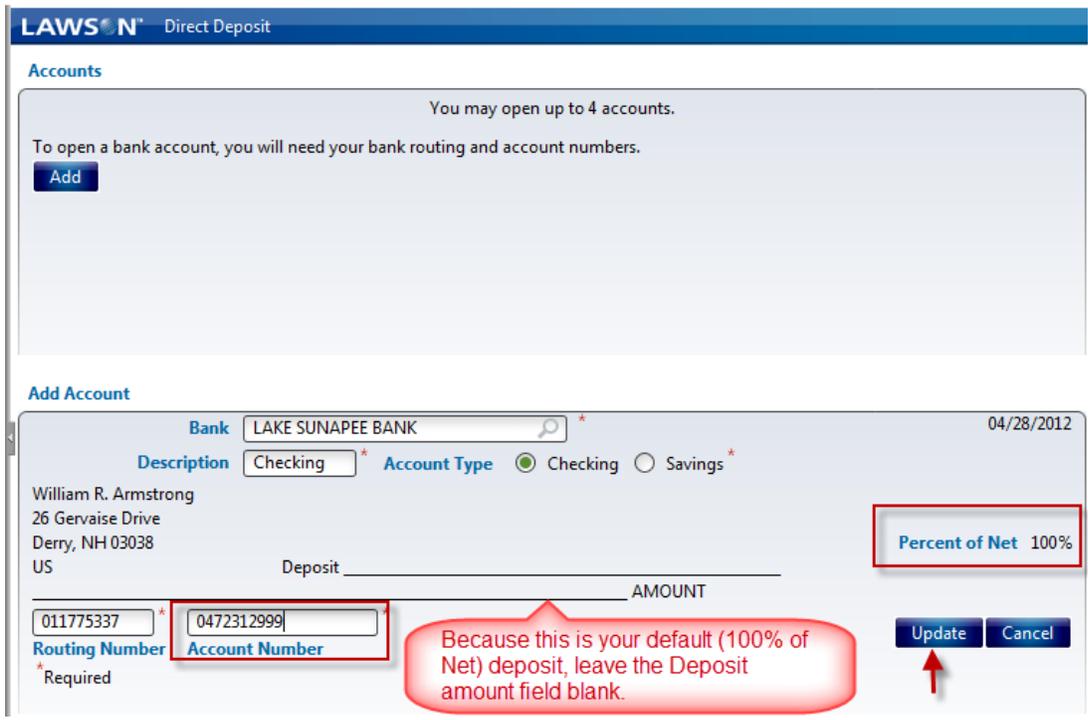
7. Use the search option to select a bank.

A screenshot of the 'LAWSON Direct Deposit' 'Add Account' form. The form is titled 'Accounts' and includes the text 'You may open up to 4 accounts.' and 'To open a bank account, you will need your bank routing and account numbers.' Below this is an 'Add' button. A red callout bubble with the text 'Click on the magnifying glass to search for your bank.' points to a magnifying glass icon in the 'Bank' search field. The form contains several input fields: 'Bank', 'Description', 'Account Type' (with radio buttons for 'Checking' and 'Savings'), 'Routing Number', and 'Account Number'. There are also fields for 'Deposit AMOUNT' and 'Percent of Net' (set to 100%). The date '04/28/2012' is displayed in the top right. At the bottom right are 'Update' and 'Cancel' buttons. The address 'William R. Armstrong, 26 Gervaise Drive, Derry, NH 03038, US' is pre-filled in the 'Description' field. A red arrow points to the magnifying glass icon in the 'Bank' field.

8. You can search for your bank by Routing Number or by Bank Name.

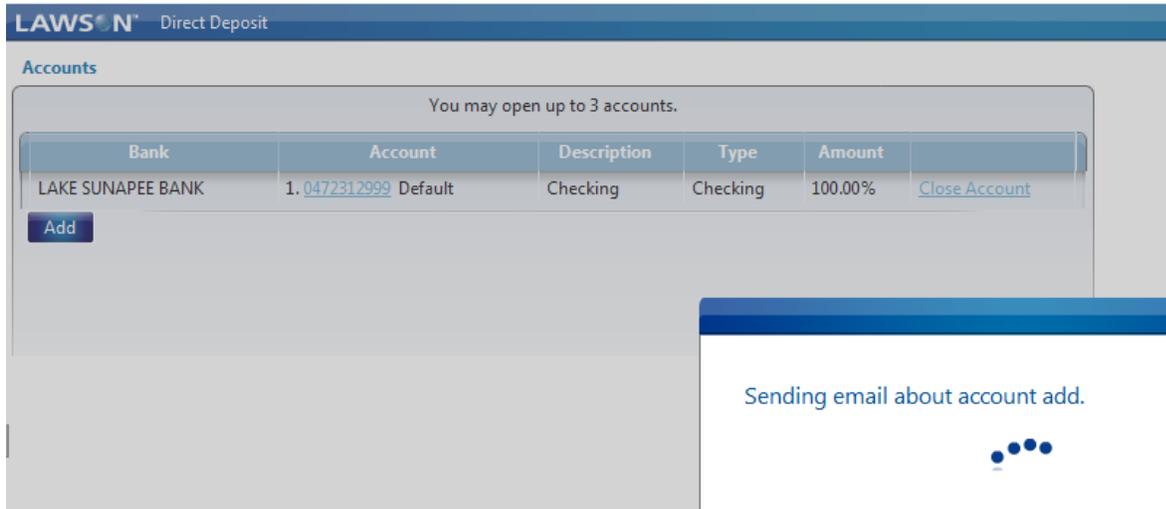


- After you select the Bank, enter a Description for the deposit, the Account type, and the Account Number. Because this example is for a default account (100% of Net), leave the Deposit Amount field blank. Click Update when completed.



ESS: Add/Delete Employee Direct Deposit

10. The system will generate an email to the employee about the account being added and will show the completed setup.

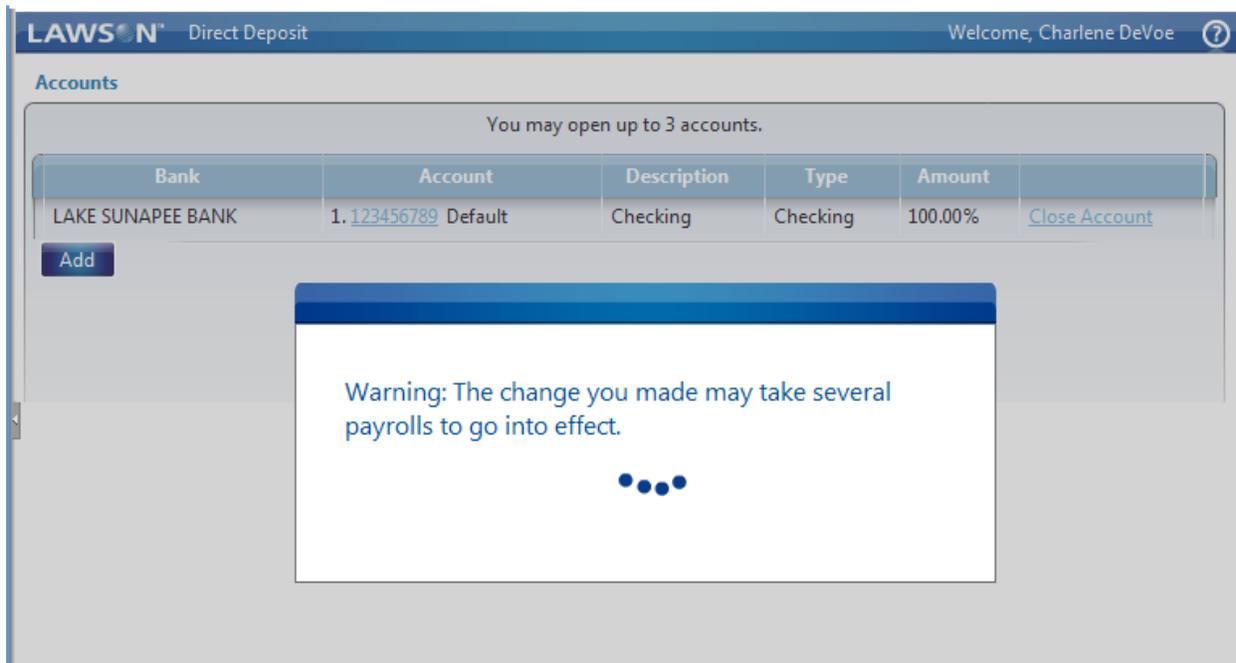


The screenshot shows the 'Accounts' section of the LAWS N Direct Deposit interface. A message states 'You may open up to 3 accounts.' Below this is a table with the following data:

Bank	Account	Description	Type	Amount	
LAKE SUNAPEE BANK	1. 0472312999 Default	Checking	Checking	100.00%	Close Account

An 'Add' button is visible below the table. A loading message 'Sending email about account add.' with a progress indicator is shown in the bottom right corner.

11. You will receive a warning message that the direct deposit may take several payrolls to go into effect.



The screenshot shows the 'Accounts' section of the LAWS N Direct Deposit interface. A message states 'You may open up to 3 accounts.' Below this is a table with the following data:

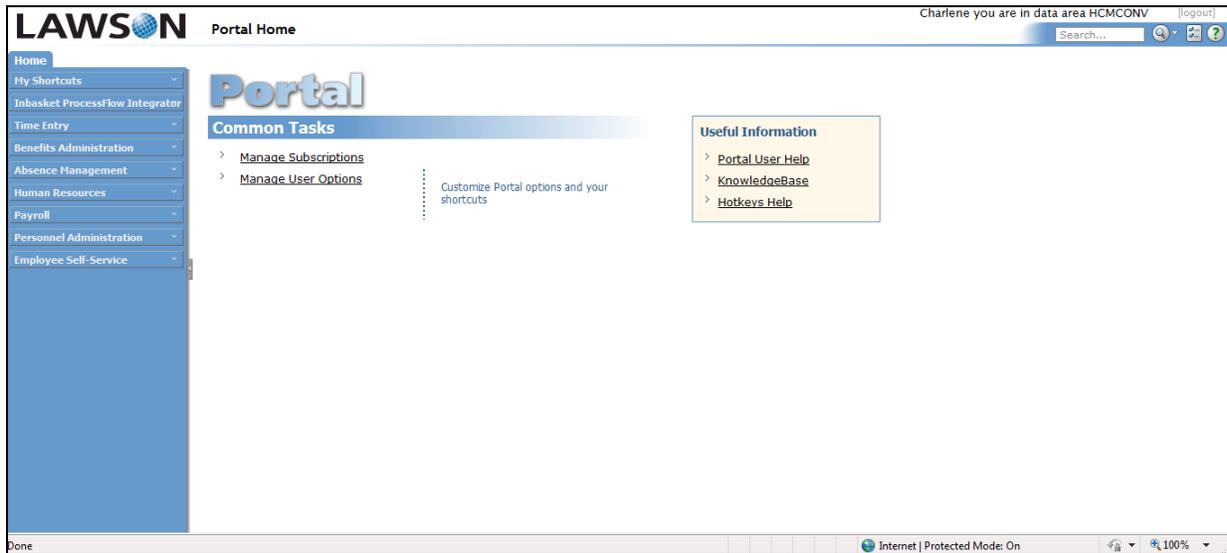
Bank	Account	Description	Type	Amount	
LAKE SUNAPEE BANK	1. 123456789 Default	Checking	Checking	100.00%	Close Account

An 'Add' button is visible below the table. A warning message is displayed in a white box with a blue border: 'Warning: The change you made may take several payrolls to go into effect.' with a progress indicator below it.

You have successfully completed this task.

ESS: Review Personal Information

Purpose:	Employees will use the NH FIRST Employee Self Service to review their personal information.
-----------------	---



1. From the home page, navigate to the Personal Profile form:

Employee Self-Service > Personal Information > Personal Profile



Quick Link: N/A

The screenshot shows the Lawson HR system interface. At the top, the Lawson logo is on the left, and the user information 'Charlene you are in data area INTTEST' and a '[logout]' link are on the right. Below the logo is a navigation menu with 'Home' and 'Person...'. A dropdown menu under 'Person...' is open, showing options: 'Personal Information', 'Parent Menu', 'Dependents', 'Emergency', 'Leave Balances', and 'Personal Profile'. The main content area is titled 'LAWSON Personal Profile' and 'Welcome, Charlene DeVoe'. It displays the following personal information:

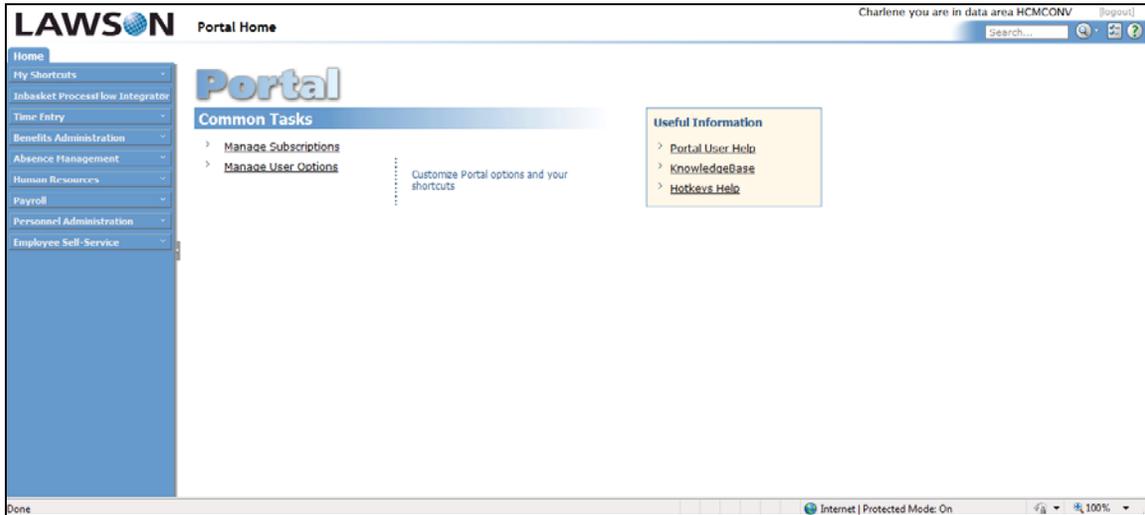
Employee Name	Jane Q. Public
Preferred Name	Jane
Social Number	9999
Birth Date	11/29/1954
Gender	Female
Ethnicity	White
Disability	
Marital Status	Married
Veteran Status	Non Veteran
Former Name	
Maiden Name	

2. Review your personal profile information. If you see errors, notify your Human Resources Office.

You have successfully completed this task.

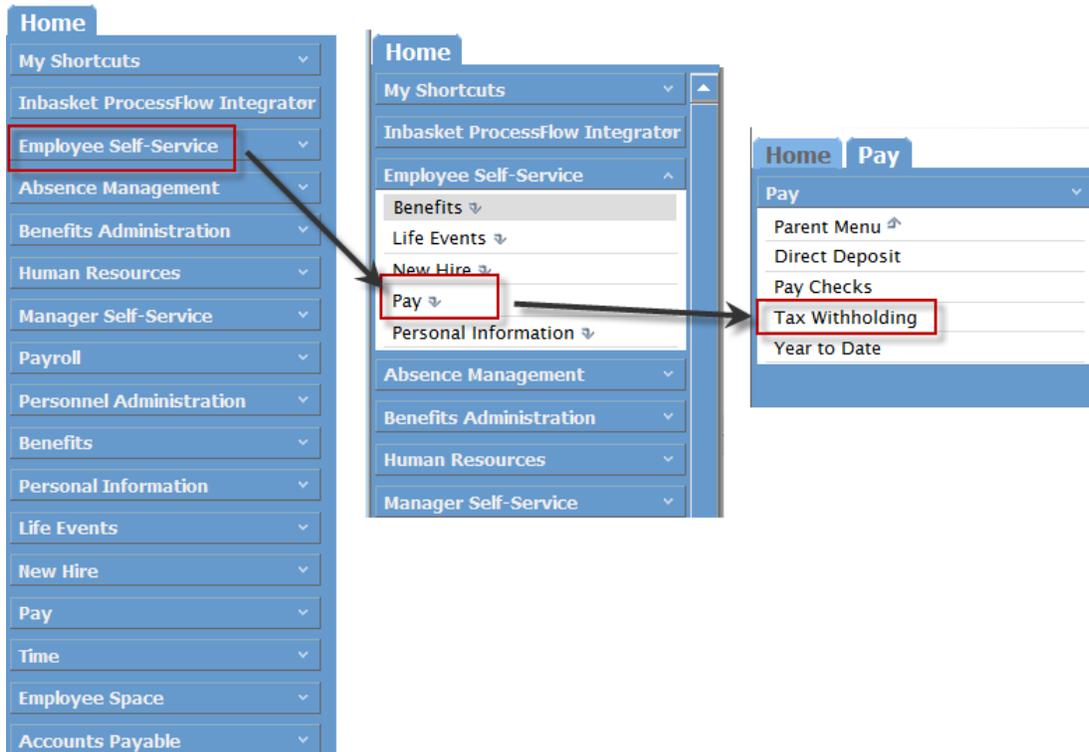
ESS: Update Tax Exemptions and Status via ESS

Purpose:	Employees will use the NH FIRST Employee Self Service to review and update their Federal Income Tax status and exemptions.
-----------------	--



1. From the home page, navigate to the Tax Withholding link:

Employee Self-Service > Pay > Tax Withholding



Quick Link: N/A

2. Click on the blue FD INCOME TAX link.

Description	Resident Status	Marital Status	Exemptions	Additional Exemptions
FD: INCOME TAX	Resident	Married	2	0

3. You are presented with an electronic W4 form. Make desired changes, then click the blue Continue button.

W-4 Form
Employee's Withholding Allowance Certificate
OMB No. 1545-0010
2012

1 Type or print your first name, middle initial and last name
First Name MI Last Name
Home address (number and street or rural route)
64 South Street
City or town, state, and ZIP code
Derry, NH 03038

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).

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.

Employee's signature _____ Date _____
8 Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS) _____
9 Office code (optional) _____
10 Employer identification number _____

Continue Model Back Print W-4 Instructions

4. You will be presented with a screen to Verify W-4 Changes that includes the declaration that the information is true, correct, and complete. To save your W-4 changes, you must click the blue Update button.

LAWS N Tax Withholding
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.

Update Cancel

5. Changes you made should be reflected on your Tax Withholding screen.

ESS: Update Tax Exemptions and Status via ESS

LAWSON Tax Withholding				
Deductions				
Description	Resident Status	Marital Status	Exemptions	Additional Exemptions
FD: INCOME TAX	Resident	Married	2	0

6. Agency HR should also see this information on the PR13.1 Employee United States Taxes form You have successfully completed this task.

Employee United States Taxes (PR13.1)

Company State of New Hampshire

Employee .LAME, FNAME MI

- Resident _____ - Work _____

State New Hampshire New Hampshire

County

City

Sch Dst

Workers Comp State New Hampshire

EIC Status

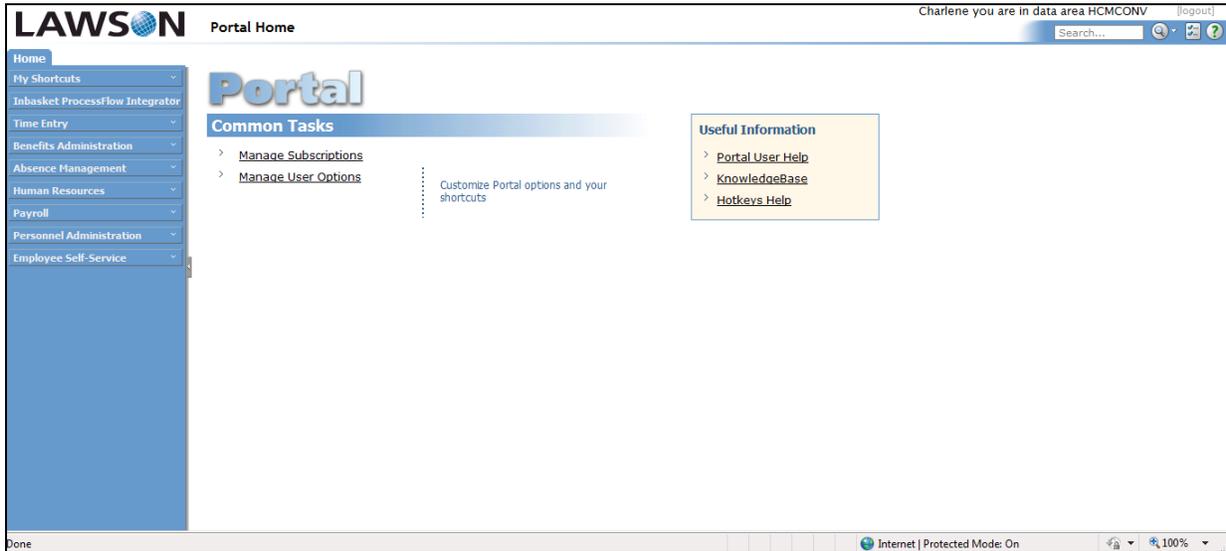
BSI Group Code Tax Frequency

FC	Ded	Description	Res	Mar Stat	Exempt Number	Exempt Amount	Tax Exm	Cert Code
<input type="checkbox"/>	1001	FD: INCOME TAX	<input checked="" type="checkbox"/>	02	2		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

You have completed this task.

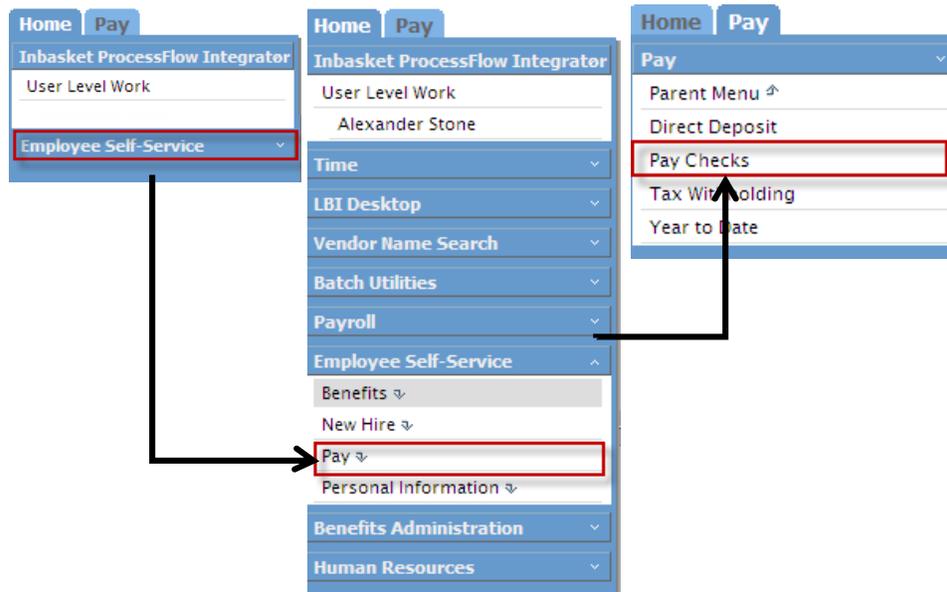
ESS: Review Pay Stubs and Deductions

Purpose:	Employees will use the NH FIRST Employee Self Service to review their pay stubs and deductions.
-----------------	---



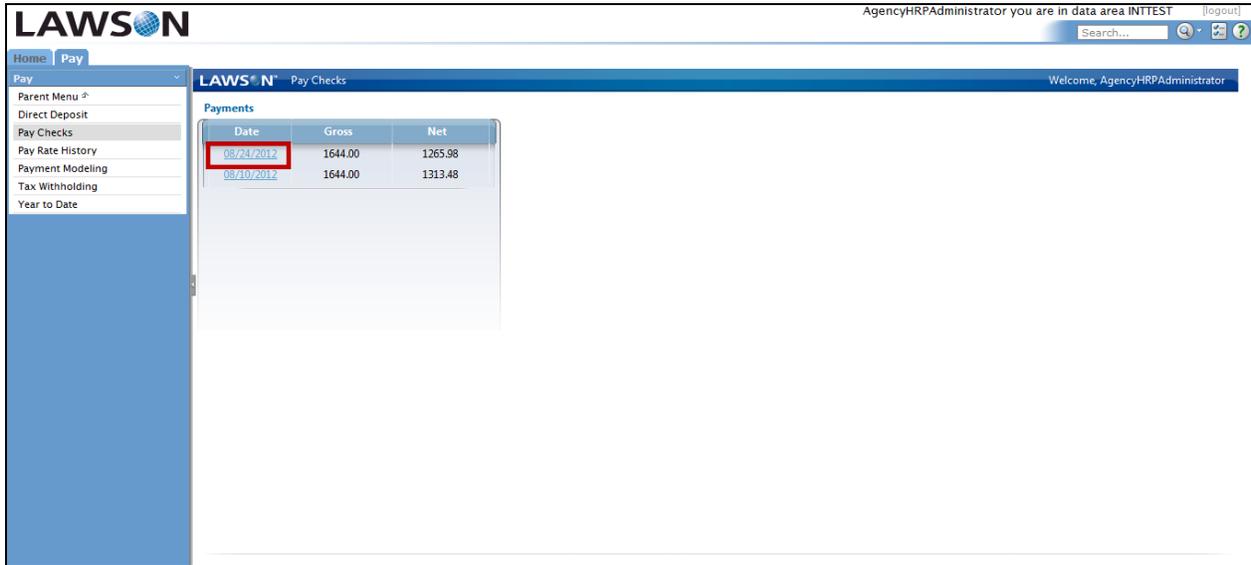
1. From the home page, navigate to the Leave Balances screen:

Employee Self-Service > Pay > Pay Checks

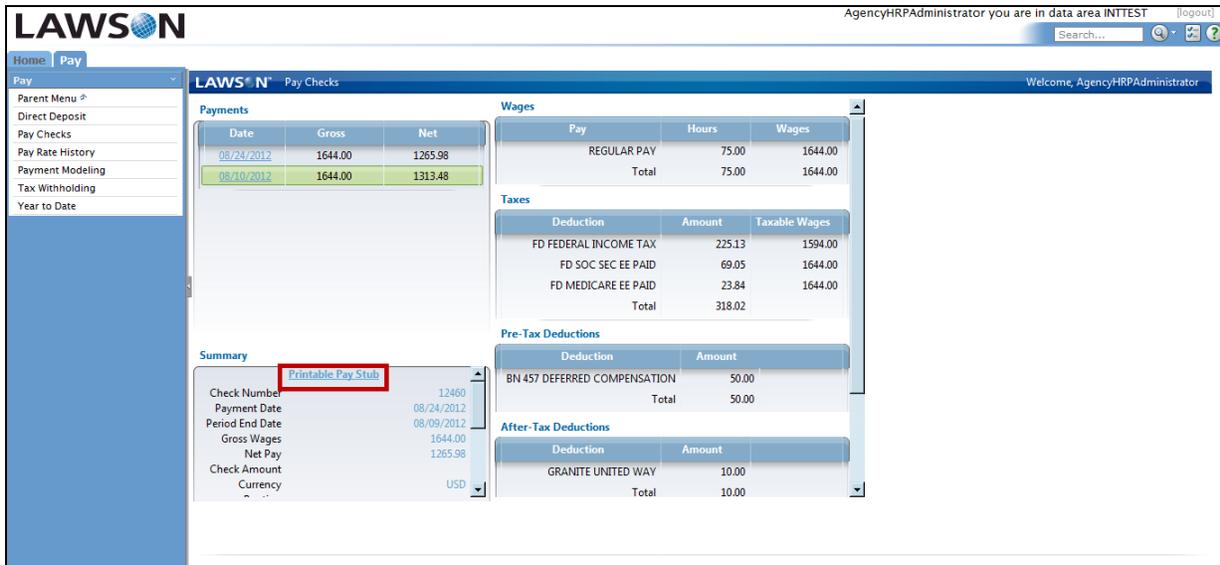


Quick Link: N/A

2. To view a detailed record of the wages, taxes, and deductions, click the date of the pay period.



3. Click **Printable Pay Stub** to print a copy of the pay stub.



You have successfully completed this task.