

Lawson FAQ's

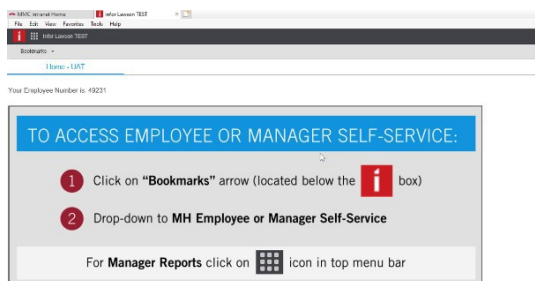
How do I log into Lawson at work?

1. Go to MaineHealth Apps Portal located on the desktop of a MaineHealth computer or [click here](#).
2. Once in the Apps Portal, click either "Lawson Mingle" or "Lawson Mingle EDGE" in Apps Portal



3. Your user name is:
 - a. **mmcf**\insert your MaineHealth network ID (MMC, MMP, MaineHealth Corporate)
 - b. **mehealth**\insert your MaineHealth network ID (All other local health systems)
4. Your password is your network password

Click on Bookmarks and you will see MH Employee Self-Service.



How do I log into Lawson from home?

1. Go to <https://lawsonsea.mainehealth.org>
2. User name is Your username is:
 - a. **mmcf**\insert your MaineHealth network ID (MMC, MMP, MaineHealth Corporate)
 - b. **mehealth**\insert your MaineHealth network ID (All other local health systems)
3. Your password is your network password
4. You will then go to the Lawson log inpage
5. Your user ID and your password are your network ID and network password
6. Please note that Lawson from home is view only and changes cannot be made

How can I see and change my current W-4 tax withholdings?

You can view and change your tax withholdings using Lawson Employee Self-Service. **Please note, this is a requirement for all newly hired employees and must be completed in Lawson.**

1. Click on **Bookmarks** and select MH EmployeeSelf-Service
2. Click on **Pay**, then scroll down to **TaxWithholding**
3. The screen that displays below will show you what you are currently claiming. If this is your first time on this screen, you will see Single/Zero which is a default withholding.
4. **To change your Federal, click the icon to the left of "FIT W/H.", to change your state, click the icon to the left of "ME SIT W/H". You must complete both for your W4 to be considered "signed".**
5. Complete the information in boxes: 3, 5 and 6 and click continue.

Tax Withholding

Deductions

	Description	Resident Status	Marital Status	Exemptions	
➡	FIT W/H	Resident	Single	0	0
➡	ME SIT W/H	Resident	Single	0	0

How can I see and change my Personal Information, Address, Phone, & Emergency Contact?

You can view and change this information in Lawson Employee Self-Service

1. Click on **Bookmarks** and select MH EmployeeSelf-Service
2. Click on **Personal Information**, then click on **Additional Information**
3. The screen that displays 5 tabs where you will see and update your information.
4. After you make changes, click update and move to the next tab.
5. Each tab you make changes, click update.

Personal Information

Additional Employee Information

Personal Information	Physical	Mailing	Emergency	Phone Numbers
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How do I view and print my paystub?

You can view and print your paystub using Lawson Employee Self-Service

1. Log in to Lawson EmployeeSelf-Service
2. Click on **Bookmarks** and select MH EmployeeSelf-Service
3. Click on Pay
4. Click on Pay Checks. The second screen shown here will open

The first screenshot shows the 'Bookmarks' menu with 'MH Employee Self-Service' selected, leading to a sub-menu where 'Pay Checks' is highlighted. The second screenshot shows the 'Pay Checks' screen with a table of payments. The date '01/20/2017' is circled in blue, and a blue arrow points to it with the text: 'Click on the date (in blue) of the check you would like to view/print.' The third screenshot shows the 'Pay Checks' screen with the 'Printable Pay Stub' link circled in blue, and a blue arrow points to it with the text: 'When the paycheck opens, click on "Printable Pay Stub" in blue. This is halfway down the screen to the left of the page'.

Pay Checks

Date	Gross	Net
01/20/2017		
01/06/2017		
12/23/2016		
12/13/2016		
12/09/2016		

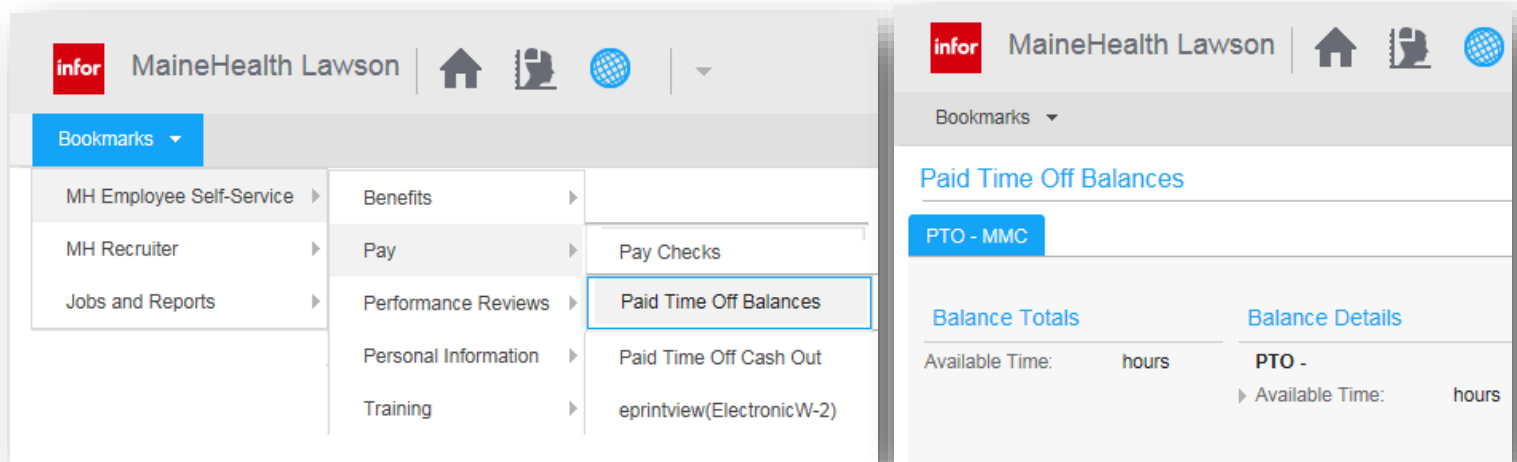
Summary

Printable Pay Stub
Check Number
Payment Date
Period End Date
Gross Wages
Net Pay

How can I see my PTO balance?

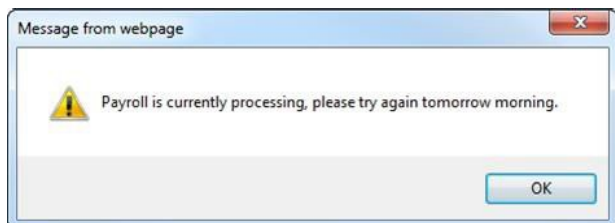
You can view your PTO balance using Lawson Employee Self-Service

1. Click on **Bookmarks** and select MH EmployeeSelf-Service
2. Click on Pay
3. Click on Paid Time offBalances.



When can I make changes to my W4, Address and Emergency Contacts?

You can change your W4 and address anytime as long as payroll is not being processed. Typically, payroll is processed on the Wednesday of the week we get paid, Monday afternoons and on Friday mornings. If you try to make a change while payroll is processing, you will see the screen below.



How will I change my Direct Deposit?

You can access the new Direct Deposit Form from your local HR department. Completed Direct Deposit Forms should be sent to payrollhelp@mmc.org.

Questions? Contact the HR Solution Center at (207)661-4000 or by using the AskHR icon on your desktop

