

Infor/Lawson Employee Self-Service (ESS) – Overview

<https://ipsd-lsf01.cloud.infor.com:443/lawson/portal/>

IMPORTANT . . . PLEASE READ

Pay stubs are available to be viewed and printed by staff through ESS.

Information on Employee Self-Service Site:

The link to Infor/Lawson ESS is on the District Staff Website under **Other Web Resources**.

- This link can also be accessed from your home computer or from anywhere outside the district.
- ESS can be accessed by all major web browsers: Internet Explorer, Chrome, Firefox, Safari and Edge.
- When logging on to ESS, always prefix your username with **inforbc**
 - Example for Mickey Mouse: **inforbc\mickey_mouse**
- The initial password is **Ipsd\$xxxxxx (x=6-digit ID number)**
 - This can be changed by going under Bookmarks – Password Management – Change Password. If you changed your password and forgot it, you will need to contact Sherri Wendt (630-375-3098).

The image shows two parts of the ESS interface. On the left is a 'Bookmarks' dropdown menu with three items: 'Employee Self-Service', 'Password Management', and 'Change Password'. The 'Change Password' item is highlighted. On the right is the 'Change Password' form. It has a title 'Change Password' and a subtitle 'Enter change-password information here below.' Below the subtitle are three input fields: 'User ID:', 'Current Password:', and 'New Password:'. An arrow points from a box containing the text 'first name_last name' to the 'User ID:' field. At the bottom of the form is a 'ChangePassword' button.

Issues with Accessing Infor/Lawson ESS?

- When I try to login, I get the message: **Enter your user ID in the format "domain\user" or "user@domain". Enter your username with the prefix inforbc**
- I can't access ESS on my phone or tablet.
Use a PC or Mac to access ESS. ESS is not supported on most phones and tablets.
- When I click on Employee Self-Serve, the menu goes away.
After you click the Bookmarks button, hover your mouse over the menu names. Without clicking, slide your mouse over into the sub-menu until you find the screen that you are looking for. Click on the screen name to open it.
- When I click on Printable Pay Stub, nothing happens.
Turn off the Pop-Up Blocker for your browser and try again.
- If your difficulty is a result of not remembering your password, contact the [Help Desk](#) (from the [SSO](#), click the NOW icon) to open a request. They will reset your password and will notify you when it is complete.

***Please, always remember to LOGOUT of Lawson when leaving your computer.**

Employee Self-Service provides you with the ability to check that the district has your correct information.

Protect this information and yourself. Click on the LOGOUT button in the upper right hand corner of the screen when not at your computer.

The screenshot shows the Infor Lawson 10.0.8.0 Employee Self-Service interface. The top navigation bar includes the Infor logo, a 'Bookmarks' dropdown, and icons for home, help, settings, and search. The 'Employee Self-Service' menu is expanded, showing options for Benefits, Employment, Life Events, Pay, and Personal Information. The 'Pay' menu is further expanded, showing 'Pay Checks', 'Tax Withholding', and 'Year to Date'. The left sidebar contains the Lawson logo, version number, and a 'Common Tasks' section with links for 'Manage Subscription', 'Manage User Options', and 'Username Lookup'. The bottom status bar shows the time as 19:03:28 and the system as 'Ready'.

Each of the categories, **Benefits**, **Employment**, **Life Events**, **Pay** and **Personal Information** can be expanded by **hovering** over them for more selections.

Under **Benefits**, you have Benefit Descriptions. Basic information about Benefits is displayed. Go to www.ipspd.bswift.com for more details.

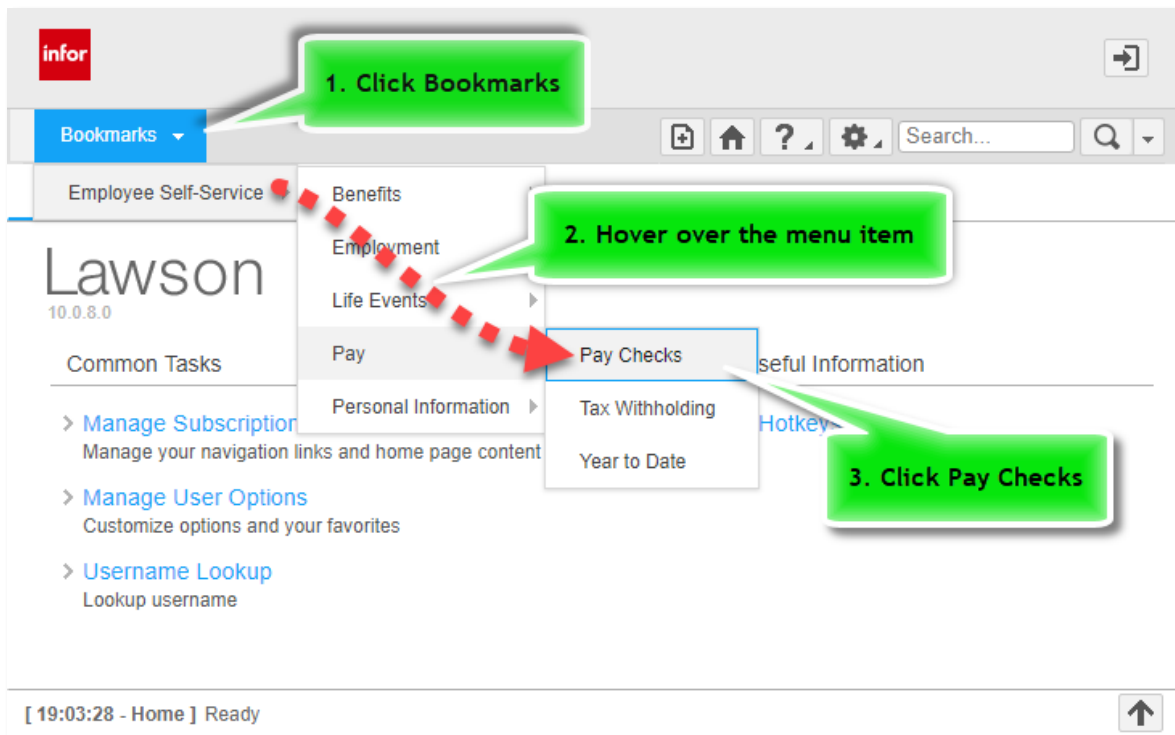
Under **Employment**, you can see the Job Profile of your Primary Position and Employee Contracts. The Job Profile-Primary Pos. will only reflect your Primary position even if you should have multiple positions. This screen will show your Employee ID Number, Process Level (Building Location), Department, Accounting Unit (account you are paid out of), Location (again), your Supervisor's position Name, your Position Name, your position Job Code Name, your Home Phone, your Hire Date, your Adjusted Hire Date, your Next Review Date and your Next Review Type.

Under **Life Events**, you will have the ability to change your address on-line, should you Move. Once you have Updated your address, you will have an opportunity to change Emergency Contacts and/or Tax Withholding information, if you so choose.

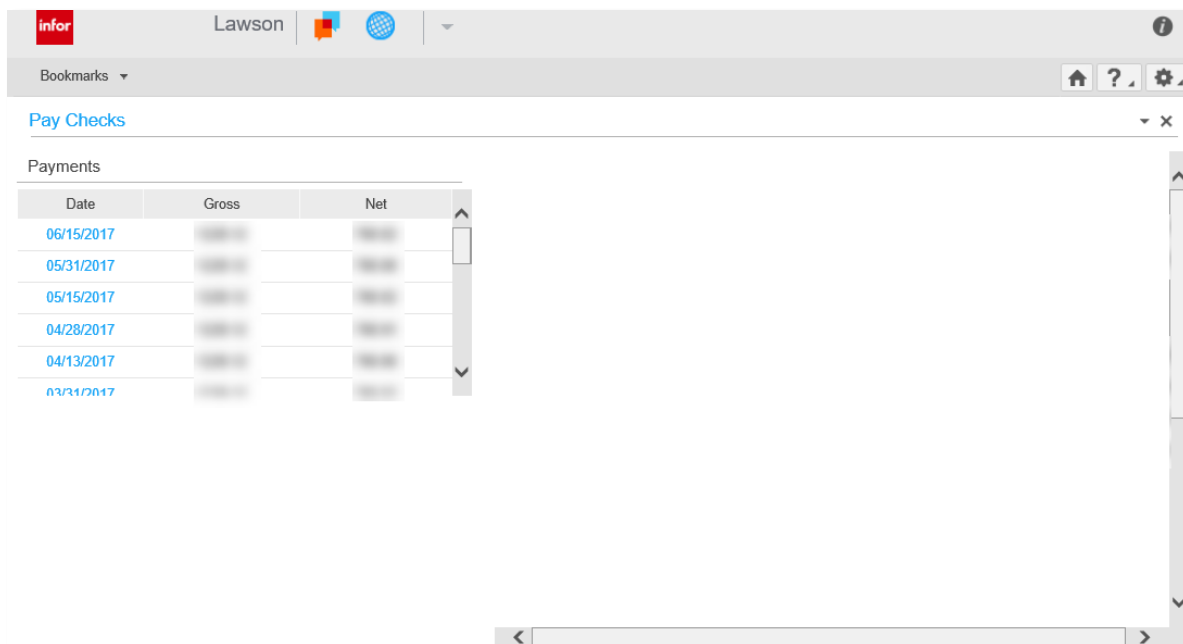
Under **Personal Information**, you can view (if any apply to you) your Certifications (mainly for teachers), your Endorsements (mainly for teachers), your Education (again, mainly entered for teachers), **Emergency info** (if this has not been entered, please do so) and your Personal Profile which will display your Name, Social Security Number, Birth Date, Gender and Ethnicity.

Under **Pay**, you will have the ability to look at your **Pay Checks**, change your W4 Tax Withholding for Federal and State, and look at your Year to Date Pay Check Totals.

Finding your Pay Checks



1. Click the **Bookmark** button to display the menu.
2. Hover your mouse over the **Employee Self-Serve** option. Do not click the mouse here – If you do, the menu will close. Continue to hover down to **Pay**.
3. Hover over to **Pay Checks**. Click **Pay Checks**.



4. The Pay Checks will display the Pay Dates, the Gross and Net pay.

infor Lawson

Bookmarks

Pay Checks

Payments		
Date	Gross	Net
06/15/2017		
05/31/2017		
05/15/2017		
04/28/2017		
04/13/2017		
03/31/2017		

Summary

[Printable Pay Stub](#)

- Check Number
- Payment Date
- Period End Date
- Gross Wages
- Net Pay
- Check Amount
- Currency
- Routing Number

Wages

Pay	Hours	Wages
Non Cert Regular Pay - FICA		
Total		

Taxes

Deduction	Amount	Taxable Wages
Tax-Employee: Fed Withholding		
Tax-Employee: ILWithholding		
Tax-Employee: Medicare		
Tax-Employee: Social Security		
Total		

Pretax Deductions

Deduction	Amount
IMRF - Employee	
Medical - Employee Paid	

- To print the pay stub, click Printable Pay Stub. A screen will display with a more printer friendly pay stub. Select your browser's print option to print the stub.