



GREENVILLE COUNTY  
**SCHOOLS**  
*Where enlightening strikes*

# **Lawson, Employee Self Service (ESS)**

## **A Guide for Employees**



# Employee Self Service (ESS) Overview

## **ESS is only available from a District computer**

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ESS allows employees to update certain personal information in the District's Lawson HR system. Employees can perform the following actions in the system:

### **Benefits**

- [Beneficiary](#) View Beneficiaries on file (Add/Update function does not change retirement or insurance records)
- [Current Benefits](#) View Current Benefits (supplemental insurance coverage is not listed)

### **Employment**

- [Job Profile](#) View your current job profile

### **Pay \* Not available during payroll processing**

- [Direct Deposit](#) Create, Edit and View Direct Deposit information
- [Pay Rate History](#) View pay rate history
- [Tax Withholding](#) View, Model and Edit Tax Withholding Information

### **Personal Information**

- [Address](#) View/Update your home address information
- [Dependents](#) View dependents on file (Add/Update function does not change retirement or insurance records)
- [Emergency](#) Create, edit and view emergency contacts
- [Leave Balances](#) View Banked Vacation balance. Sick Leave and Regular Vacation balances are available in TimeLink ESS
- [Personal Profile](#) View Personal Profile (SSNO, Birth date, etc)

## Logging into Lawson Employee Self Service

The ESS module allows employees to manage their employment information online. Employees can update personal information; view insurance plans, view/ change direct deposit information, and view/change, tax withholding status. **ESS is accessible from anywhere inside the GCSD network.**

1. Go to the Employee Portal.
2. Click on Employee (Lawson Self Service).
3. Sign on using your email username and password.

## Benefits

The Benefits module allows employees to view their current beneficiary information and benefit plans.

### Beneficiary


1. Once you are logged on ESS, click on the **GCSD Self Service Menu** to expand it.
2. Click on **Employee** to expand the employee menu. Any menu item with an arrow pointing down beside it means that there are more menu options. A menu item with an arrow pointing up next to it will take you back to the previous menu. You can always click on the Home Tab at the top of the menu to go back to the main menu.
3. Click on the **Benefits** Menu.
4. Click on **Beneficiary**. You can view current beneficiaries for the various plans you have with the district.
5. To add a new beneficiary, click **Add Individual** under the plan you want to add the new beneficiary. If you add a beneficiary, you must notify the Benefits Department.
6. The detail information screen will open for you to enter the information on the new beneficiary
  - a. **NOTE: In the Distribution Type field, you can add an amount for the person to receive or a percentage of the amount.**
7. Click **Update** at the bottom of the screen to save the changes. The screen will refresh and take you back to the main benefits screen.
8. You may also add a Trust to your plan by clicking **Add Trust** under the appropriate plan. You must have the appropriate legal name of the trust(s) you want set up before you begin.



**IMPORTANT NOTE: Beneficiary changes only affect district records. To change South Carolina Retirement System (SCRS), Optional Retirement Plan (ORP) or Employee Insurance Program (EIP) beneficiaries, you must submit changes directly to SCRS, ORP Providers and EIP.**


## Current Benefits

*Current Benefits allows employees to view their current benefit plans. This is a view only screen. For changes to insurance coverage, you must contact the Benefits Department*

1. Once you are logged on to Employee Self Service, click on the ***GCS D Self Service Menu*** to expand it.
2. Click on ***Employee*** to expand the employee menu.
3. Click on the ***Benefits*** Menu.
4. Click on the ***Current Benefits*** Menu.
5. You can view current plan coverage and benefits.
6. Click  to print the benefits screen.

Benefit Plans and Coverage

Type of Plan	Plan	Coverage	Pre-Tax Cost	After-Tax Cost	Company Cost
Dental					5.40
Dependent Life					
Dependent Life		5,000.00		0.81	
Dependent Life		40,000.00		2.33	
Disability		68,587.50		5.78	
Disability		68,587.50			1.49
Employee Life					
Employee Life		3,000.00			0.15
Health			147.82		170.37
Health			0.13		
Spending Account					
Spending Account					
Spending Account			12.50		



**Important Note: Supplemental insurance coverage is not displayed.**

## Employment

### Job Profile

*The Job Profile Tab allows you to view your current job information.*

1. Once you are logged into ESS, click on the ***GCS D Self Service Menu*** to expand it.
2. Click on ***Employee*** to Expand the Employee Menu.
3. Click on ***Employment***.
4. Click on ***Job Profile***.
5. Information about your current position will be displayed on the screen.

## Pay

### Direct Deposit

*The Direct Deposit module allows employees to view/change their direct deposit information. You can set up a single account or multiple accounts.*

1. Once you are logged on ESS, click on the ***GCS D Self Service Menu*** to expand it.

2. Click on **Employee** to Expand the Employee Menu.

3. Click on **Pay**.

4. Click on **Direct Deposit**.

5. You will see your current direct

deposit information on the screen. You can add additional bank accounts (up to 4) in which your net pay will be deposited. A total of 5 bank accounts can be active for direct deposit.

6. To view your current account setup, click on the Account Number to view the information about that Account.

7. You will need to agree to the authorization message at the bottom of the screen.

8. The direct deposit information for that account will appear. You can change the Account Description, and the amount to be deposited.

9. Click **Update** to save changes.

10. To add an additional account, click **Add**.

11. Again, agree to the authorization at the bottom of the screen and go through the screens to set up the account information.

12. If you are transferring all of your check into a new account, be sure to click the "Close Account" link to the right of the old account.

13. The Default account is always on top. To re-order your accounts, click **Re-Order**.

Bank	Account	Description	Type	Amount	Close Account
bank of bethany	1.111111	savings	Savings	289.00	Close Account
Wachovia	2.200000	Checking	Checking	100.00%	Close Account

Sharonvi	Checking	100.00%	Close Account
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**Important Note: An employee may not cancel his/her participation in Direct Deposit. Participation is mandatory. If the employee only has one account, he/she cannot cancel his/her primary Direct Deposit account without adding a new one. You MUST close any accounts you are no longer using to ensure none of your check is deposited in the old account. Upon separation of employment, Direct Deposit information is removed from the system.**

## Pay Rate History

*The pay rate module will show employees the history of their rate of pay changes. The pay rate will only change when a step increase is given or an employee changes a position that results in a pay rate change.*

1. Once you are logged on Employee Self Service, click on the **GCSD Self Service Menu** to expand it.

2. Click on **Employee** to expand the Employee Menu.

3. Click on **Pay**.

4. Click on **Pay Rate History**.

5. Choose the through date at the top of the screen. By default, the date is set to the current date.

6. Click **Continue**

7. The Pay Rate information will display on the screen below.

Effective	Rate	Annual Salary	Percent Change	Currency
09/30/2009	0.00	0.00	0.00	USD
09/01/2009	73.16	109740.00	0.00	USD

# Tax Withholding

Within Tax Withholding, employees can view and update their current tax withholding information for federal and state taxes. By selecting Federal Tax Withholding EE, you can update federal tax withholding information. By selecting SC Tax Withholding EE, you can update state withholding information.

**Changing federal withholding information does not update state information; state withholding must be updated separately.** This module also includes a “model” to estimate how changing W4 elections will affect net pay.

## State Tax Withholding

1. Once you are logged on ESS, click on the **GCSD Self Service Menu** to expand it.
2. Click on **Employee** to Expand the Employee Menu.
3. Click on **Pay**.
4. Click on **Tax Withholding**.
5. You will notice a tax withholding line for both SC Tax and Federal Tax.
6. Click on the SC **Tax Withholding** link.
7. You can change your status and your exemptions on the screen. You can also add additional amounts to be taken out of each paycheck.
8. Click **Update** to make the changes.

SC Tax Withholding

Residency: Resident

Status: Single \*

Exemptions: 0

Additional Amount: [ ]

[ Update ] [ Back ]

\* Required

## Federal Tax Withholding


1. Click on the Federal Tax Withholding link
2. A copy of the current tax year W-4 form will appear on the screen. You can change your tax marital status (line 3) as well as your allowances (line 5) and any additional amounts to be withheld (line 6).
3. Click **Model** at the bottom of the page
  - a. The model will pull in standard information and display gross wage amount, hours worked, etc. You can edit fields as necessary. For example, you may need to change hours from 76.56 to 86.67.
  - b. You can change your exemptions and marital status and then click **Calculate**.
  - c. The new changes display in the results page and show you how the changes will affect your net pay.
  - d. Click **Back** to go back to the main screen.
4. Click continue. The verify W4 acknowledgment message will appear. Click update to approve the change.
5. Note: Before you make changes to your W-4, you may want to consult your tax advisor.

## Personal Information

The personal information module allows employees to view information such as address on file, dependents, emergency contacts, leave balances, and personal profile. It is critical that employees keep their address and emergency contact information current. This is the only district records source for this information.

### New Address

The Home Address link allows users to change their address.

1. Once you are logged on ESS, click on the GCSO Self-Service Menu to expand it.
2. Click on **Employee** to expand the Employee Menu.
3. Click on **Personal Information**.
4. Click on **Home Address**.
5. The current address on file will display. If any of the information is wrong, change the information, then click .



Address

Home Supplemental

Effective Date  \*  
(MM/DD/YYYY)

Address 1

Address 2

Address 3

Address 4

City or Address 5

State or Province

Postal Code

County

Country

Phone

Phone Country Code

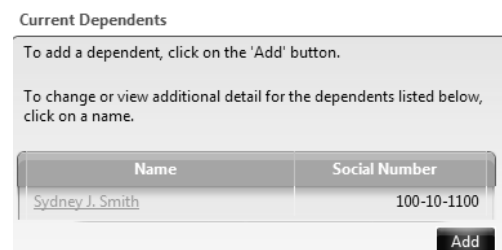
**Important Note: SCRS, ORP Vendors & EIP require separate notification. For W2 purposes, former employees need to e-mail their new address to the HR Processing Center (include your district employee #): [HRProcessingCenter@greenville.k12.sc.us](mailto:HRProcessingCenter@greenville.k12.sc.us)**

### Dependents

ESS allows employees to view and edit their dependent information including spouse, children, and legal dependents. Employees should not use ESS to update.

**Important Note: Do not use ESS to update dependent records. ESS will not update retirement or insurance records.**

1. Once you are logged on ESS, click on the **GCSO Self Service Menu** to expand it.
2. Click on **Employee** to expand the Employee Menu.
3. Click on **Personal Information**.
4. Click on **Dependents**.
5. Your current dependents will display on the screen. To edit or add information, contact the Benefits Department.




Current Dependents

To add a dependent, click on the 'Add' button.

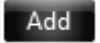

To change or view additional detail for the dependents listed below, click on a name.

Name	Social Number
<a href="#">Sydney J. Smith</a>	100-10-1100



## Emergency

The Emergency module allows employees to add and update emergency contact information.


1. Once you are logged on ESS, click on the **GCS D Self Service Menu** to expand it.
2. Click on **Employee** to expand the Employee Menu.
3. Click on **Personal Information**.
4. Click on **Emergency**.
5. Your current emergency contacts will appear on the screen. To edit an existing emergency contact, click on the contacts name.
6. To add a new contact, click .
7. Fill out the information on the emergency contact and click  to save the changes.

Contacts

To add an emergency contact, click on the 'Add' button.

To change, delete or view additional detail for contacts shown below, click on a name.

Name	Jennifer Smith
Relationship	Sister
Cell Telephone	908-555-6683
Home Telephone	292-222-3977
Work Telephone	



**Important Note: Employees who do not have emergency contacts in Lawson will not have contact information available in case of an emergency.**

## Leave Balances

The Leave Balances module allows users to check their banked vacation balance. Sick leave and regular vacation balances are checked through TimeLink ESS.

1. Once you are logged on ESS, click on the **GCS D Self Service Menu** to expand it.
2. Click on **Employee** to expand the Employee Menu.
3. Click on **Personal Information**.
4. Click on **Leave Balances**.
5. The first tab will display your current banked vacation time (if applicable).

## Personal Profile

The Personal Profile module lists personal information such as name, SSNO, Birth Date, etc.

1. Once you are logged on ESS, click on the **GCS D Self Service Menu** to expand it.
2. Click on **Employee** to expand the Employee Menu.
3. Click on **Personal Information**.
4. Click on **Personal Profile**.
5. View your personal information.