

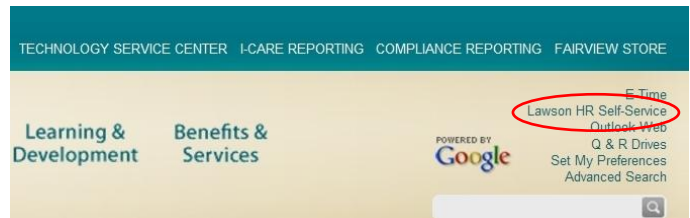


Your Fairview pay statement is now online

If you have direct deposit, pay stubs will no longer be mailed to your home. You can view your pay statement online every other week. Please save these instructions for future reference.

To access pay statements from a Fairview computer:

1. Open Internet Explorer from your Fairview Application Launcher (FAL) window.
2. From the Fairview intranet homepage, click the "Lawson HR Self-Service" link on the upper right side of the intranet menu (see image at right).
3. Enter your user name and password in the login screen. Your user name is your Fairview ID (e.g. kjohnso1). Your password is the same password you use to access the Fairview network and email.
4. Click "Employee Self-Service."
5. Click "Pay" in the left menu. Then click "Pay Statements."
6. Click on the pay date for which you want to view a statement.
7. You can see your net pay (this is your total check/deposit amount) in the Summary box.
8. You also can view benefit deductions and taxes on your statement.
9. Remember to logout when you are done using Lawson HR Self-Service.



To access pay statements from a remote/non-Fairview computer (including at home):

1. Open Internet Explorer. (Lawson may not work with other browsers such as Firefox or Safari.)
2. Type *intranet.fairview.org* into the address bar.
3. Enter your user name and password. Your user name is your Fairview ID (e.g. kjohnso1). Your password is the same password you use to access the Fairview network and email.
4. From the Fairview intranet homepage, click the "Lawson HR Self-Service" link on the upper right side of the intranet menu (see image above). Because you have already logged into the intranet, you should not need to log into Lawson.
5. Follow steps 4-9 from the Fairview computer instructions above.

If you have problems accessing Lawson, contact the Technology Service Center, 612-672-6805.

More about Lawson HR Self-Service

Lawson is the single place for managing employee records (personal and employment information), compensation, time off, retirement benefits and payroll. There are other things you can do in Lawson HR Self-Service, such as:

- Enter or update your bank account information for direct deposit
- Update your W-4 form for state and federal taxes
- Update your address and emergency contact information
- View your job profile (including employee number, department, hire date, pay rate)
- View/update your nickname, ethnicity, marital status, military status, education and license information

For more information about Lawson, visit *intranet.fairview.org/Lawson*. Questions about your pay? Contact the Employee Service Center, 612-672-5050, *esc@fairview.org*.