

Lawson Employee Self-Service

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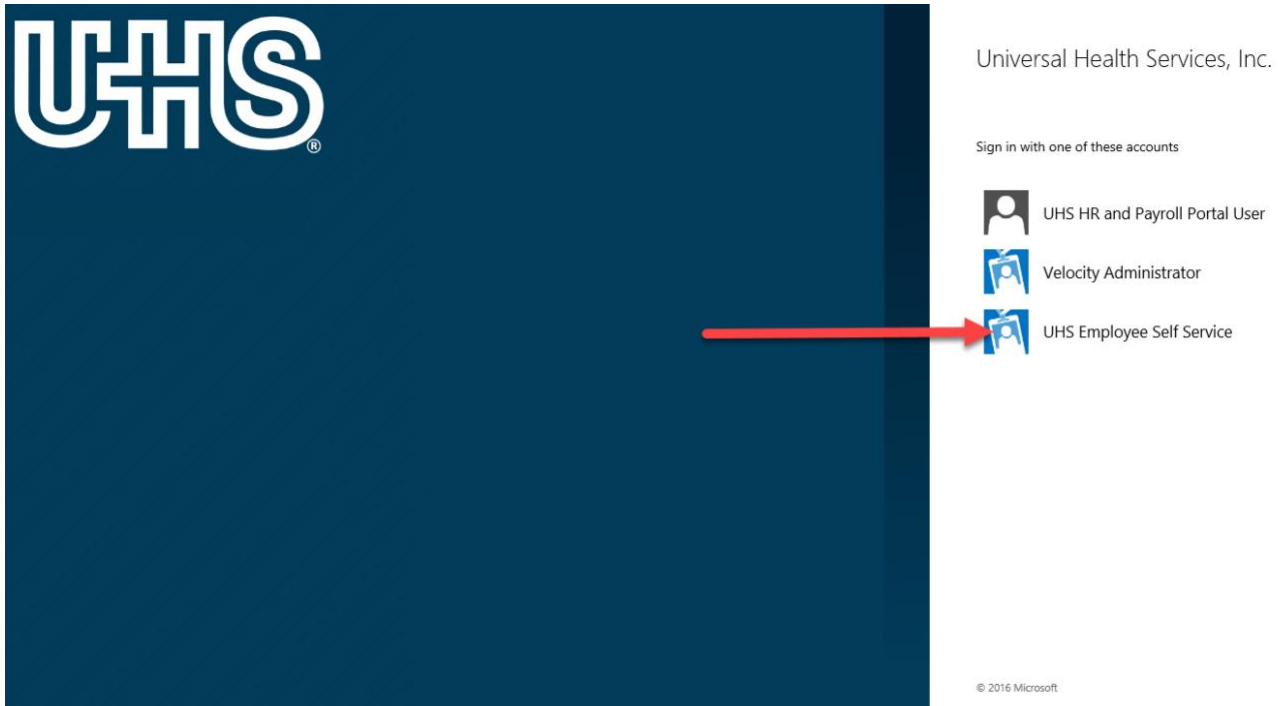
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Logging Into Employee Self-Service

To login, navigate to the Lawson homepage:

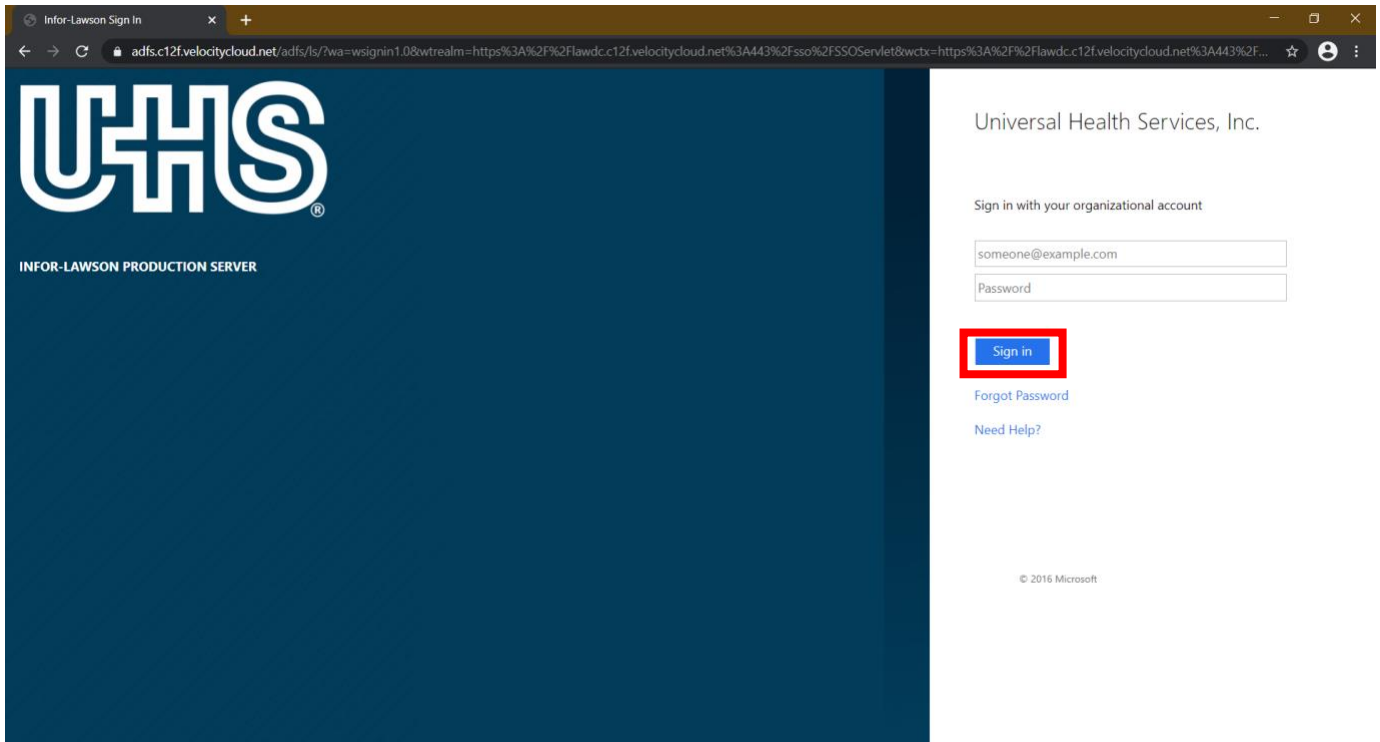
<https://inforpc.c12f.velocitycloud.net/>

From the login screen click 'UHS Employee Self Service'.



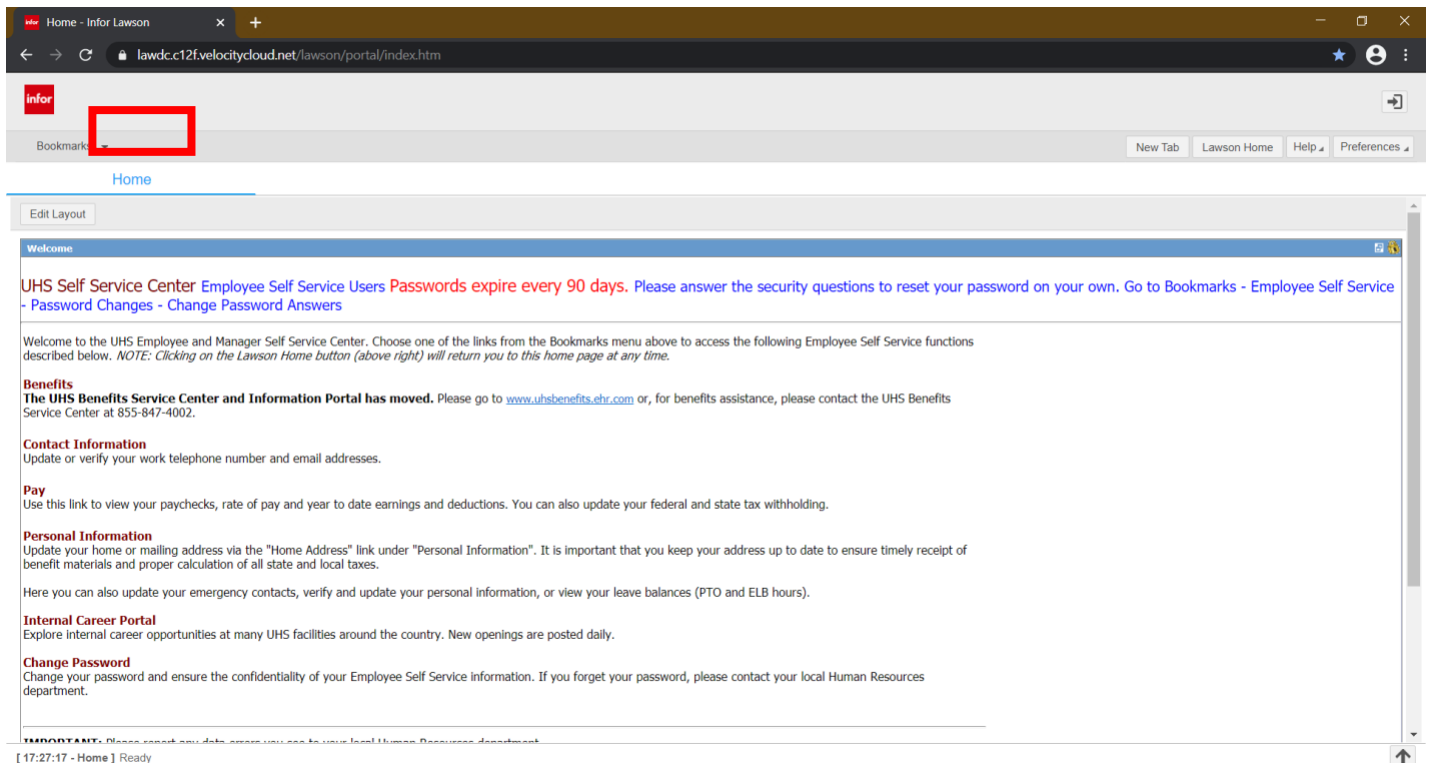
Enter the username and password.

NOTE: The system automatically adds “@c12f.velocitycloud.net” to the username. This is normal and can be ignored.
Do not Bookmark or Favorite this screen.



Log in is complete when the UHS Self Service Center Homepage is displayed. Navigate as usual using the “Bookmarks” button in the top left-hand corner.

NOTE: It is now safe to Bookmark or Favorite this screen.



First-Time Users

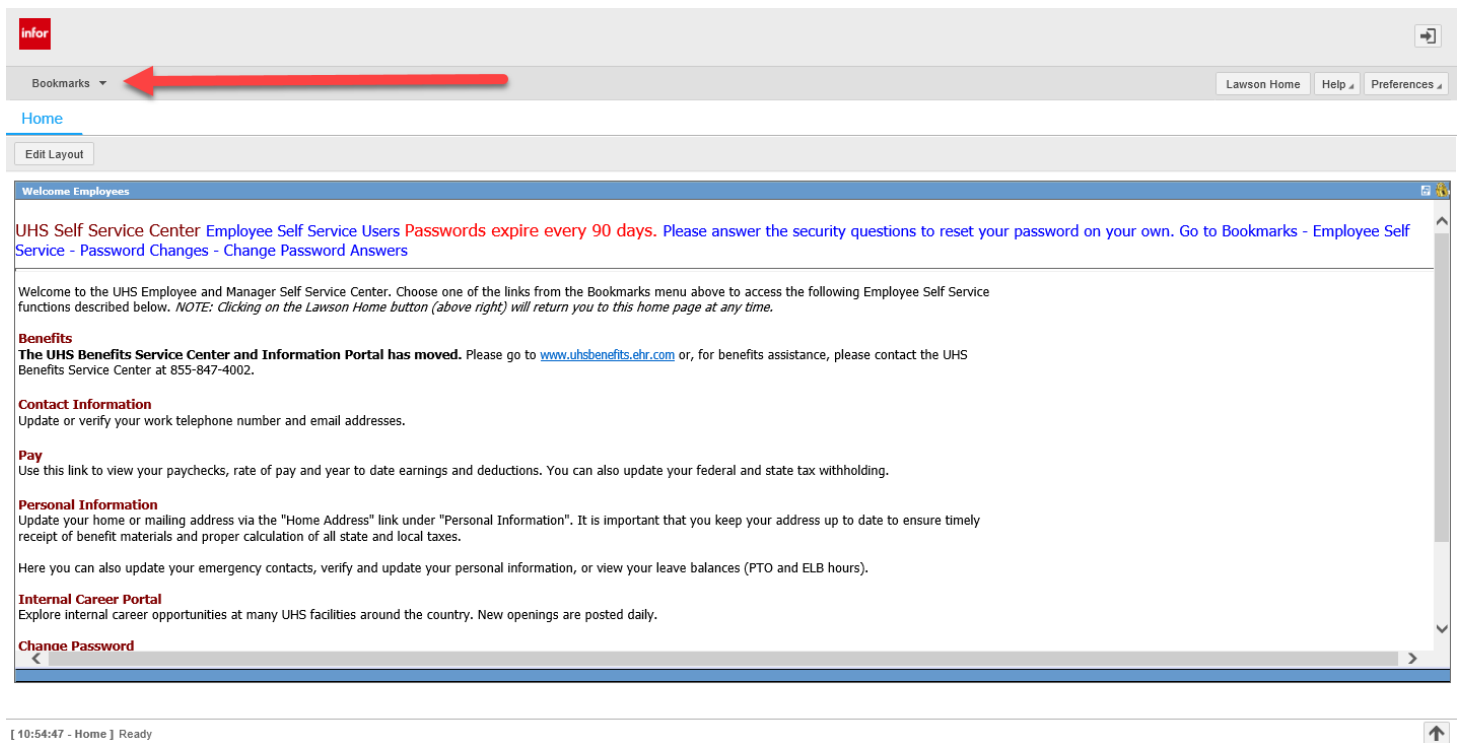
Determining Username and Password

Users who do not know their username/password or if their password has expired (and they have not set up their security question) need to contact their local Help Desk or the Customer Support Center by opening a ticket or by calling **1-855-UHS-3131 (1-855-847-3131)**.

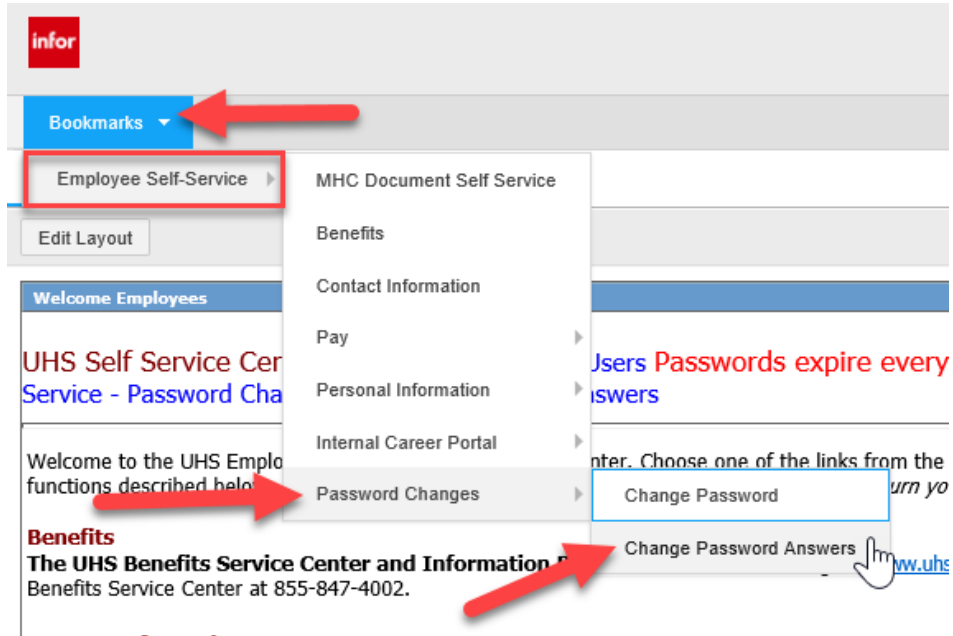
Setting Security Questions

New users should set their security question answers upon gaining access to Employee Self-Service for the first time. In the event users forget their ESS password in the future the security questions will be used to reset the password in lieu of contacting customer support.

From the Lawson Employee Self-Service homepage click the 'Bookmarks' drop-down menu.



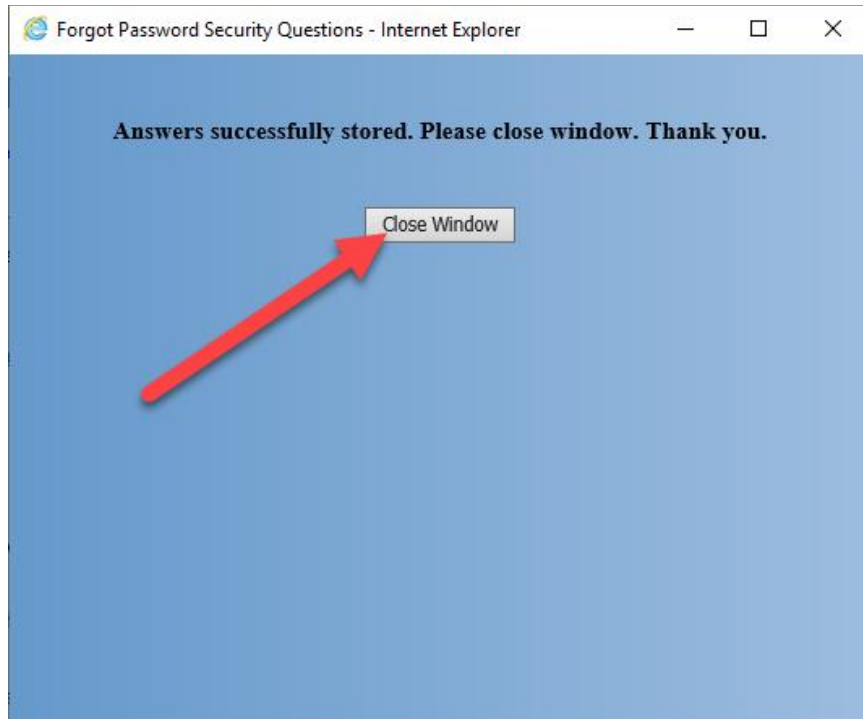
From the drop-down menu select Employee Self Service > Password Changes > Change Password Answers



The pop-up screen will appear. The 'Userid' will appear at the top. Enter answers for at least 3 of the provided security questions. When complete, click "Submit".

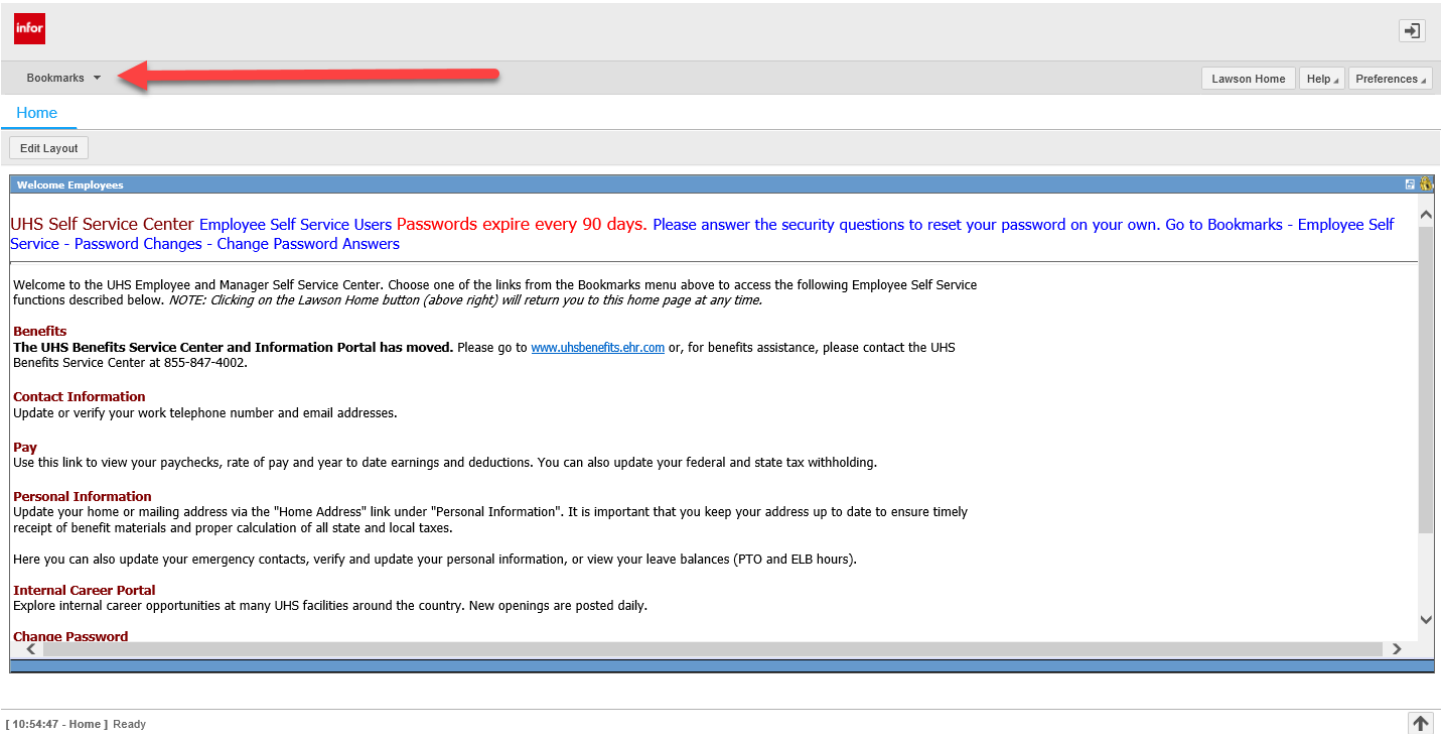


The window will confirm the security questions have been saved. Click "Close Window" to return to the homepage.

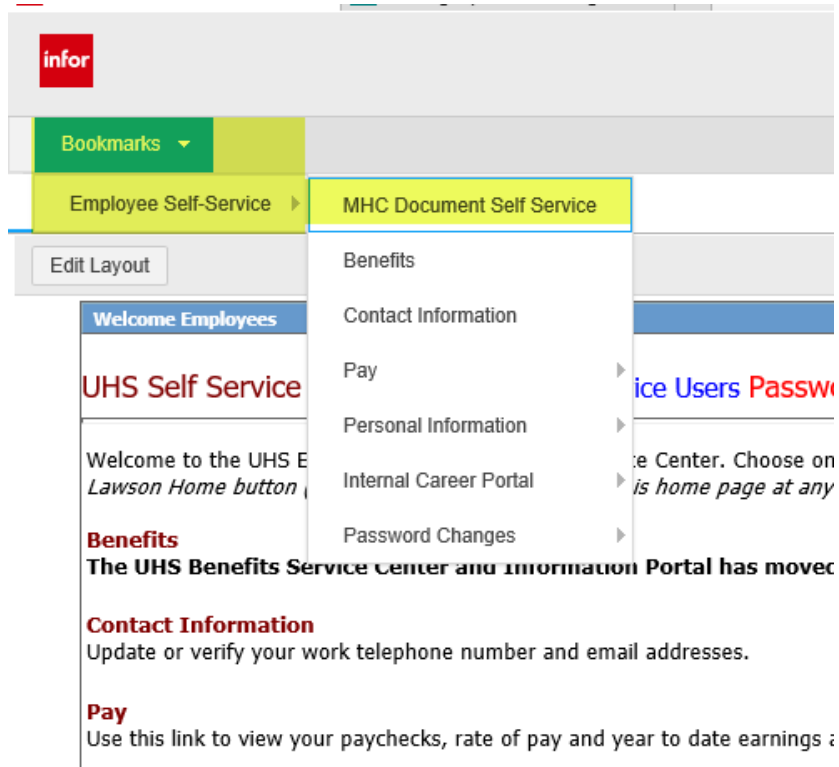


Accessing MHC from ESS

To navigate to MHC click the 'Bookmarks' button at the top.



From the dropdown select 'Employee Self-Service' then MHC Document Self Service



The MHC Document Self Service landing page appears. Enter the credentials used for Lawson Employee Self-Service then click 'Login'. Ensure the Authentication is set to 'Lawson LSF Authentication'.

Use the same userid and password you previously used for Employee Self Service.

Important! - make sure Authentication says Lawson LSF Authentication. Click Login

Login credentials are needed to access Document Self-Service.

Login

Username:
sl101992

Password:
.....

Authentication:
Lawson LSF Authentication

Login

From the top, select 'My Delivery Settings' to opt in to receive direct deposit statements by email. Users can set a primary and secondary email address.

My Delivery Settings sets up your email address so that you can receive direct deposit notifications. If not already done so, please Opt In by choosing this selection

Welcome to UHS of Delaware Inc.'s Document Self-Service!

We are pleased to offer you the opportunity to receive your documents via the web and/or email. You will receive notification emails when new documents are available. Your most recent documents will appear on this page for quick retrieval.

Tips for using the site:

- Click on "My Delivery Settings" from the menu and then set your document delivery settings. You must opt in for web and/or email delivery before you can view your documents. Your delivery setting selections will be indicated with icons.
- After choosing your delivery settings, you can view your available documents within each document group. Click on "My Documents" from the menu and then click on a document group.

Thanks for using Document Self-Service!

From the My Delivery Settings screen select 'Web Delivery'. Be sure a primary email is listed. Users can also add a secondary email as well. Select 'Yes' to deliver statements via email then click 'Submit'

MHC SOFTWARE MHC Software Document Self-Service

My Documents ▾ My Delivery Settings

My Delivery Settings

^ Collapse All

▾ My Payroll Docs

✓ Web Delivery ←

My Delivery Settings Instructions

Please refer to the instructions below to set your delivery settings.

- To view documents online, select **Web Delivery** under each document group, and follow the instructions to opt in.

NOTE: Each delivery option displays an icon that identifies your document delivery setting.

- ⊖ indicates no delivery setting has been selected
- ✓ indicates you are opted in
- ✗ indicates you are opted out
- ⚠ indicates you have started the tax document authorization process, but have not completed it

Please choose your delivery settings for your **My Payroll Docs** documents.

You will receive emails at your **primary email address:** stacy.lee@uhsinc.com * ←

as well as your **secondary email address:** myemail@gmail.com x ← **Optional Secondary Email Address**

Web Delivery

Deliver my **My Payroll Docs** documents via web access?

Yes No ←

Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

If you would like to receive your documents online via this website, select "Yes" to opt in for web delivery. A green check mark next to the document group's delivery settings will indicate your opt-in status. An email confirmation will be sent to the email address(es) above. You will also receive an email notification each time new documents are published.

Submit Cancel

To view pay stubs, select 'My Documents' from the top left-hand corner. Next, filter by the year to display the applicable pay stubs. From here users can view and print pay stubs.

MHC SOFTWARE MHC Software Document Self-Service

My Documents ▾ My Delivery Settings

↑

Choosing My Documents will allow you view your paystubs online. You can also save and print them.

My Payroll Docs Documents

Click a row in the table below to view an individual document. You can choose multiple documents to be viewed consecutively by selecting the associated checkboxes and clicking the "View Selected" button. Some documents may require a disclosure to be read before the document opens.

Filter By Year: [Show All] ▾ ←

Search...

Your list of paystubs will appear here. Select to view and print.

No Documents

Frequently Asked Questions

What is Employee Self-Service?

Employee Self-Service (ESS) provides a portal for employees to view and update their own employee information. This includes:

- Maintain Contact Information
 - Update or verify work telephone number and email addresses.
- View Pay information
 - Download/view pay stubs
 - View rate of pay
 - View year to date earnings and deductions.
- View and update federal and state tax withholding.
- View and update direct deposit information.
- Maintain Personal Information
 - Update home or mailing address via the "Home Address" link under "Personal Information".
**NOTE: It is important that you keep addresses up to date to ensure timely receipt of benefit materials and proper calculation of all state and local taxes.
- Update emergency contacts and other personal information
- View leave balances (PTO and ELB hours) and other plan details
- Access the Internal Career Portal
 - Explore internal career opportunities at many UHS facilities around the country. New openings are posted daily.

What is my username and password?

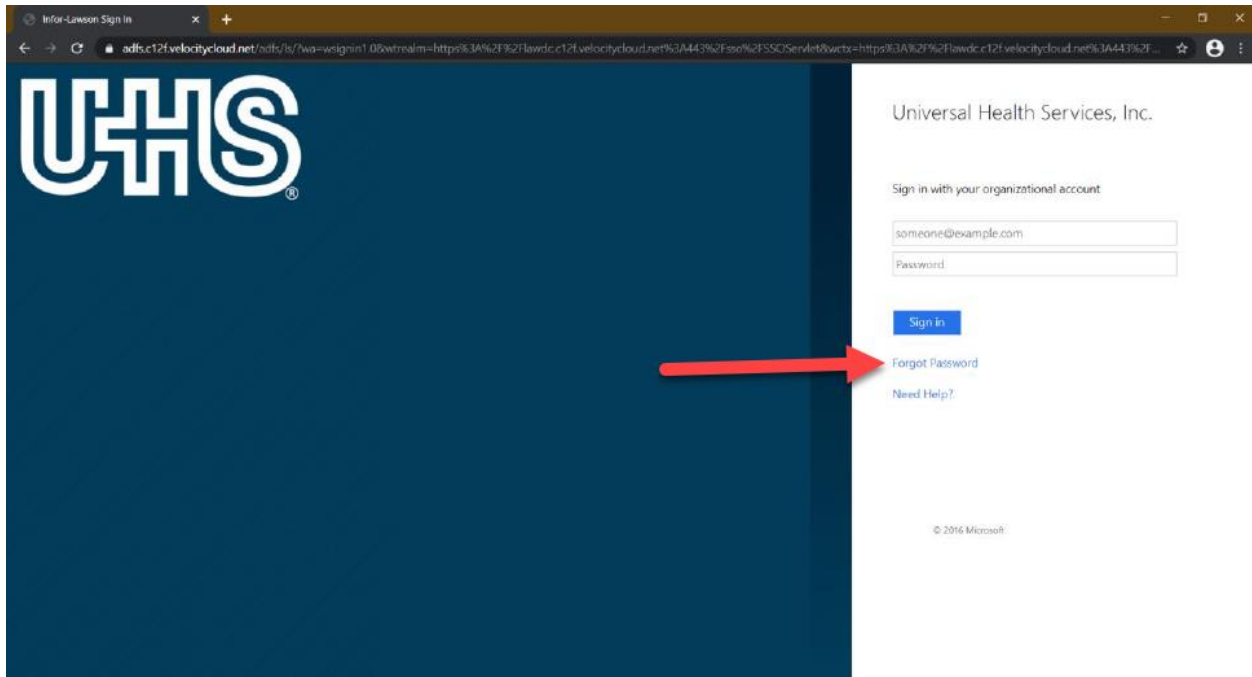
Users who do not know their username/password or if their password has expired (and they have not set up their security question) need to contact their local Help Desk or the Customer Support Center by opening a ticket or by calling **1-855-UHS-3131 (1-855-847-3131)**.

Once logged into ESS, employees should set their [security questions](#). This will enable the ability for users to reset their own password in the event it has expired or is forgotten without contacting customer support.

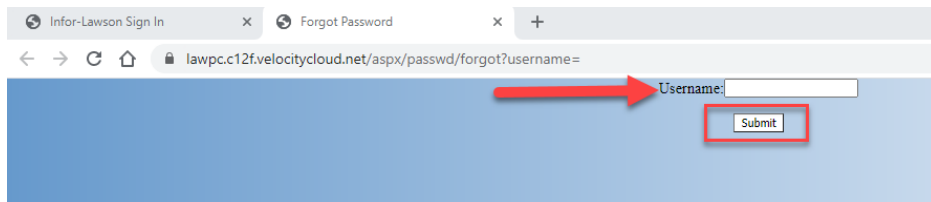
Passwords expire every 90 days including a user's default password (if users have not logged in within their first 90 days)

How do I reset my password/What if I forgot my password?

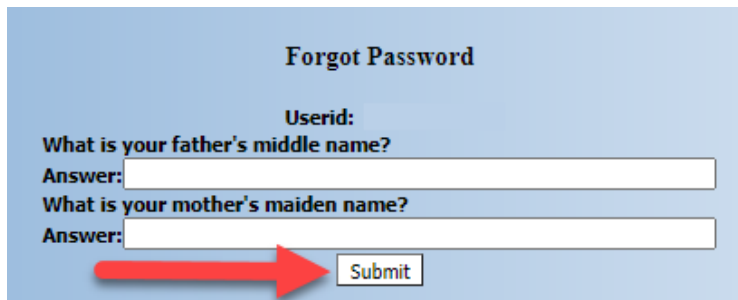
From the Employee Self-Service login screen, select 'Forgot Password'



A new window will open in the browser. Enter the username then click 'Submit'.



On the next screen, enter the answers for the security questions then click 'Submit'.



If the answers are not accepted, the screen will indicate how to proceed. Users will need to contact the Customer Support Center for further assistance. The customer support center can be contacted via phone at (855) 847-3131.

One or more answer(s) was incorrect. Please check your answer(s) and resubmit. If this error persists: Please contact the Customer Support Center at (855-847-3131) for assistance with resetting your password. Thank you.

If the answers are accepted, users will be re-directed to set a new password. Enter a new password, then click 'Submit'.

Set Your Password

Userid:

New Password:

Confirm New Password:

Password must:

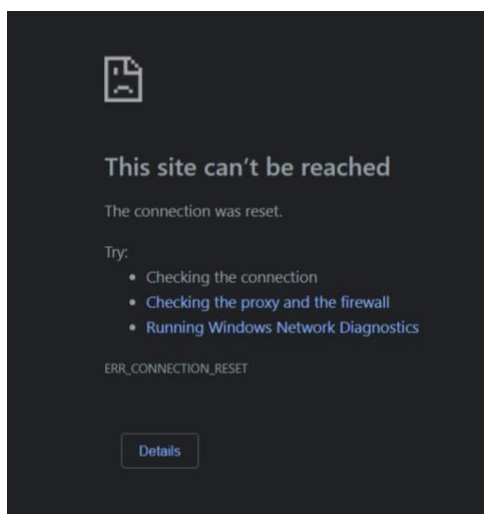
- * Be a minimum of 8 characters in length
- * Include at least 1 number(s)
- * Include at least 1 upper case letter(s)
- * Include at least 1 number(s) or special character(s)
- * Include at least 1 lower case letter(s)

After the password is updated the screen will confirm. Close the window and return to the ESS log in screen. Use the newly updated password to log in as usual.

Password set successfully.

ERROR: "Can't Reach Page"

To clear this error end the session by closing the browser window and try again. Each login step has a timeout feature for security purposes. This error can occur if users do not promptly select the UHS Employee Self Service option and log in.



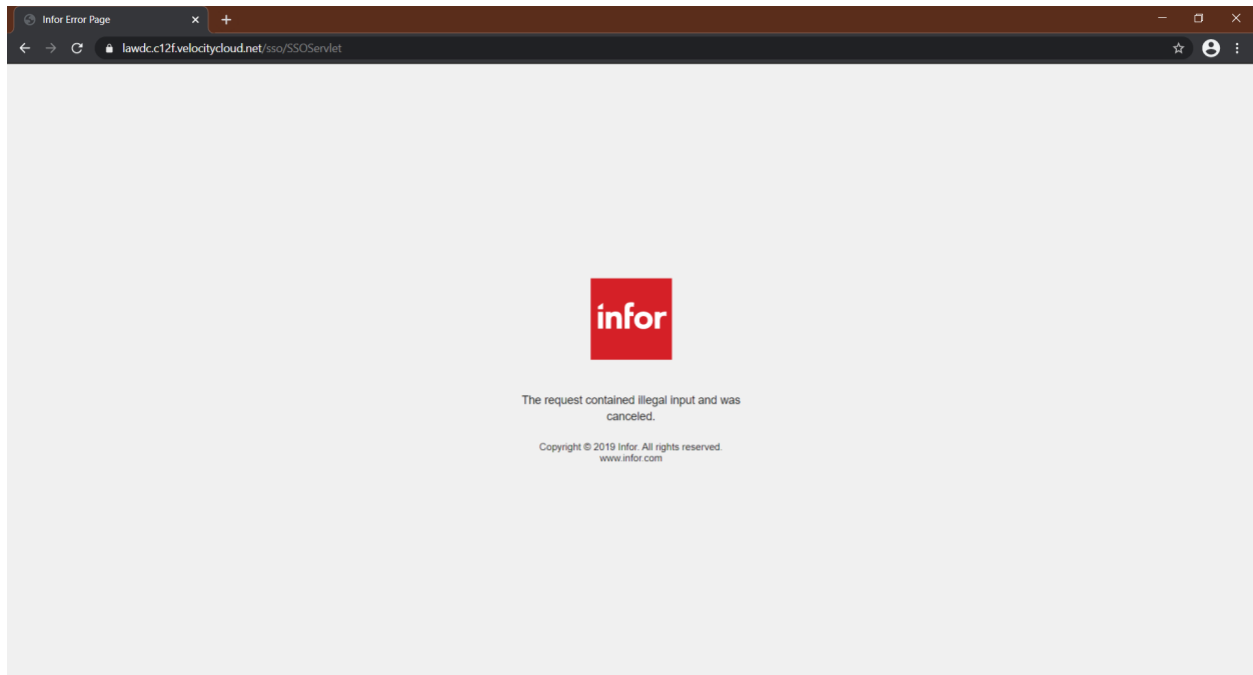
Can't reach this page

- Make sure the web address <https://adfs.c12f.velocitycloud.net> is correct
- [Search for this site on Bing](#)
- [Refresh the page](#)

[More information](#)

ERROR: "Illegal input"

To clear this error end the session by closing the browser window and try again. This error may occur if the session timed out and/or if the user did not completely log out of a previous session. In some cases, it may help to wait a few minutes before attempting again.



Need More Assistance?

After five failed log-in attempts, usernames are locked. Users will then need to contact the Customer Support Center at 1-855-UHS-3131 (1-855-847-3131) or click [HERE](#) for other ways to contact the support center.