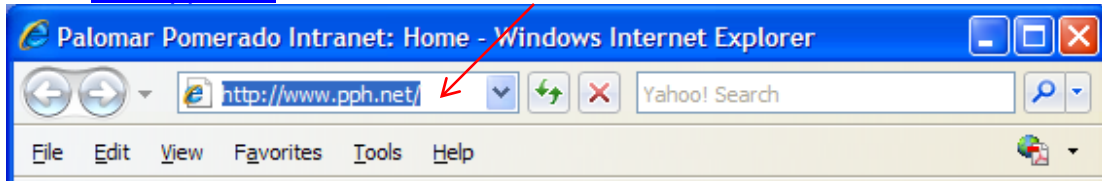


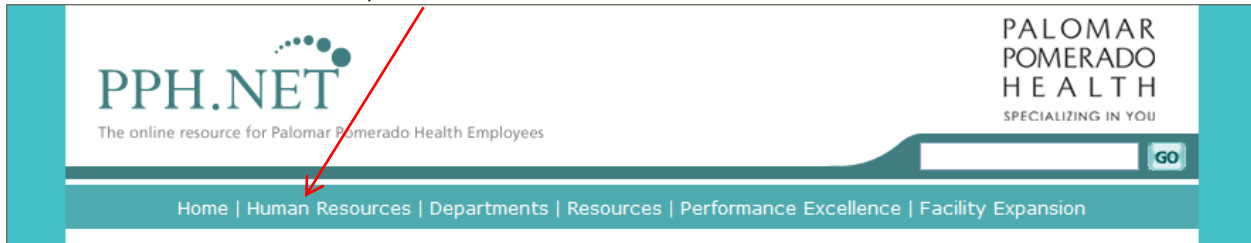
HOW TO VIEW MY PAYSTUB IN LAWSON

Click on the 

Enter www.pph.net in the web address bar



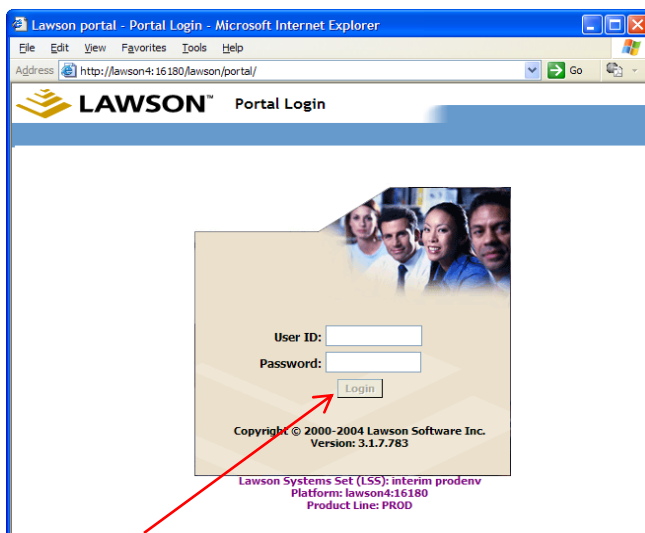
On the PPH.NET tool bar, click "Human Resources".



Select "Lawson".



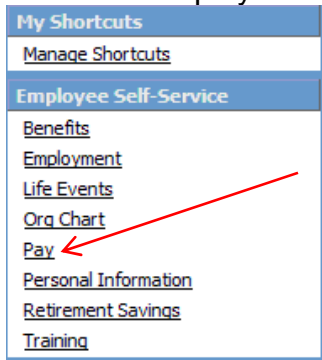
When logging on, your "User ID" is your employee ID number. Your "Password" is your employee ID number again followed by the last 4 digits of your social security number unless you have customized your password.



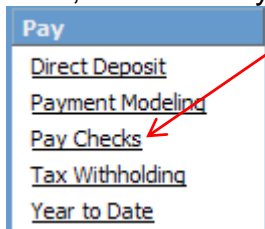
Click "Login" which will take you to the Lawson home page.

If you cannot access Employee Self-Service, have security or system error messages at this point, please contact the help desk at H-E-L-P or x4357.

Once you have logged into Lawson, click on the “Pay” link under “Employee Self-Service”. Note: All “Employee Self-Service” functions are located on the left side of the screen.



Next, click on “Pay Checks” which will bring up your payment information



Click on the Purple Diamond in the “Details” column to view the information for that payment.

All Payments						
September 1, 2008 - September 1, 2009						
Details	Number	Payment Date	Period End Date	Gross Pay	Net Pay	Currency
		08/21/2009	08/15/2009			USD
		08/07/2009	08/01/2009			USD

You should now see your payment detail. From this screen you will also have the option to “View check stub”.

The screenshot displays a payment detail screen with the following layout:

- Summary:**
 - Payment Date: 08/21/2009
 - Period End Date: 08/15/2009
 - Gross Wages: [Value]
 - Check Amount: [Value]
 - Net Pay: [Value]
 - Auto Deposit Total: [Value]
- View check stub** (link)
- Wages Table:**

Wages		
Pay Type	Hours	Wages
- Taxes Table:**

Taxes		
Deduction	Amount	Taxable Wages
- Pre-tax Deductions Table:**

Pre-tax Deductions	
Deduction	Amount
- After-tax Deductions Table:**

After-tax Deductions	
Deduction	Amount
- Back** (link)

If you have any questions regarding the information on this screen, please contact the Payroll department at x5522.

- After you have clicked on “View check stub”, you can print by clicking on “File” and then click on “Print”

