

# **Remote Pay Stub Access**

## **Install Citrix Receiver**

This is required to access the Palomar Health network. Installation only needs to be done once.

- For Windows, click here: Citrix Receiver for Windows
- For Mac, click here: <u>Citrix Receiver for Mac</u>

### **Connect to Lawson**

- 1) Click this link: <u>https://citrixweb.palomarhealth.org/</u>
- 2) Enter your network User name and Password.



- 3) Click the "Log On" button
- 4) Click the Lawson Self Service icon

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Corp Health	Corp Health Test	Browser Test - IE 11	Lawson Self Service	Midas Comply	MIDAS

5) Depending on your browser...

Internet	Click "Open"							
Explorer Users	Do you want to op or save launch.ica (1.60 KB) from citrixweb.palomarhealth.org?							
Chrome Users	Click the "launch.ica" icon at bottom left of screen							
Mac Users	Click the Downloads button and select "launch.ica"							

6) Sign in to Lawson



## **Retrieve Your Paycheck**

1) Go to the Pay Checks screen

### Bookmarks > Employee Self-Service > Pay > Pay Checks

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Inbasket	Þ				
Employee Self-Service	Þ	Code of Conduct		Lawson Home Help / F	Preferenc
Foundation Admin	Þ	Donate to the Foundation			
Employee Inquiry	Þ	Benefits	Þ		
Jobs and Reports	Þ	Credentials	Þ	Pay Checks	
LBI	Þ	Employment	Þ	Alternate Pay Rates	on
Personnel Administration	Þ	New Hire	Þ	Direct Deposit User Guide	
PPH Shortcuts	Þ	Org Chart		Direct Deposit	
Human Resources	Þ	Pay	Þ	Pay Rate History	
Manager Self-Service	•	Personal Information	Þ	Payment Modeling	

#### OR

4)

Enter "Pay Checks" in the search box and click the 🔍 icon

Now Tab Lawson Home Help Preferences Pay Checks Q	N					
•	Nw Tab	Lawson Home	Help ₄	Preferences "	Pay Checks	Q,

2) Click the Check Date to view and print

### 3) Click the "Printable Pay Stub" link

Number

Check Date

3370040

11/02/2018

				Payments				Wage
ayments				Date	Gross	Net		
Date	Gross	Net			1000	10000		
1/02/2019			$\sim$	10/19/2018	000-01			
1/02/2016				10/05/2018	100 B	1000	$\checkmark$	
0/19/2018	100	10.00						
0/05/2018	1000	0.00		Summary				Taxes
			_ <b>`</b>	Printable Pay S	itub 🥌		^	
				Check Num	ber			

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