



Lawson (Infor) is our house wide system which includes Employee Self Service, Requisition Center and Manager Self Service. These sub-systems allow you to access to your pay, benefits and personal information (Employee Self Service), enter and approve requisition orders (Requisition Center) and allows managers to review employee information and submit and approve employment changes (Manager Self Service). All systems share one log on.

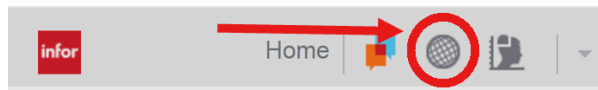
To Access The System

1. The system is available internally on Southwest's Intranet by going to **Employee -> Employee Self Service -> Login** or from home at <https://swgenprod-lsf01.cloud.infor.com:1448/lawson/portal/index.htm>
2. If you get the option to "Sign in with one of these accounts," select adfs.swgeneral.com
3. Enter your User Name and Password

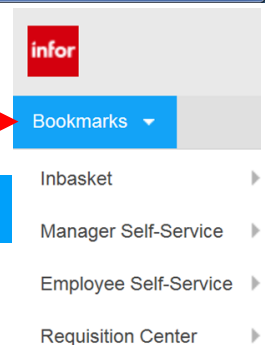
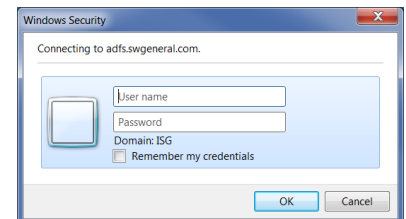
User Name: isg\ followed by your network login. Your network login is the login you use to log into hospital computers and e-mail. For example, if your network login is **A203123**, enter **isg\A203123**.

Password: Enter your network login password

4. Click the **Globe**



5. Hover over **Bookmarks**, then move the mouse to the sub-system menu you wish to use



Using Employee Self Service (ESS)

ESS is compatible with Windows XP, Vista, 7, 8 with Internet Explorer 9, 10, or 11, Windows XP, Vista, 7, 8 and MAC OS X with Chrome 28 or higher, MAC OS X 10.4 or later with Firefox 4.0 or higher, MAC OS X 10.4 or later and with Safari 5.0 or higher. Other browsers and devices are not supported.

Under the Employee Self Service sub-system menu you can see the list of options within ESS:

Benefits

Track beneficiaries, access benefits guides and plan documents, update benefits at annual enrollment and view current benefits

Employment

View the employee handbook and update your work and personal email addresses on the Work Contacts tab

Life Events

Update your marital status and address

Pay

Maintain your direct deposit information (changes may take several pays to take effect, do not include \$ or symbols), view paychecks (including tax and deduction details), see your pay rate history, do paycheck modeling, and maintain your tax withholding elections (residence tax election change may be completed by submitting the Residence City Income Tax form [Form 16458X] to Human Resources)

Personal Information

Maintain your phone numbers, view your dependents on file, report your emergency contacts and see your leave balances (PAM balance)

Using Requisition Center (RQC) and Manager Self Service (MSS)

Based on your position, you may also have access to Requisition Center and Manager Self Service. For information on how to use these sub-systems, including user guides and TIP sheets, visit the Intranet link at <http://swintranet/lawsonportal/main.cfm>.

Don't know your network login or having problems logging on?
Call the Help Desk at 440-816-8643

Need to change your network login password?
Press Ctrl + Alt + Delete and then click on the Change a Password option