

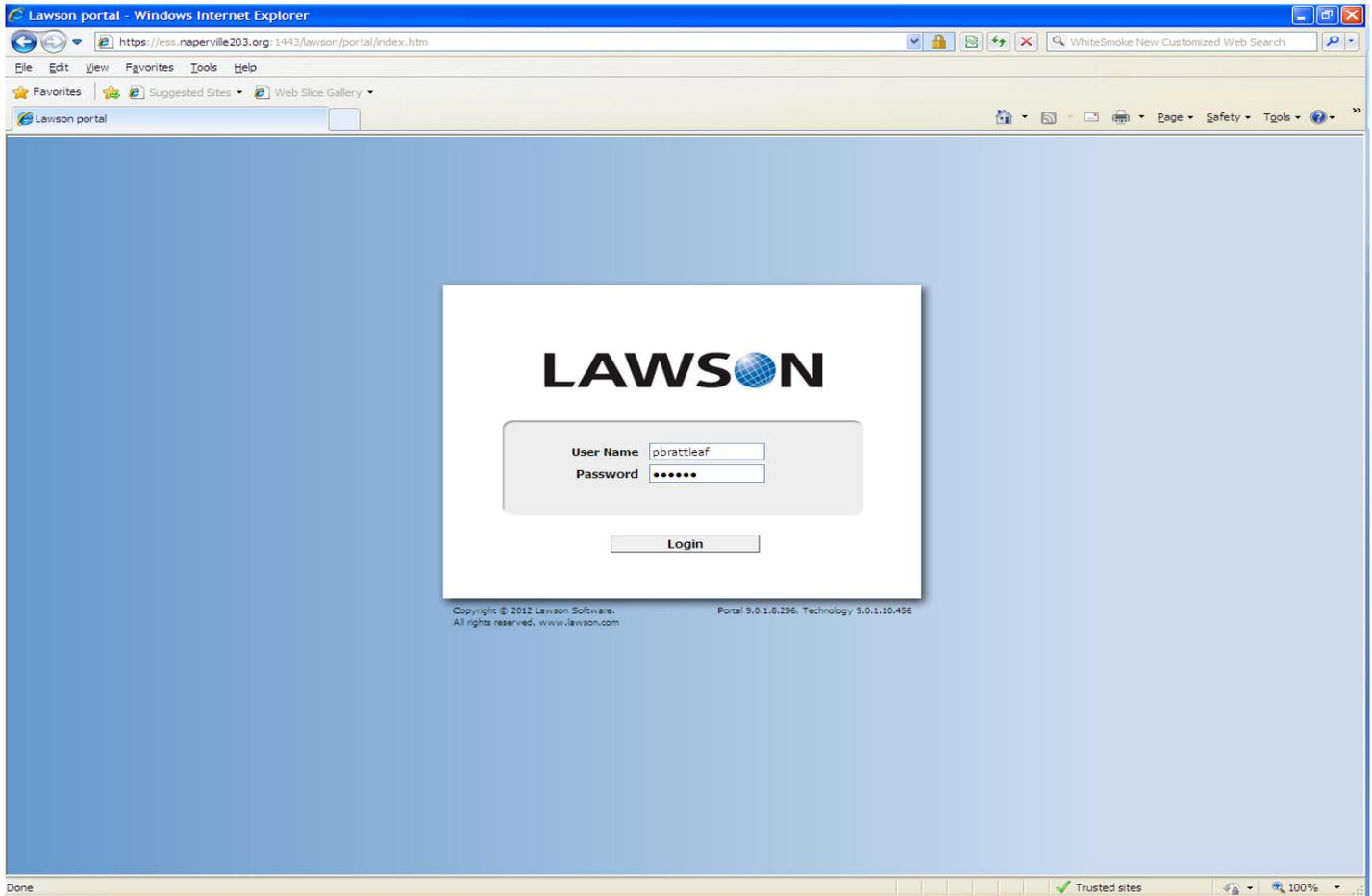
Lawson Employee Self-Service

Web Address: <https://ess.naperville203.org:1443/lawson/portal/index.htm>

OR access via district website: www.naperville203.org > **Site Information**--Staff Logins>



Note → Lawson is only accessible on Windows Computer using Internet Explorer browser. It is not compatible with Safari, Google Chrome or Mozilla FireFox browsers and is not accessible from a MAC computer.



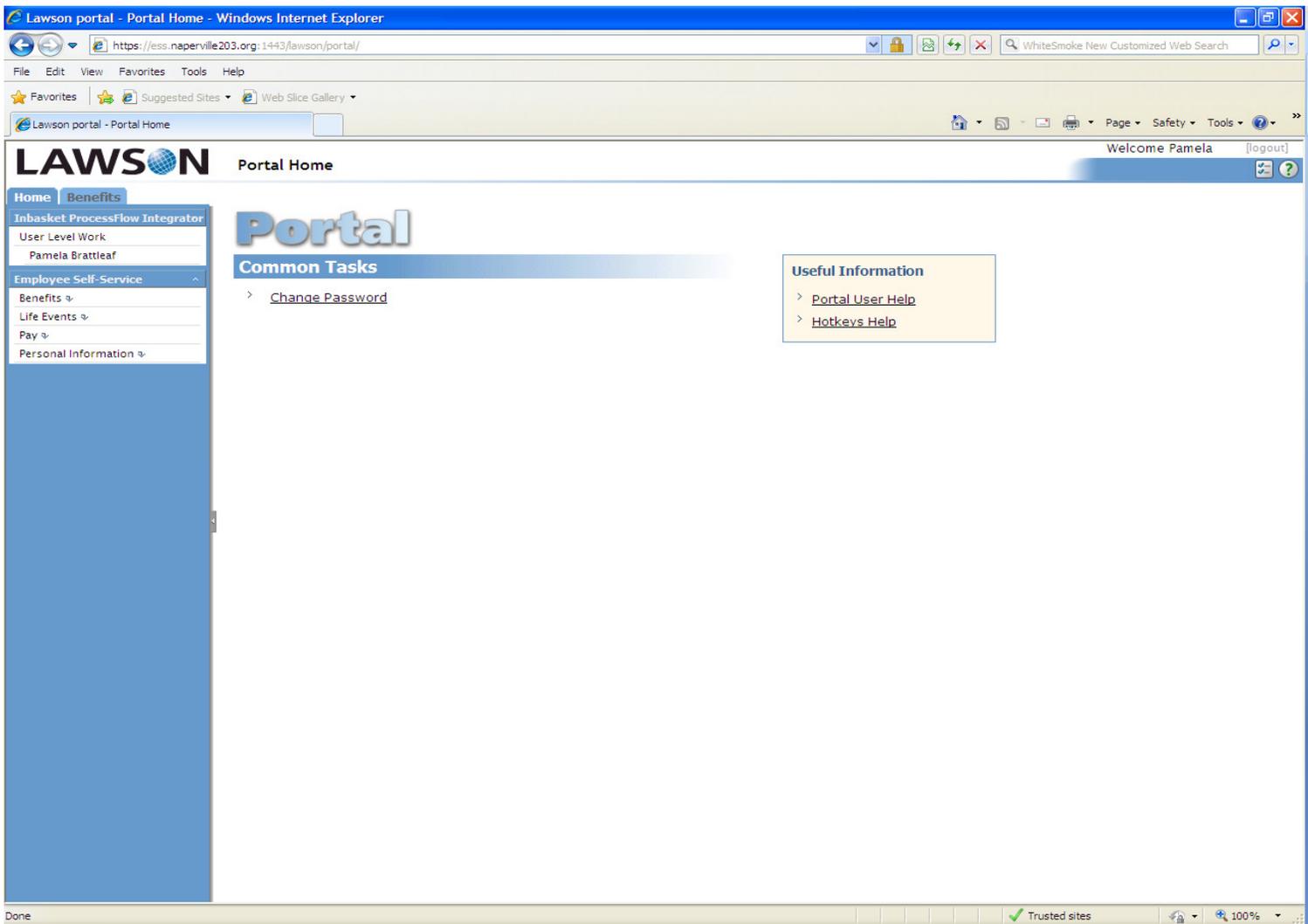
- User name: **flastname** (Where **f** = First name initial; **lastname** = your full last name without spaces.
- Password: **xxxxxxxxxx** (The default is a randomly generated password assigned by the IT203 department.)

Note→ If your password has to be reset for any reason, it will be randomly generated by the IT203 department and communicated via email. Please change your password from the default once logged into Lawson by selecting the “Change Password” link under “Common Tasks”.

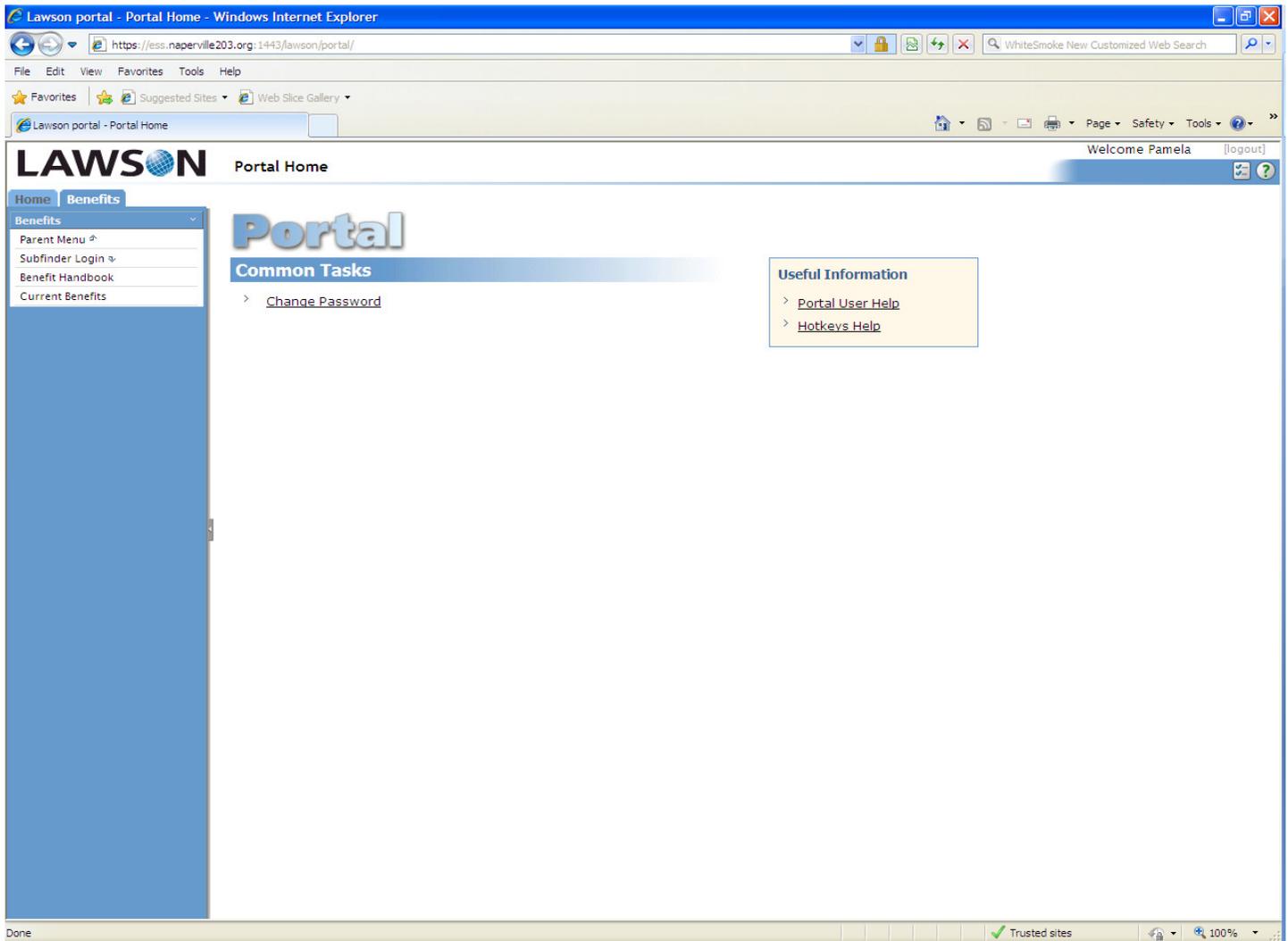
- Contact(s) for Password Reset:
 - Pamela Brattleaf – pbrattleaf@naperville203.org or 630.420.6838
 - Tracy Oliver – toliver@naperville203.org or 630.420.6824

Initial menu for Lawson Employee Self-Service

- Benefits
 - SubFinder Login
 - Benefit Handbook
 - Current Benefits
- Life Events
 - Move
- Pay
 - Direct Deposit
 - Pay Checks
 - Year to Date
- Personal Information
 - Emergency
 - Personal Profile

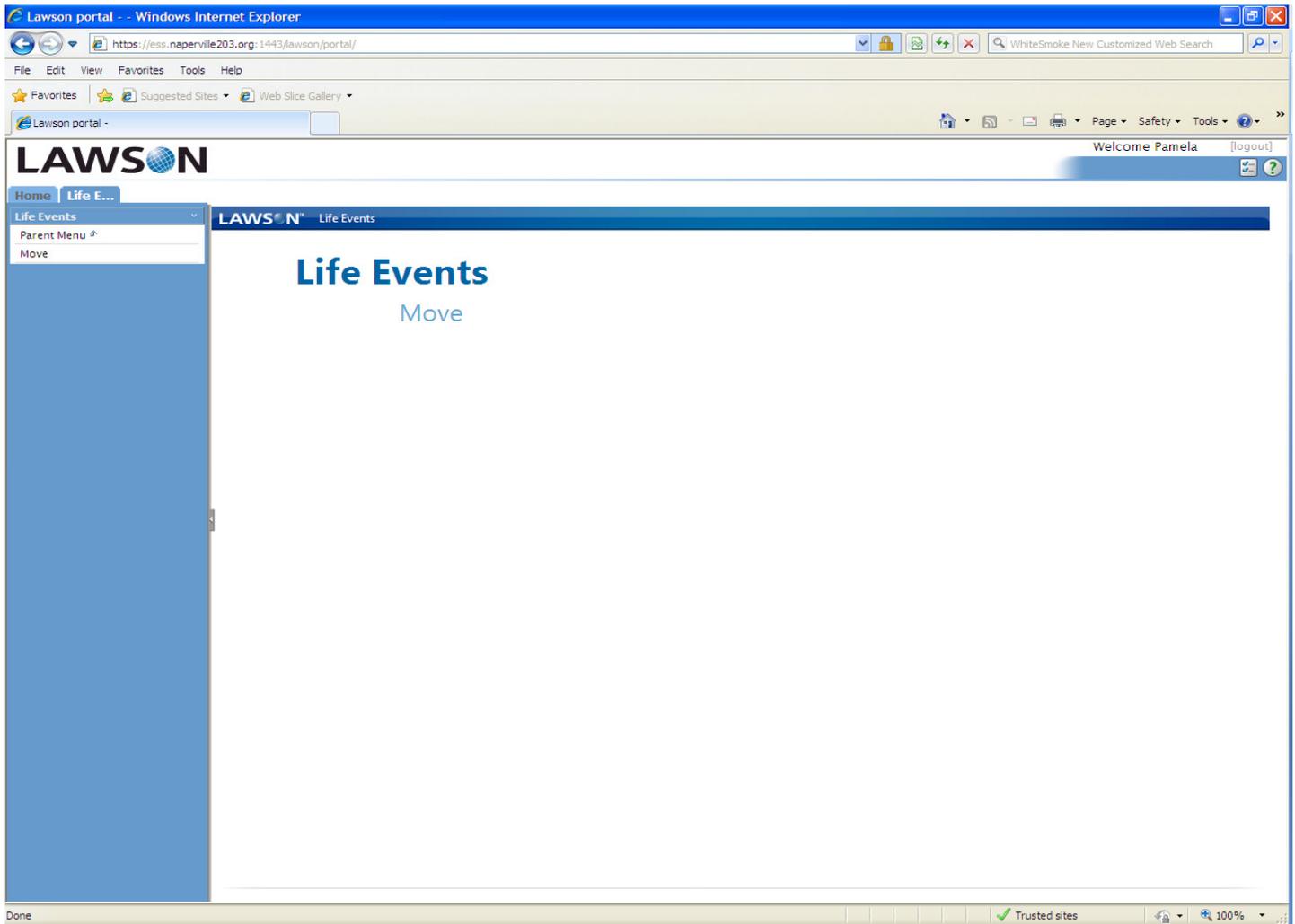


Benefits Menu



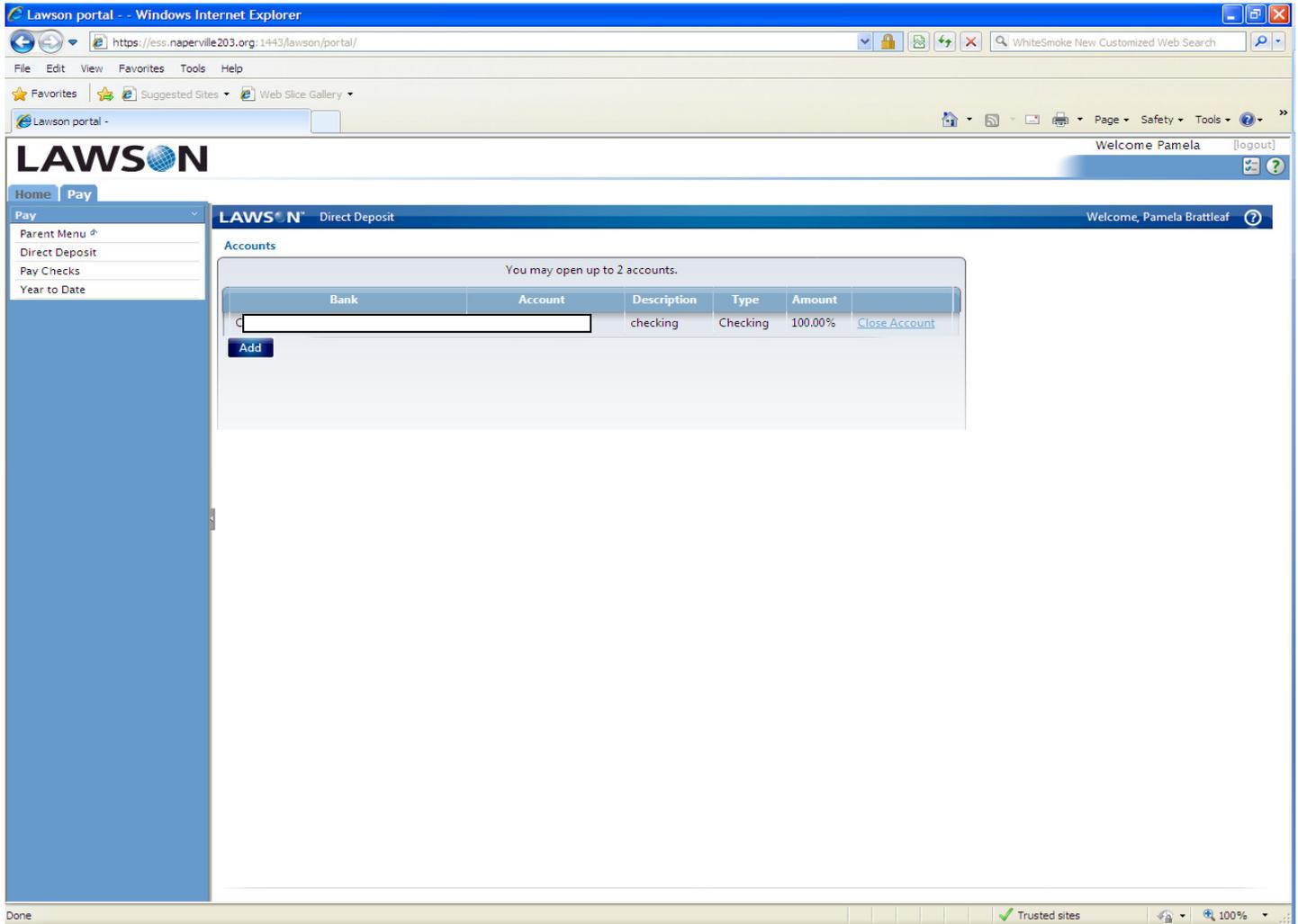
- SubFinder Login → SubFinder Web Connect → Takes you to the Subfinder logon screen where you can Report an absence, Review Absence, **View Personal Information like available absence balances.**
 - **Personal Info → tab: Leave Control → Shows Absence Balances: Used and Available.**
 - Contact person for Absence/Leave Balances
 - Rebecca 'Becky' Dill – rdill@naperville203.org or 630.420.6614
 - Contact person for Substitutes/SubFinder
 - Mary Kleifges – mkleifges@naperville203.org or 630.548.6002
- Benefit Handbook → Benefit Information for Medical, Dental, Pay Flex, Drug Card, Sharepoint link, IMRF and TRS links. Group numbers for each plan, customer service phone numbers and websites. Can click on a link and it displays that website.
- Current Benefits → Displays your current benefits that you are enrolled in, IMRF or TRS, Life Insurance, Health, etc.
 - Contact person for Benefits
 - Kathleen Barak – kbarak@naperville203.org or 630.420.6325

Life Events Menu



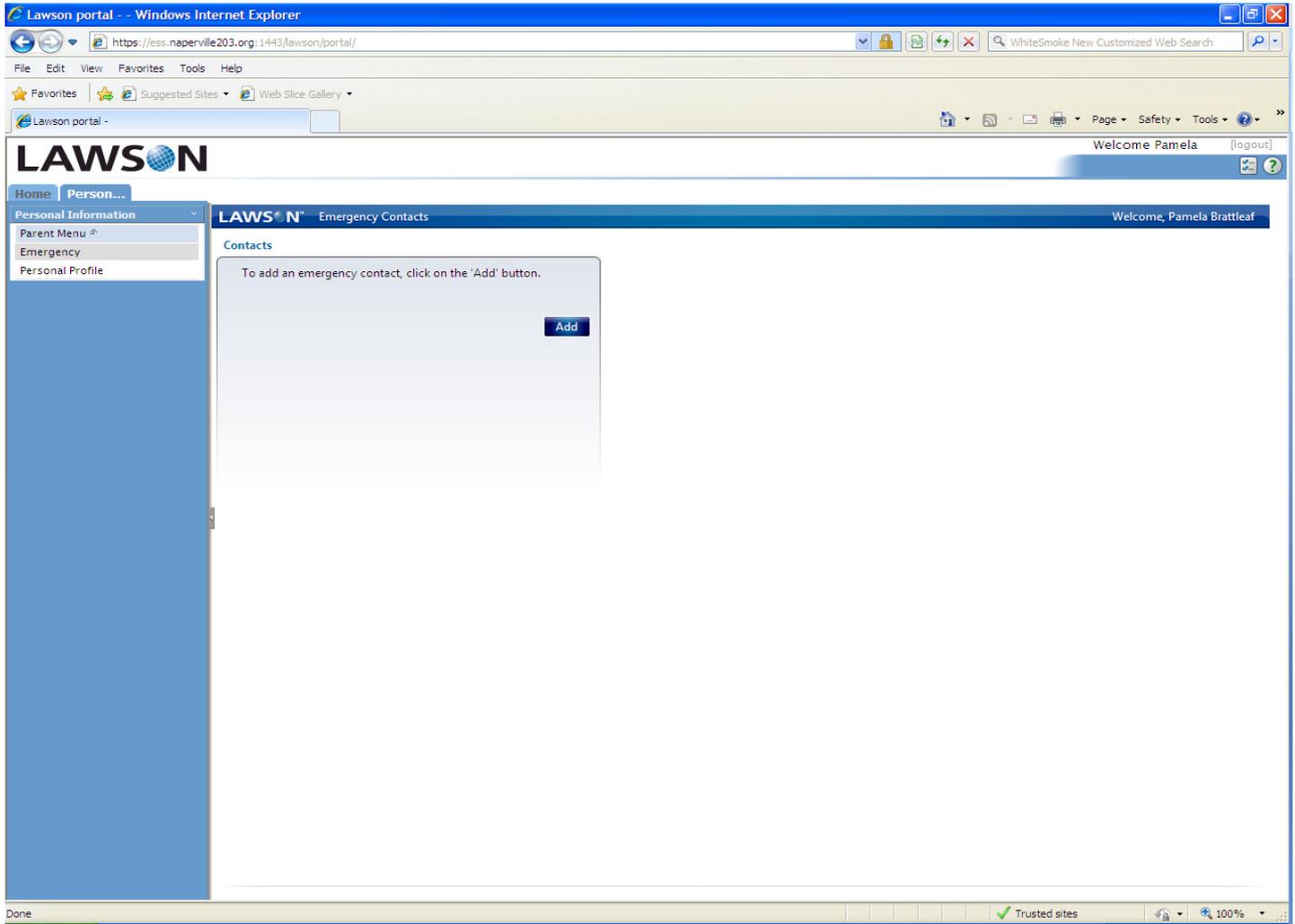
- Move → If you have changed your **Home Address** or want to add a **Supplemental Address**, please flow through the Life Events --- Move option to enter your new address. An email will be sent to Kathleen Barak who will contact you to verify the address. Then update the various Benefit sites with new home address information for any current benefits.
 - Note: Please verify that this has been done within 30 days of your move.
 - **Emergency Call-Out System** uses the **Phone Number** on the **Home Address** tab as the primary calling number. It also uses the **Phone number** on the **Supplemental Address** tab as the mobile phone. Both numbers are called when there is an Emergency District Closing. If you want your cell or mobile phone to be called from the Emergency Call-Out System, please make sure it's listed on your Home or Supplemental Address.
 - Contact person for Benefit changes
 - Kathleen Barak – kbarak@naperville203.org or 630.420.6329

Pay Menu



- Direct Deposit → Displays any direct deposit accounts that you have setup for your paychecks to be directly deposited into your bank account(s). You can “ADD” up to 2 accounts for direct deposit. When you do “Add” a direct deposit account, the Payroll department will receive an email and verify the account information. Please allow a two week period for the new account to be “active” and be aware of the payroll cycle.
 - Contact person(s) → Connie Norgren—630.420.6330 OR Jackie Pszczola—630.420.6323
- Pay Checks → Displays in list form your paychecks by payroll date showing the Gross and Net pay. If you select a specific pay date, then it will show the Wages, Taxes, Pre-Tax Deductions and a Summary of the check.
 - Contact person(s) for Questions about Pay Checks:
 - Certified Staff, TRS – Connie Norgren – cnorgren@naperville203.org OR 630.420.6330
 - Non-Certified Staff, IMRF – Jackie Pszczola – jpszczola@naperville203.org OR 630.420.6323
- Year to Date → Shows Year to Date information for a given year. You have to ‘select’ a Year in the drop down field. Then it will show Payment Details of Wages, Taxes, Pre-Tax Deductions, Company Taxes and Company Deductions. *Note → This is NOT W-2 Information. Please contact Connie Norgren in Payroll Department to receive a printed copy of your W-2.*

Personal Information Menu



- Emergency → It will display any Emergency contact information that you have entered in the system. Or you can “ADD” an Emergency Contact to be a part of your HR record.
- Personal Profile → Displays your personal information, like full name, birth date, etc. If any of this information is incorrect, you should contact the HR Department.

Contact Person(s) for all Personal Information questions, Name Changes or Certifications:

- Certified Staff – Shelly (Michelle) Nelson – mnelson@naperville203.org or 630.420.6315
- Non-Certified Staff – Gretchen Gallois – ggallois@naperville203.org or 630.420.6306