



Quick Reference Guide Client Employee Self-Service (ESS)

OVERVIEW

Employee Self-Service ("ESS") is an application in the Lawson Human Resource Information System database that allows members to review payroll details, view and modify tax and personal information and access benefits information and enrollment, if applicable. Utilizing ESS will reduce the need for additional Employment Paperwork.

ACCESS THE PORTAL

- ONLY Use Internet Explorer (version 8 or below) as the internet browser.
- Visit www.scionesource.com
- Login with the User Name and Password provided to you (see below).

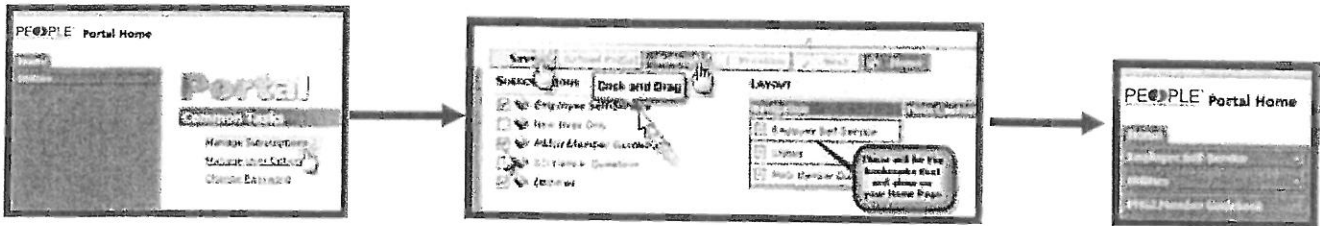


USER ID & PASSWORD

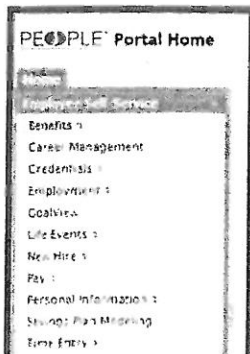
- Your User ID will be the combination of "s" + the first letter of your first name + your last name + the last 4 digits of your social security number.
 - For example, John Smith with a social security number 123-45-6789 would have a user name of **sjsmith6789**.
- The Password is your birth date without slashes. **mmddyyyy** format.
 - For example, John's Smith birth date is September 7, 1972, the password would be **09071972**

NOTE: You may need to personalize your page to add your *Employee Self-Service* bookmark.

- From the Home Page, click **Manage Subscriptions**
- To add your ESS bookmark, check the box next to **Employee Self Service**, then click and drag your selection over to the **Layout/Navigation** table
- Once the content is listed in the order you want to see it, click **Save**
- Click **Reload Portal** to return to the home screen and access your information



The **Employee Self-Service** option will be available in the bookmarks on the left of your screen. Click on this bookmark to expand options.



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| Pay | View Paychecks, Pay History, View/Modify Tax Withholding, Direct Deposit (NOTE: actual time line for processing of Direct Deposit additions/changes may be up to 10 business days) |
| Personal Info | View Personnel Data, Add/Modify Dependents & Emergency Contacts |
| Employment | View Job Profile & History |
| Benefits | If Applicable, View Benefit Plan Data & Complete Enrollment/Changes |