

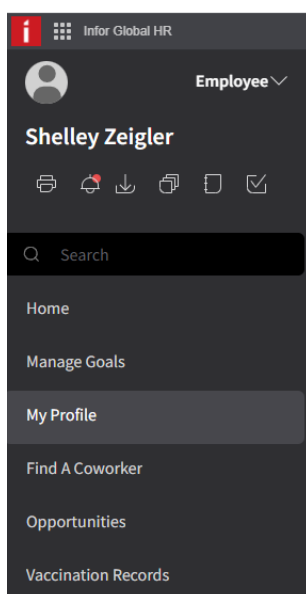
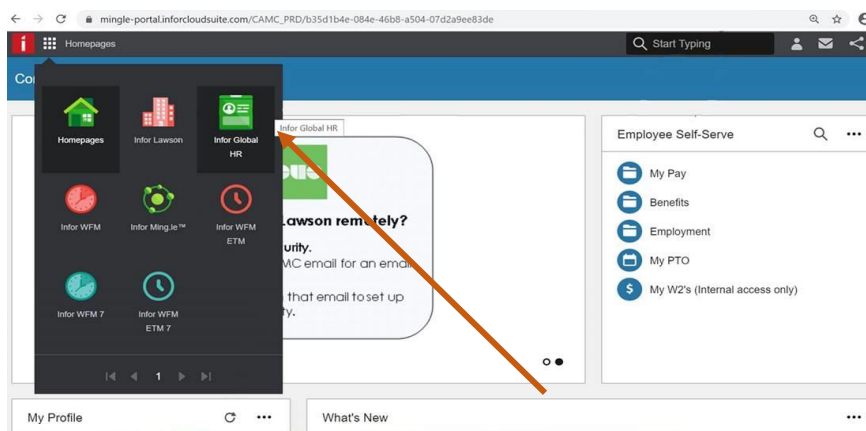
Employee User Guide for Lawson Global HR

This guide provides information for how employees can access and update their own personal information in Global HR (GHR). We encourage employees to keep their current information updated, such as addresses and phone numbers. We will continue to open new features, so always check out new information when you see it. If you have questions about the access, please contact your HR Business Partner.

1. Log into Lawson Employee Self-Serve (from CAMnet)
2. Click on the waffle icon next to Homepages.



3. Click on Infor Global HR icon. This will take you into the Employee Space.

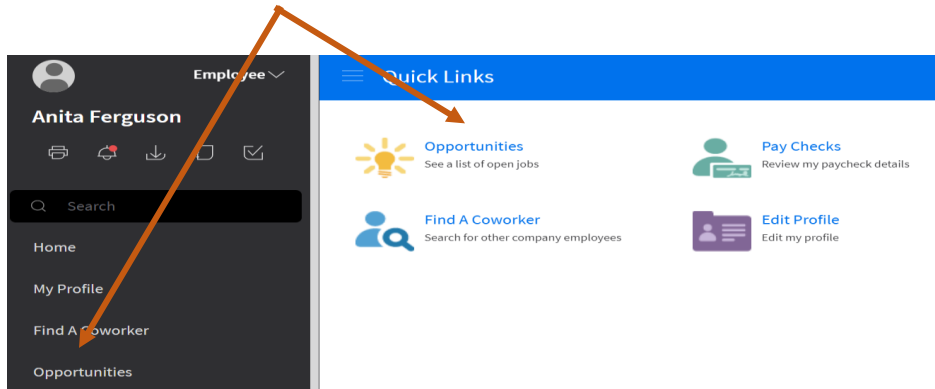


Note the things you can access:

- a. Manage Goals: You can view and add comments to the performance goals your manager has assigned you for the calendar year. You should review these regularly and provide comments as you complete the work. *Please refer to the Employee Goals User Guide for step by step instructions located on the Employee Self Serve page.*
- b. My Profile: Click here to see important information about your employment.
 - I. At A Glance: displays your employee number, department, dates of service, pay rate, and other information
 - II. Work Assignments: displays the positions to which you are assigned
 - III. Personal Information: you can view and update your phone numbers, emergency contacts and address. You should check this regularly.
 - IV. Compensation: displays your pay rate
 - V. Talent Profile: displays credentials if applicable and education
- c. Find a Coworker: This link takes you the employee directory on CAMnet
- d. Opportunities: This connects you to our job posting site where you can view and apply for open positions for which you are interested and qualified. *Please refer to the Opportunities User Guide for step by step instructions located on the Employee Self Serve page.*
- e. Vaccination Records: **(NEW)** You can now view your Flu vaccines from 20 and 21; as well as your COVID-19 vaccine completion dates. If this information is incomplete, you can contact employee health to update it.

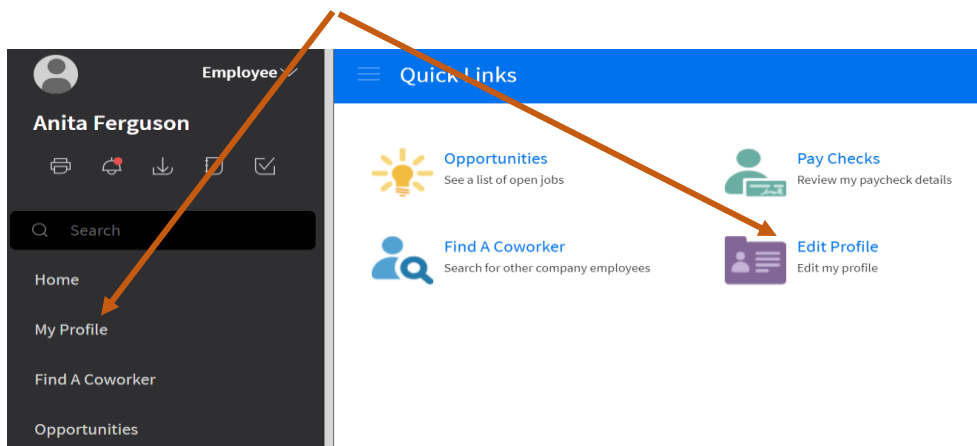
Here is some more detailed information about how to view and update your information.

To Access Job Postings:



Please refer to the Employee User Guide for step by step instructions located on the Employee Self Serve page.

To View and Change your personal information, click on My Profile



Update Phone Numbers

On the Personal Information tab, you can update both your personal and work phone numbers. You cannot change your work email. The Work phone number in GHR is what displays on your email contact information and in the employee directory.

Check the box of the number you want to change. Then click Update Phone.

| Method | Description | Detail | Preferred C... | When Available | Country | Active |
|-------------------------------------|-------------|--------------------|---------------------------|----------------|---------|--------|
| <input checked="" type="checkbox"/> | Landline | Work Phone | 1 3043889283 | No | US | Yes |
| <input type="checkbox"/> | Mobile | Home Phone | 1 [REDACTED] | No | US | Yes |
| <input type="checkbox"/> | Email | Work Email Address | [REDACTED]@[REDACTED].org | No | | Yes |

Select the current date.

For your work phone, type description of Work Phone. Work Phones are almost always Landlines.

If a personal/home phone number, type description as Home Phone.

Type the new number as shown below (without dashes) and then click Submit.

IMPORTANT: Work phone numbers do not currently update for new employees and transfers. All employees are asked to please update their work phone number.

Update Phone

Employment ID: [REDACTED]

Effective Date: 12/12/2021

☒ Active

Description: Work Phone

Telephone Type: Landline

Country: US

Country Code: 1

Phone Number: 3043885400

Ext: [REDACTED]

☒ Used As Work Phone

☐ Remove As Work Phone

☐ Preferred Telephone Pager Or Fax Number

When Available: [REDACTED]

Cancel Submit

Update Home Address

Check the box beside your current address and click the Change Address button.

Addresses

| | | Change Address ... | | |
|-------------------------------------|---------|--------------------|---------------------|--------|
| <input checked="" type="checkbox"/> | Address | Mailing Address | Residential Address | Active |
| <input checked="" type="checkbox"/> | 305 | Yes | Yes | Yes |

A box will open with fields to change.

Enter the current date

Type over only the fields that need changed

Make sure to enter the correct county.

Please enter all fields carefully to ensure we have the appropriate mailing address. Your current address is sent to all benefit vendors.

Click Submit

US

United States

Street Address

City

Charleston

State

WV

West Virginia

Zip Code

25314

County

Kanawha

☒ Send Mail To This Address

☒ I Live At This Address

Comment

Update Emergency Contact

Double click on a current Emergency Contact to open the record. Change any fields that need updated and click Submit.

To add a new Emergency Contact, click Add Contact.

Enter applicable fields. To add a phone number, select Country Code of 1 for US. Then enter the full phone # with area code in the following field.

Click Submit

Emergency Contacts Add Contact

| | Name | Preferred Contact | Contact Detail |
|-------------------------------------|------|-------------------|----------------|
| <input checked="" type="checkbox"/> | | Yes | |
| <input type="checkbox"/> | | No | |

Change Emergency Contact For Shelley

Effective Date ^{*}

First Name: Ken Last Name:

Relationship: father ☐ Preferred Contact

Preferred Contact Method ^{*}: Mobile Phone

Phone Information

Home

Country Code: 1 Phone:

Work

Country Code: Phone: Ext:

Mobile

Country Code: Phone:


Cancel Submit

Talent Profile

Under your talent profile, look at your Education. If you have received a degree not noted in your record, please supply Human Resources with a transcript or diploma (with a seal).

| | | | | |
|-----------------------|--|--|--|--|
| At A Glance | | | | |
| Work Assignments | | | | |
| Personal Information | | | | |
| Compensation | | | | |
| Talent Profile | | | | |
| Resume | | | | |

Credentials

| <input type="checkbox"/> | Credential | Source | Essential |
|--|------------|--------|-----------|
| <div> No Data Available</div> | | | |

Education

| <input type="checkbox"/> | Education | Essential | Specialization |
|--------------------------|-------------------|-----------|----------------|
| <input type="checkbox"/> | Bachelor's Degree | | |
| <input type="checkbox"/> | Master's Degree | Yes | |