

# New Hire Enrollment

Employee Self Service in Lawson

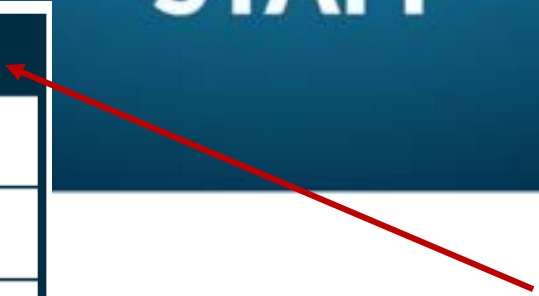


**Community Unit School District**



**Quick Links**

- 1:1 Teacher Help Desk
- Benefits
- Curriculum Portal
- NOTES
- Lawson Employee Self-Service**



**Quick Links**

infor

Bookmarks ▾

Home



10.0.9.0


#### Common Tasks


- > [Manage User Options](#)  
Customize options and your favorites
- > [Username Lookup](#)  
Lookup username

#### Useful Information

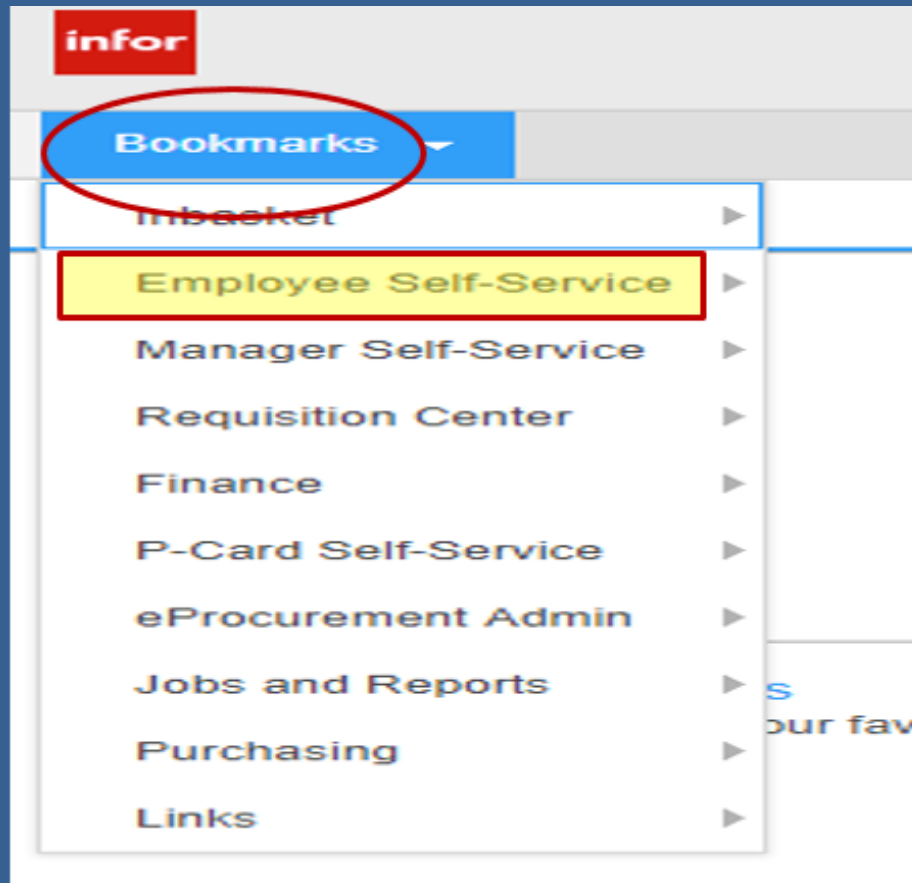
- > [Hotkeys Help](#)

infor

 User Name

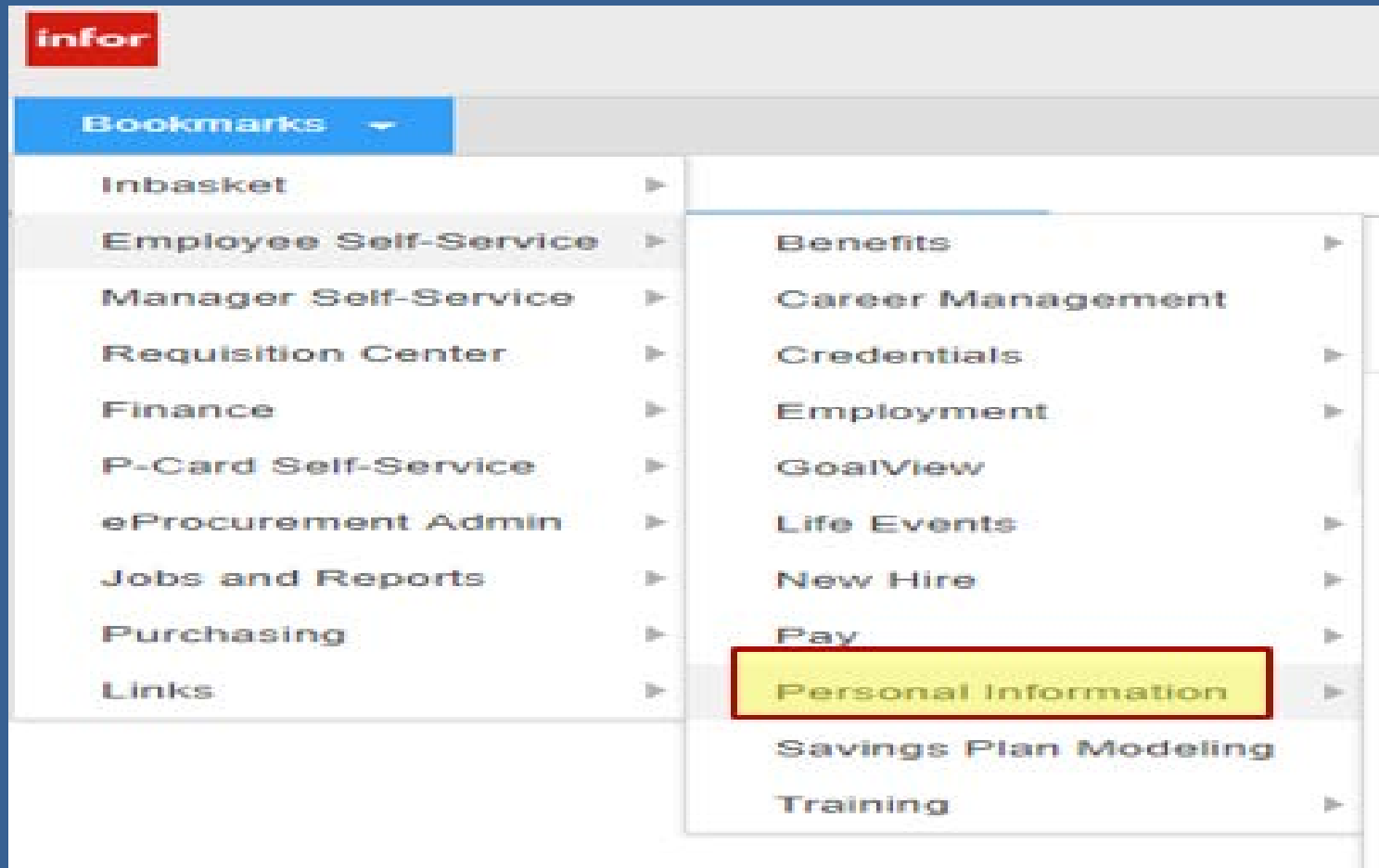
 Password

Login



## STEP 1

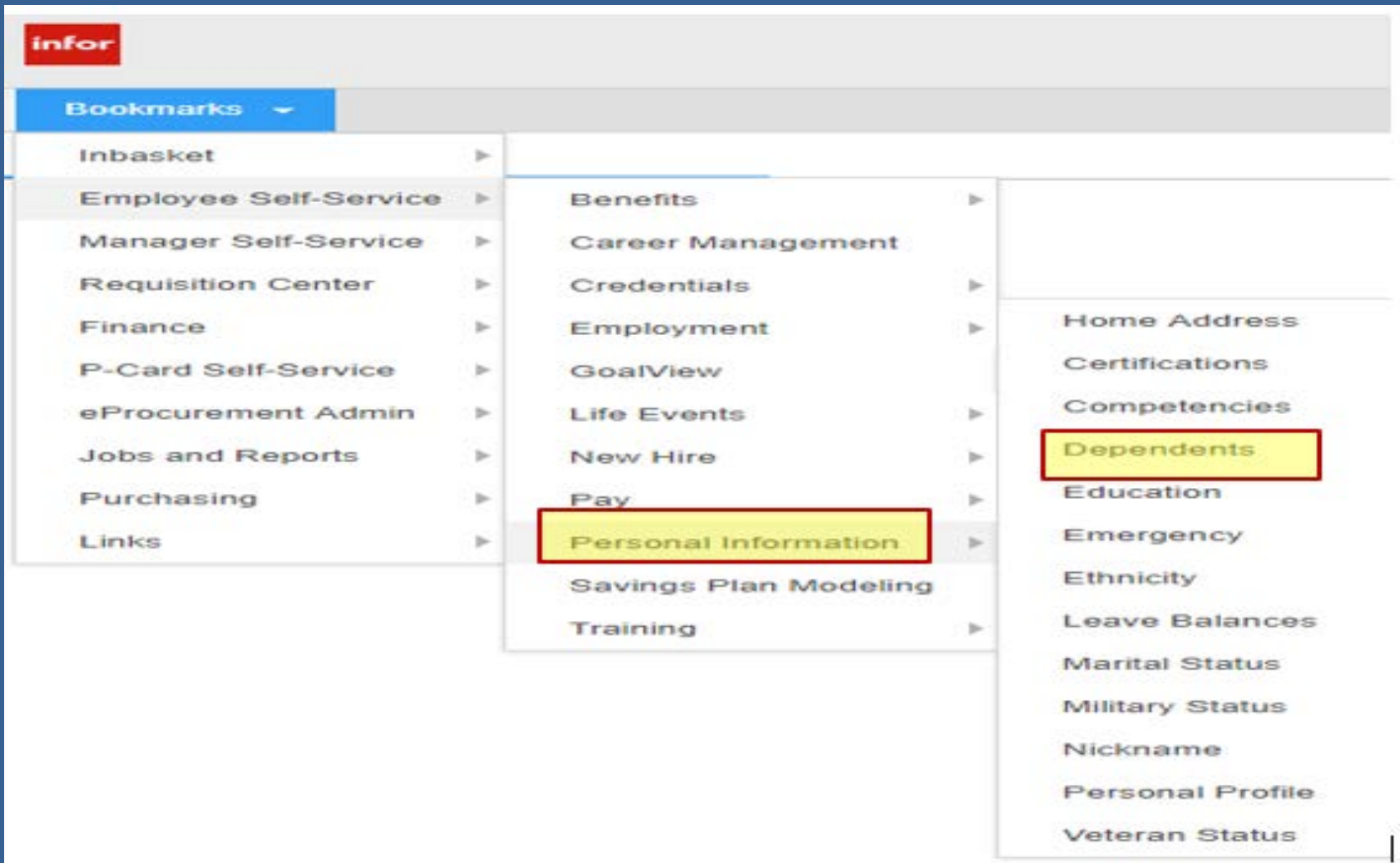
Select <Employee Self Service>



## STEP 2:

Add Dependents by selecting <Personal Information>

If you don't have dependent, skip ahead to **Step 7**.



**STEP 3:**  
Select <Dependents>

Bookmarks ▾

## Dependents

### Current Dependents

To add a dependent, click on the Add button.

To change or view additional detail for the dependents listed here, click on a name.

Name	Social Number
------	---------------

Add

**STEP 4:**  
Select <Add>

**STEP 5:**  
Enter all  
required  
information,  
select  
<Update> and  
repeat as  
needed for all  
dependents!

Detail

Main Address


\*Required fields are indicated.


First Name\*


Middle Initial

Last Name\*

Name Suffix

Birth Date\*   MM/DD/YYYY

If Adopted, Date   MM/DD/YYYY


If Adopted, Placement Date   MM/DD/YYYY

Social Number

Type\*

Relationship\*

Address\*

Primary Care Physician  

Gender\*

Student

Disabled

Smoker



The screenshot displays the Infor Employee Self-Service interface. On the left is a navigation menu with the Infor logo at the top. The 'Bookmarks' menu item is highlighted in blue. Below it, 'Employee Self-Service' is highlighted with a yellow background and a red border. A red arrow points from this menu item to a 'Bookmarks' dropdown menu in the main content area, which is circled in red. The main content area is titled 'Dependents' and includes a section for 'Current Dependents' with instructions: 'To add a dependent, click on the Add button.' and 'To change or view additional detail for the dependents listed here, click on a name.' Below the instructions is a table with two columns: 'Name' and 'Social Number'. The first row of the table contains the text 'FIRST CHILD LAST NAME'.

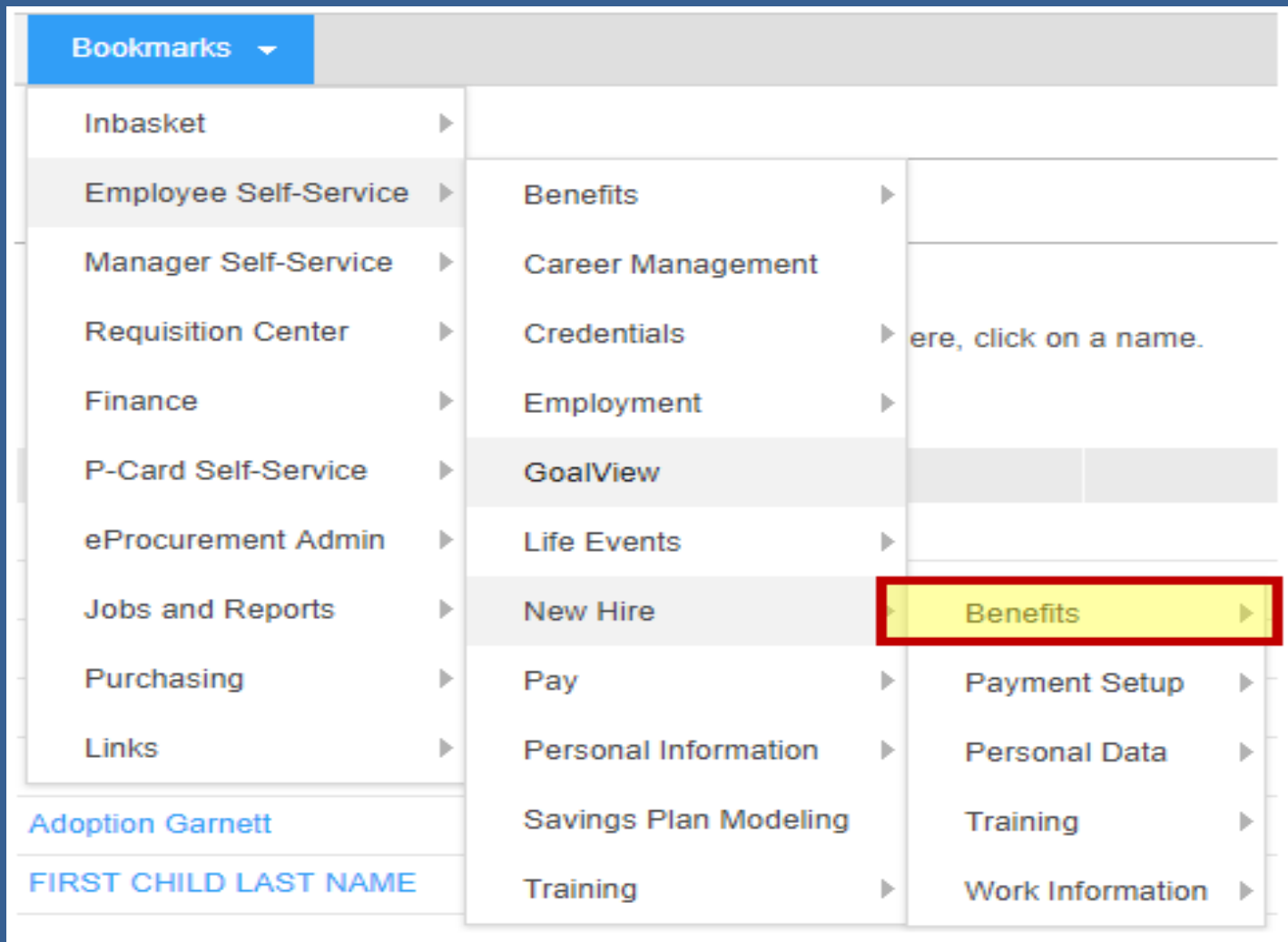
Name	Social Number
FIRST CHILD LAST NAME	

**STEP 6:**  
Return to <Parent Menu>

The image shows a multi-level navigation menu. The top level is a blue bar with the text 'Bookmarks' and a downward arrow. Below this, a list of menu items is displayed. The 'Employee Self-Service' item is highlighted in grey. A sub-menu is open for 'Employee Self-Service', listing various options. The 'New Hire' option in this sub-menu is highlighted with a yellow background and a red border. Below the sub-menu, there are two lines of text: 'Adoption Garnett' and 'FIRST CHILD LAST NAME'.

Bookmarks ▾		
Inbasket ▶		
Employee Self-Service ▶	Benefits ▶	
Manager Self-Service ▶	Career Management	
Requisition Center ▶	Credentials ▶	ere, click on a name.
Finance ▶	Employment ▶	
P-Card Self-Service ▶	GoalView	
eProcurement Admin ▶	Life Events ▶	
Jobs and Reports ▶	New Hire ▶	Benefits ▶
Purchasing ▶	Pay ▶	Payment Setup ▶
Links ▶	Personal Information ▶	Personal Data ▶
Adoption Garnett	Savings Plan Modeling	Training ▶
FIRST CHILD LAST NAME	Training ▶	Work Information ▶

**STEP 7:**  
Select <New Hire>



**STEP 8:**  
Select <Benefits>

The image shows a multi-level navigation menu. The top level is a blue bar with the text 'Bookmarks' and a dropdown arrow. Below this, a list of menu items is displayed, each with a right-pointing arrow. The items are: Inbasket, Employee Self-Service, Manager Self-Service, Requisition Center, Finance, P-Card Self-Service, eProcurement Admin, Jobs and Reports, Purchasing, and Links. The 'Employee Self-Service' item is highlighted in grey. A second level of menu items is shown, including: Benefits, Career Management, Credentials, Employment, GoalView, Life Events, New Hire, Pay, Personal Information, Savings Plan Modeling, and Training. The 'New Hire' item is highlighted in grey. A third level of menu items is shown, including: Benefits, Payment Setup, Personal Data, and Work Information. The 'Benefits' item under 'New Hire' is highlighted in grey. A fourth level of menu items is shown, with 'New Hire Enrollment' highlighted in yellow and enclosed in a red rectangular box. At the bottom of the menu, there are two blue links: 'Adoption Garnett' and 'FIRST CHILD LAST NAME'. A partial text 'ere, click on a name.' is visible on the right side of the menu.

Bookmarks ▾			
Inbasket ▶			
Employee Self-Service ▶	Benefits ▶		
Manager Self-Service ▶	Career Management ▶		
Requisition Center ▶	Credentials ▶	ere, click on a name.	
Finance ▶	Employment ▶		
P-Card Self-Service ▶	GoalView ▶		Social Number
eProcurement Admin ▶	Life Events ▶		
Jobs and Reports ▶	New Hire ▶	Benefits ▶	New Hire Enrollment
Purchasing ▶	Pay ▶	Payment Setup ▶	
Links ▶	Personal Information ▶	Personal Data ▶	
Adoption Garnett	Savings Plan Modeling ▶	Training ▶	
FIRST CHILD LAST NAME	Training ▶	Work Information ▶	

**STEP 9:**  
Select <New Hire Enrollment>



**STEP 10:**  
**Select <Continue>**

The screenshot shows a web browser window with the Infor logo in the top left. The browser's address bar contains "New Hire Enrollment". Below the browser window, the page title is "New Hire Enrollment". The main content area is titled "Enrollment Order" and contains the text "You will enroll in benefits in the following order." followed by a table of plan types.

Plan Type
HEALTH INSURANCE
VISION INSURANCE
DENTAL INSURANCE
MEDICAL FLEX
DEPENDENT CARE FLEX
LIMITED FLEX
HEALTH SAVINGS ACCT

At the bottom right of the page, there are three buttons: "Continue", "Previous", and "Exit". The "Continue" button is circled in red.

## STEP 11:

Select **<Continue>**

*Note: If you have not added your dependents, return to Step 2*

## New Hire Enrollment

### Benefit Elections - HEALTH INSURANCE

Select the plan in which you would like to enroll.

Select	Plan	
<input type="radio"/>	BlueEdge HSA - 24 deductions	08/01/2018
<input type="radio"/>	HMO - 24 deductions	08/01/2018
<input type="radio"/>	PPO - 24 deductions	08/01/2018
<input type="radio"/>	Blue Choice Select PPO-24 Ded	08/01/2018
<input type="radio"/>	Waive Health Coverage	08/01/2018

Continue

## STEP 12:

Select your plan and **<Continue>**

*Note: If you select an HMO, you must enter your Medical Group Number to continue.*

## New Hire Enrollment

## Benefit Elections - HEALTH INSURANCE

You have selected **PPO - 24 deductions**. Costs are Annual. Select one coverage option.

Select	Coverage	Cost
<input type="radio"/>	Single	2,095.22
<input type="radio"/>	EE & Child	5,877.90
<input type="radio"/>	EE & Spouse	5,988.53
<input checked="" type="radio"/>	Family	8,365.07
<input type="radio"/>	EE/Spouse/BID	5,988.53
<input type="radio"/>	Family BID	8,365.07

How do you want to pay for this coverage?  Pretax  Aftertax

[Continue](#)[Previous](#)[Exit](#)**STEP 13:**

Select your coverage and payment option then **<Continue>**

*Note: Most employees typically elect Pre-tax deductions unless otherwise advised by a tax professional or financial advisor.*



## New Hire Enrollment

### Benefit Elections - HEALTH INSURANCE

You have selected **PPO - 24 deductions**. This plan may cover a spouse and your dependents. This plan covers up to 99 dependent(s). Select dependents to include for plan coverage.

Select	Dependent	Status
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<input checked="" type="checkbox"/>	FIRST CHILD LAST NAME	Eligible
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**Continue**

Previous

## STEP 14:

If you Elected Employee & Spouse, Employee & Children or Family Coverage, select dependents and **<Continue>**

The screenshot shows the Infor New Hire Enrollment interface. At the top left is the Infor logo. Below it is a navigation bar with a 'Bookmarks' dropdown and utility icons (add, home, help, settings) and a search field. The main content area is titled 'New Hire Enrollment' and 'Benefit Elections - HEALTH INSURANCE'. A message states: 'You have selected PPO - 24 deductions. Costs are Annual. Your coverage will begin 08/01/2018. Review and confirm your election choices for this benefit.'

Plan	Coverage	Cost
PPO - 24 deductions	Family	8,365.07 Pretax

Below the table is a section for 'Covered Dependents As Of 08/01/2018' with a text input field labeled 'FIRST CHILD LAST NAME'. At the bottom right, there are three buttons: 'Continue', 'Previous', and 'Elections'. The 'Continue' button is circled in red.

## STEP 15:

Review your election. If they are correct <Continue>



Bookmarks ▾

## New Hire Enrollment

### Benefit Elections - VISION INSURANCE

Select the plan in which you would like to enroll.

Select	Plan	Coverage Begins
<input checked="" type="radio"/>	Vision Ins - 24 Deducts	08/01/2018
<input type="radio"/>	Waive Vision Coverage	08/01/2018

Continue

Start Over

Exit

Elections

**Repeat Steps 12 – 15 for Vision Insurance**

## New Hire Enrollment

### Benefit Elections - DENTAL INSURANCE

Select the plan in which you would like to enroll.

Select	Plan	
<input type="radio"/>	Dental HMO - 24 Deductions	08/01/2018
<input type="radio"/>	Dental Premier - 24 Deductions	08/01/2018
<input type="radio"/>	Dental PPO - 24 Deductions	08/01/2018
<input type="radio"/>	Waive Dental Coverage	08/01/2018

Continue

Start Over

Exit

Elections

**Repeat Steps 12 – 15 for Dental Insurance**

*Note: Dental Indemnity = Dental Premier*

**infor**

Bookmarks ▾

## New Hire Enrollment

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### Benefit Elections - MEDICAL FLEX

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Select the plan in which you would like to enroll.

Select	Plan	
<input type="radio"/>	Medical FSA, 12 Months	08/01/2018
<input type="radio"/>	Waive Medical FSA Coverage	08/01/2018

**Continue** Start Over Exit Elections

## STEP 16:

Select your “Medical FSA” plan or “Waive Coverage” and <**Continue**>

## New Hire Enrollment

### Benefit Elections - DEPENDENT CARE FLEX

Select the plan in which you would like to enroll.

Select	Plan	
<input type="radio"/>	Dependent FSA, 12 Months	08/01/2018
<input type="radio"/>	Waive Dependent FSA Coverage	08/01/2018

Continue

Start Over

Exit

Elections

## STEP 17:

Select your “Dependent FSA” plan or “Waive Coverage” and  
<Continue>

New Hire Enrollment

Benefit Elections As Of 08/01/2018

Plan	Coverage	Start Date	Your Cost
PPO - 24 deductions	Family	08/01/2018	8,365.07 Pretax
Vision Ins - 24 Deducts	Family	08/01/2018	38.76 Pretax
Dental Premier - 24 Deductions	Family	08/01/2018	204.24 Pretax
Medical FSA, 12 Months	200.00 per year	08/01/2018	200.00 Pretax
Dependent FSA, 12 Months	200.00 per year	08/01/2018	200.00 Pretax
Waive Limited FSA Coverage		08/01/2018	
Not in HDP Plan/Waive Contribs		08/01/2018	

Plan	Covered Dependents
PPO - 24 deductions	FIRST CHILD LAST NAME
Vision Ins - 24 Deducts	FIRST CHILD LAST NAME
Dental Premier - 24 Deductions	FIRST CHILD LAST NAME

Annual Summary	Cost
Total pretax contributions	9,008.07
Total aftertax contributions	0.00

Your deductions may differ slightly due to rounding.

**Continue** Make Changes Exit

# STEP 18:

Review All Changes. If correct <**CONTINUE**>

**Be sure to print out your elections for your records.**

You will receive an email from Human Resources regarding your insurance enrollment. **If you do not receive an email within one week of completing this, please contact Human Resources as your enrollment may have been processed incorrectly.**