

How to Access Employee Self Service & Update Income Tax Withholding Allowances

Access the application on-line at <https://lawsonprod.unch.unc.edu/lawson/portal/>



The image shows the Lawson login interface. At the top is the 'LAWSON' logo. Below it is a login form with two input fields: 'User Name' and 'Password'. A 'Login' button is positioned at the bottom of the form.

Your Username and Password are the same as your standard network ID (i.e., email and computer access). After entering your Username and Password, press the Login button to access the application.



The image shows the Lawson Employee Self-Service (ESS) main menu. The 'LAWSON' logo is at the top. Below it is a navigation bar with 'Home' and 'Employee Self-Service'. The 'Employee Self-Service' menu is expanded, showing options: 'Benefits', 'Employment', 'Life Events', 'Pay', and 'Personal Information'. Red arrows point to the 'Employee Self-Service' and 'Pay' options.

Once logged into Lawson, click on the "Employee Self-Service" link in the left navigation bar to open the list of options available in ESS.

Choose the "Pay" option to access your Payroll information, including State and Federal income tax withholding allowances.



The image shows the 'Pay' module menu in the Lawson ESS. The 'Pay' menu is expanded, showing options: 'Parent Menu', 'Direct Deposit', 'Pay Checks', 'Pay Rate History', 'Payment Modeling', 'Tax Withholding', and 'Year to Date'. A red arrow points to the 'Tax Withholding' option.

Within the Pay module of ESS, click on the "Tax Withholding" option to access your personal Income Tax Withholding Allowances.

How to Access Employee Self Service & Update Income Tax Withholding Allowances (con't)

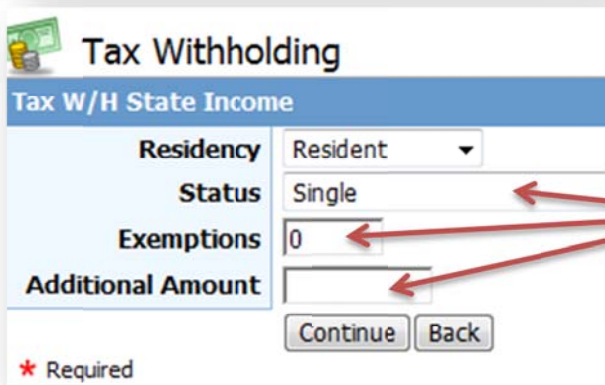


Tax Withholding

Deductions

Description	Resident Status	Marital Status	Exemptions
Tax W/H State Income	Resident	Single	0
Tax W/H Federal Income	Resident	Single	0

Within the Tax Withholding section, choose the "State Income" option on the left to change your North Carolina income tax withholding allowances.



Tax Withholding

Tax W/H State Income

Residency Resident

Status Single

Exemptions 0

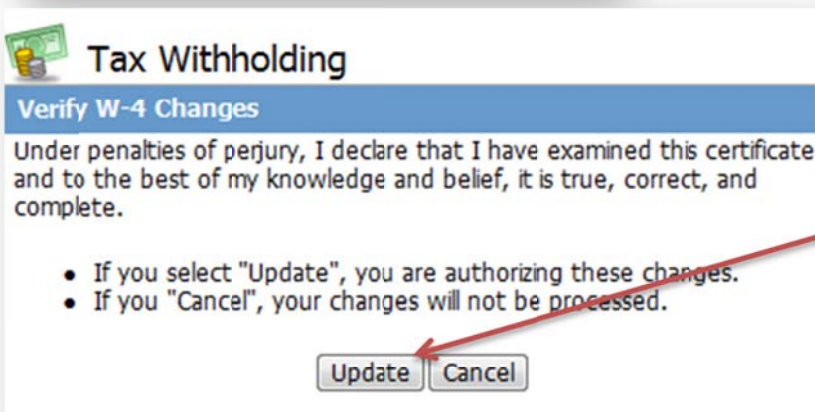
Additional Amount

Continue Back

* Required

Complete each field according to your personal filing status and choose "Continue".

(Note: All employees of UNCHC are considered Residents of N.C. for tax purposes)



Tax Withholding

Verify W-4 Changes

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

Update Cancel

A subsequent screen will ask you to authorize the changes, choose the "Update" option. Your withholding election update will be complete.

Help and Assistance

For technical assistance regarding accessing this application, contact the Help Desk at 966-5647.

The Payroll Office cannot offer tax advice to employees. Please consult a professional tax advisor for assistance in determining the number of exemptions appropriate for your personal needs.