ኛ The University of Kansas Health System

Accessing Lawson

Lawson Employee Self-Service is the employee resource for information about pay, taxes and leave (PTO).

To access Lawson, either navigate to <u>Hospital Links</u> on 24/7 and click on the LAWSON icon, or go to <u>Lawson</u> directly by typing "lawson.kumed.com" into any web browser, from inside or outside the hospital.

You will see the following log-in page. Lawson requires that you enter your **network username and network password**. These are the same credentials you use to access other hospital resources.



Personal Information

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	Bookmarks 👻			
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	> Username Lookup		Military Status	
	Lookup usemame		Marital Status	
			Home Address	
			Emergency	
			Contact Numbers	

Access the menu under Bookmarks on the top left.

From the pop-out menu, select the category you would like to view or edit.

*Personal Profile option is view only. If any of this information is incorrect and not editable under one of the other menus, please contact <u>HRIS-Hospital@kumc.edu</u> for assistance

Veteran Status

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- Click the spyglass to open a list of other options
- Click the correct option

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Bookmarks	•
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Veteran St	atus 2 दि Disabled Veteran

Current value will display on main page

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	6 Special Disabled Veteran						
	7 Other Eligible Veteran						
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- Click Update
- Once update has finalized, an Alert will appear