

Payroll

Afternoon Webinar



Payroll Basics, Lawson Employee Self-Service, MyTime & Timekeeping

New Employee Welcome

EMPLOYEE SERVICE CENTER (ESC):

MONDAY THRU FRIDAY, 08:00-16:30 (8:00 AM - 4:30 PM)

ESC PHONE NUMBER: 612-672-5050

ESC E-MAIL: ESC@FAIRVIEW.ORG

Agenda



Hold questions
about topics
until after we
have covered
that section

1. Payroll Basics

- Timing
- Holidays and Paid Time Off (PTO)
- Safe and Sick Time

2. Lawson Employee Self-Service

- Pay and Personal Information
- Pay Statements
- Direct Deposit

3. My Time & Timekeeping

- Responsibilities
- Training/Resources

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Fairview

1. Payroll Basics

- Timing
- Holidays and Paid Time Off (PTO)
- Safe and Sick Time

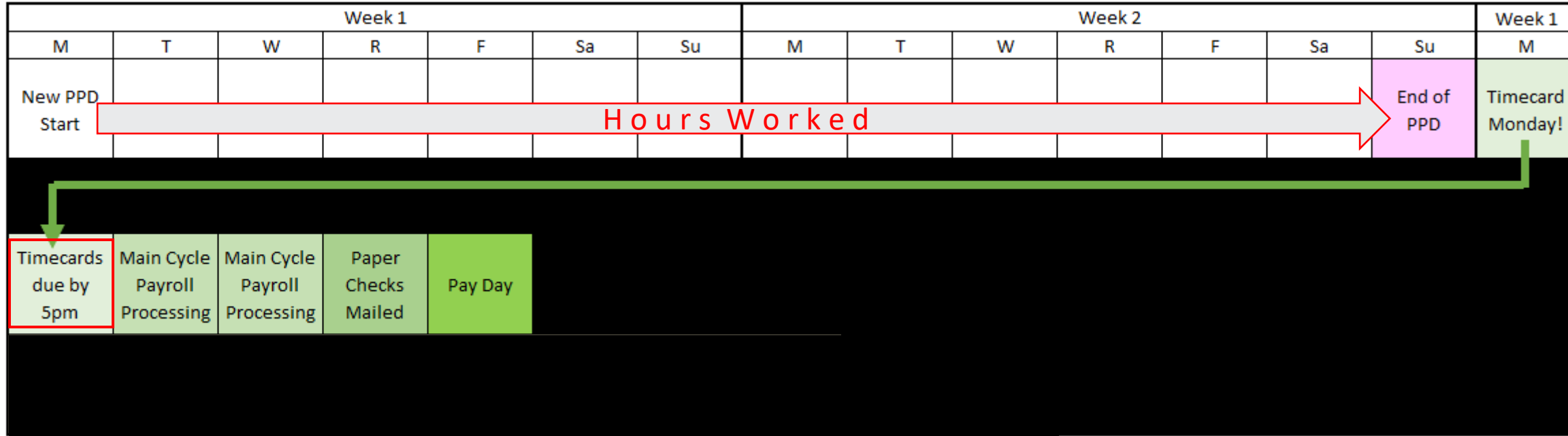
2. Lawson Employee Self-Service

- Pay and Personal Information
- Pay Statements
- Direct Deposit

3. My Time & Timekeeping

- Responsibilities
- Training/Resources

Pay Timing








- Fairview follows a bi-weekly pay period that runs Monday thru Sunday, for a 2-week period.
- Timecard Monday: ALL timecards must be reviewed and approved by 5pm.
 - Anything that was missed, your manager can perform a “historical edit” that will be paid out on the next closest Payroll Cycle.

Pay Timing

- Fairview Payroll Calendar is available out on the Fairview Intranet
- Purple = Last day of a Pay Period (PPD)
- Light blue = Pay Day!
- Red = FV designated holidays

2024 Payroll Calendar																							
JANUARY							FEBRUARY							MARCH									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6						1	2	3							1	2	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16			
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23			
28	29	30	31	25	26	27	28	29	24	25	26	27	28	29	30								
														31									
APRIL							MAY							JUNE									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6			1	2	3	4							1				
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8			
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15			
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22			
28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29								
														30									
JULY							AUGUST							SEPTEMBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21			
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28			
28	29	30	31	25	26	27	28	29	30	31	29	30											
OCTOBER							NOVEMBER							DECEMBER									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
		1	2	3	4	5						1	2	1	2	3	4	5	6	7			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28			
27	28	29	30	31	24	25	26	27	28	29	30	29	30	31									

	Pay Period End Dates		Pay Days
	Ebenezer Designated Holiday/Pay Period End Date		Designated Holidays
			Range Designated Holiday



Pro-tip!

- ✓ **Your first check will most likely come via a paper check in the mail**
 - **Verify your mailing address is correct in Lawson**
 - **No pick-up option, only via mail**
- ✓ **Paper check is mailed on Thursday via USPS**
 - **Will arrive as USPS allows**
 - **Could take up to one week to receive via USPS**



Rain Instant Pay is a on-demand pay benefit brought to you by **Fairview Health Services**.

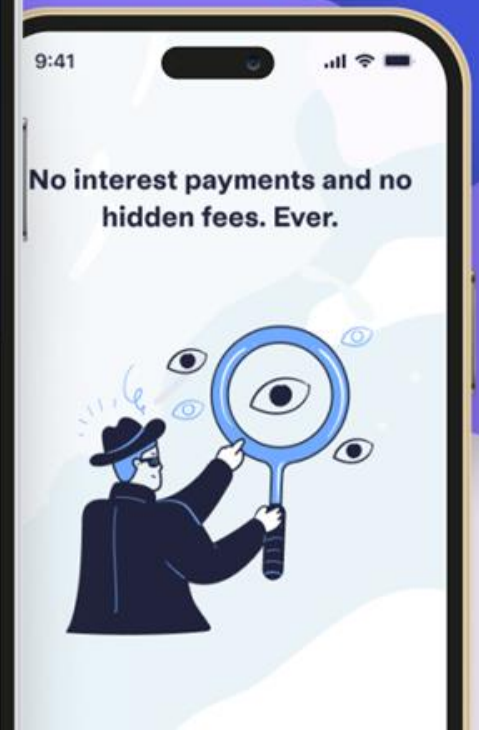
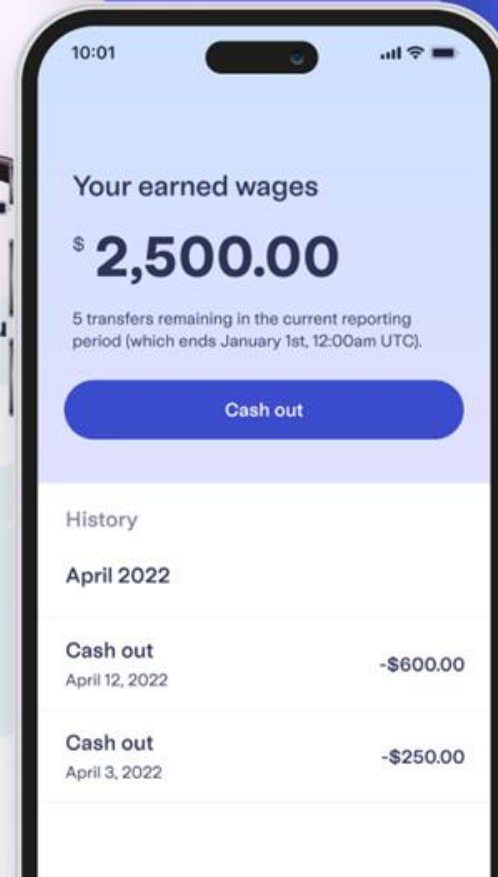
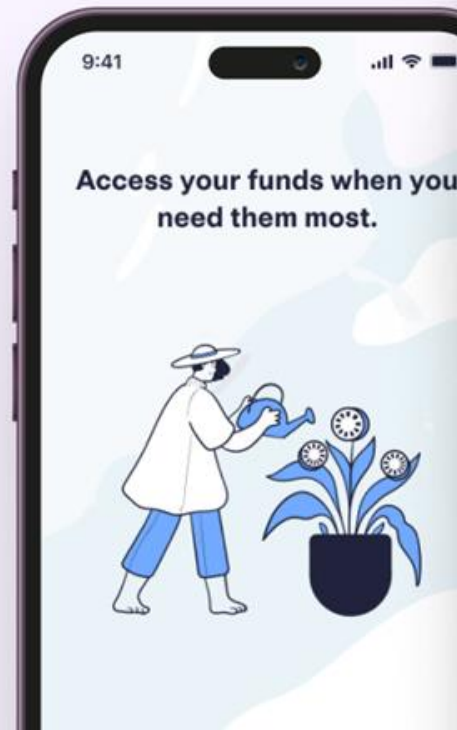
Through the Rain app, you can now access your paycheck before payday, giving you more control of your money!

[FAQ Sheet](#)

[Short Video Presentation](#)



Scan the QR code
to get started!



Holidays and Paid Time Off (PTO)

- Designated Holidays (Non-Contract Only):
 - New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and a Self-Designated Day
 - We recognize our diverse workforce holds significance in many different cultural, spiritual, and personal events, our hope is to acknowledge this by giving employees the choice of a day of personal significance.
 - [More information](#)
- Observance
 - Designated holidays are observed on the actual date regardless of whether it falls on a weekday, Saturday, or Sunday.

Holidays and Paid Time Off (PTO)

- Holiday Pay (Non-Contract Only):
 - If you are required to work on a designated holiday (or work a shift deemed “required”), you will be eligible for holiday pay on any regular straight time, overtime and double time hours, which is equivalent to ½ of your normal rate of pay.
 - ✓ Holiday Pay is not paid on on-call Hours.
 - If a designated holiday falls on a day you would normally be working, but your unit/dept is closed, then you can choose to use your PTO to get paid for the day or you can choose to take the day as unpaid.

Holidays and Paid Time Off (PTO)

- Paid Time Off:
 - To determine your accrual rate, you will need to reference the [PTO Grid](#) on the FV intranet **after** obtaining the following information from your recruiter/HR Rep:
 1. PTO category
 - ✓ 1, 2, or 3 – Based on your position/role
 2. Years of qualifying service
 - ✓ Everyone starting today will be at 0
 - ✓ Rehires/Transfers must check to see if any years will follow them into their role
 3. If your FTE is part-time or full-time

Holidays and Paid Time Off (PTO)

- If you accrue PTO
 - No PTO limits from year-to-year (continuous accrual) except for total cap of **280 hours** of PTO. Once you hit the cap, you need to use PTO before being able to accrue anymore!
- If you accrue other buckets of work (VAC/SICK/PPTO/Time Away/etc.) refer to your offer letter or contact your recruiter for details.

Sick and Safe Time (SST)

What is SST?

- Paid time that can be used for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault, or stalking.

Who qualifies?

- Benefit given to employees who work at least 80 hours or more in a reporting year
- May be used immediately as you accrue time

What is the accrual rate?

- Non-benefit-eligible employees will accrue 1 hour for every 30 hours worked (Rate of .033 hours of SST per hours worked).
- Benefit-eligible employees who are enrolled in a Paid Time Off (PTO), Sick (SCK), Time Away or a non-accrual time off plan already receive time off benefits that exceed the requirement mandated and will not accrue any additional paid time off. SST time used will come out of the employee's existing time off benefit bank.

Other Information

- Employees may earn up to 48 hours in a year; the maximum carry over is 80 hours.
- Must state their need for absence is covered by SST; you are not required to specifically say "sick and safe time", Employees are not required to find a replacement if calling in for an SST reason

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Top Links

- Compass Reporting
- Compliance Hotline
- HeartBeat
- IT Hub
- Lawson HR Self-Service**
- Learning Management System (LMS)
- MyTime
- Outlook Web
- Password Reset
- Policies
- Provider Directory
- SharePoint at Fairview
- The Brand Shop
- Websites
- mhealthfairview.org
- fairview.org

Featured Stories



Lawson Login Screen

To login to Lawson, enter your Fairview login credentials.

- You will receive these credentials later this afternoon or soon thereafter.
- These would be the same credentials used to sign into a workstation or to check your e-mail.

Lawson Login instructions

- Offered in 9 languages

M Health Fairview ADFS

Sign in

Sign in

[Forgot Password?](#)

Lawson Employee Self Service (ESS)

infor Infor Lawson Sign Out

General ^

0 More + ☰

[Sign Out](#)

Lawson Home

? Help ∨

Bookmarks ^

- Employee Self-Service
 - Healthy Savings
 - Employee Self-ID
 - + Charity Donations
 - + Employment
 - Org Chart
 - + Pay
 - + Personal Information
 - + Lawson Tools/Info

Menu

Home

Recent

No forms have been visited.

Frequent

No forms have been visited.

Common Tasks

[Username Lookup](#)
Lookup username

Useful Information

[Hotkeys Help](#)

Lawson Employee Self Service (ESS)

All employees have direct access to Lawson to easily view, update, and manage information:

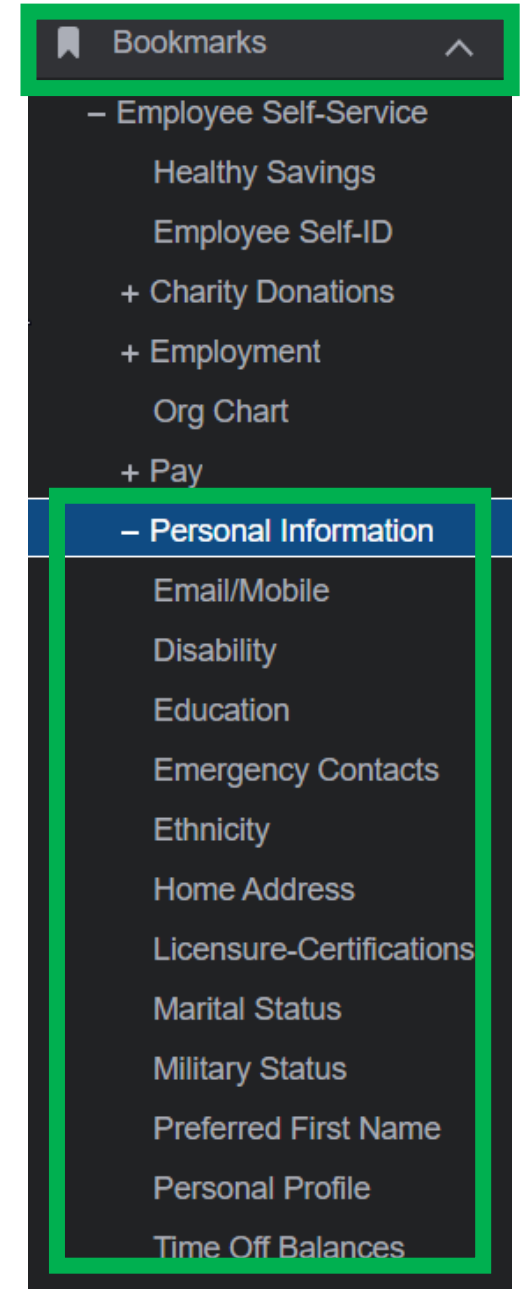
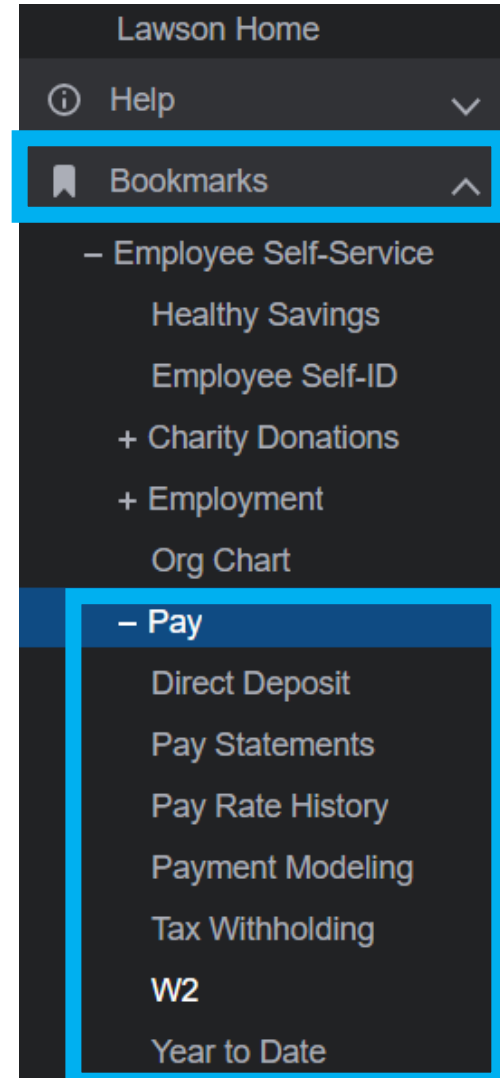
Pay

- Direct Deposit
 - *Can add up to 5 accounts!*
 - *Takes 1-2 Pay Periods to verify w/ Bank*
- Pay Statements
 - *Access online pay stubs (and print one, if desired)*
- Tax Withholding
 - *W-4 information*
- W2
 - *Opt-in for on-line delivery of W-2*

Personal Information

- Emergency Contacts
 - *Be sure to list at least one*
- Manage/Update License Renewal
- Education – Add/Update Degree Information
 - *Required for all hospital-based patient care RN's and RN Leaders*
- Home Address
 - *This is where FV will send all mailings including (but not limited to) benefit information, tax information, and paychecks!*

Fairview



Pay Statements

The screenshot shows the Infor Lawson user interface for Pay Statements. On the left is a dark sidebar with navigation options: Sign Out, Lawson Home, Help, Bookmarks, Employee Self-Service (Healthy Savings, Employee Self-ID, Charity Donations, Employment), Pay, and Pay Statements (highlighted in blue). The main content area has a blue header with a 'Menu' icon and 'Pay Statements' text. Below this is a 'Pay Checks' section and a 'Payments' table. The table has three columns: Date, Amount, and another Amount. The row for 07/16/2021 is highlighted with a red box.

Payments			
09/24/2021	3719.28		2362.79
09/10/2021	2157.74		1277.79
08/27/2021	2777.45		1265.74
08/13/2021	1369.37		919.39
07/30/2021	1806.04		1196.26
07/16/2021	2136.32		1420.85

- Upon clicking “Pay Statements”, you will be given a list of pay periods for which a check was generated.
 - ✓ *The system will keep up to one year’s worth of pay stubs for you to view, print, or save.*
- Click on a Pay Period to review more details.
- ****New hires will not have a list of checks until your first payday****

Pay Statements

Pay Checks

Payments

09/24/2021	3719.28	2362.79
09/10/2021	2157.74	1277.79
08/27/2021	2777.45	1265.74
08/13/2021	1369.37	919.39
07/30/2021	1806.04	1196.26
07/16/2021	2136.32	1420.85

1

Pay Statements

In this section, you can easily navigate between pay checks from different pay periods. When you click on a date that is in blue text, it will automatically update the Summary Box (lower left) and the right hand side, which features Wages, Taxes, Pretax Deductions, After Tax Deductions, Company Taxes & Company Deductions.

Summary

Summary Window:

In this section, you can review all details about your check including gross wages, net wages, and deposit distribution via check or (up to 5) direct deposit accounts.

Please note: Fictitious details were used in this example.

Printable Pay Stub

Check Number	8675039
Payment Date	07/16/2021
Period End Date	07/11/2021
Gross Wages	2136.32
Net Pay	1420.85
Check Amount	
Currency	USD
Routing Number	xxxxxx001
Bank Account	xxxxxxxxxxxx001
Description	GREATEST BANK EVER, N.A
Deposit Amount	\$50.00
Routing Number	xxxxxx002
Bank Account	xxxxxxxxxxxx002
Description	BANK OF SUPER HEROES
Deposit Amount	\$205.63
Routing Number	xxxxxx003

2

*Please Note:
You MUST click on
this link if you need to
print an official copy of
your paystub!*

Left Side of Pay Statements Screen

- Payments Tab
 - ✓ Easily navigate between pay periods
- Summary Window
 - ✓ Gross Wages
 - ✓ Net Pay
 - ✓ Pay Date & Pay Period End Date
 - ✓ Bank Information
 - ✓ Printable Pay Stub

Right Side of Pay Statements Screen

- ✓ Wages
- ✓ Taxes
- ✓ Pretax Deductions
- ✓ Aftertax Deductions
- ✓ Company Taxes
- ✓ Company Deductions

***See examples of a paper pay statement in the FULL slideshow (included in afternoon email)!*

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3

Wages	
Pay	
Adder - Lead Pay	
Adder - Weekend Differential	
Overtime	
Regular Straight Time	
Shift - Evening	
Total	

Taxes	
Deduction	
Federal W/H	
Medicare - EE	
Minnesota W/H	
Social Security/FICA - EE	
Total	

Pretax Deductions	
Deduction	Amount
Dental - EE P/T	30.63
Medical - EE P/T	85.17
Parking-Midway Hrly Rate	18.40
Spending Acct - Med Full P/T	
Voluntary - Vision	3.63
Total	255.60

Aftertax Deductions	
Deduction	Amount
403b - Prcnt FV Roth EE	149.54
Voluntary - Legal	8.70
Total	158.24

Company Taxes		
Deduction	Amount	Taxable Wages
Medicare - ER	27.71	
Social Security/FICA - ER	118.49	
Total	146.20	

Company Deductions	
Deduction	Amount
Dental - ER	28.94
Disability - LTD ER	5.33
Disability - STD ER	12.06
Life - Basic ER	0.66
Medical - ER	766.59
Total	813.58

Wages, Taxes, Pretax Deductions, Aftertax Deductions, Company Taxes, & Company Deductions:

The entire right-hand side will list all of your earnings and other reimbursements for the pay period, taxes, deductions, and also the employer paid portion of taxes and deductions.

EE = Employee

This is the Employee paid portion of items to which there is an employer paid portion.

ER = Employer

This is the Employer paid portion of items to which there is an employee paid portion.

Direct Deposit

Menu

Direct Deposit

Direct Deposit
Accounts

You may open up to 4 account(s).

Bank	Order	Account	Description	Type	Amount
Bank of Superheroes	1	0000000001	Default Main Account	Checking	100.00%

Add Select New Default

To add a new account, select the “Add” button.

If you sign up for direct deposit, you will always have one “default” account that is set to 100%

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Direct Deposit

Add Account

*Required fields are indicated.

Bruce Wayne
1007 Mountain Dr.
Gotham, NJ 07302
US

Routing Number* Account Number*

Bank*

Description*

Deposit

AMOUNT

Account Type Checking* Savings*

Effective Date* MM/DD/YYYY

Flat Amount or
Percent of Net

Routing Number is

Routing Number	Bank
91000019	Wells Fargo Bank

View Records 1 - 1

1. Click magnifying glass icon to open search dialog.

2. Enter routing number 091000019.

3. Click Filter button.

4. Click on Wells Fargo Bank (highlighted in blue).

1. Click magnifying glass to bring up window to search for bank.
2. Enter routing number (you have from YOUR bank)
3. Click "Filter" button.
4. Click on **blue** bank name.

Direct Deposit

Add Account

*Required fields are indicated.

The screenshot shows a web form for adding a direct deposit account. The form includes the following fields and elements:

- Bank:** Wells Fargo Bank (highlighted in cyan, callout 9)
- Description:** Bat Save (callout 6)
- Account Type:** Radio buttons for Checking and Savings (Savings is selected, callout 7)
- Effective Date:** 03/14/2023 (callout 9)
- Routing Number:** 091000019 (highlighted in cyan, callout 8)
- Account Number:** 123456789001 (highlighted in yellow, callout 8)
- Deposit AMOUNT:** A line for entering the amount (callout 8)
- Flat Amount or Percent of Net:** Flat Amount is empty, Percent of Net is 10 (callout 10)
- Buttons:** Update and Cancel buttons (callout 11)

Address information on the left: Bruce Wayne, 1007 Mountain Dr., Gotham, NJ 07302, US.

- Note that clicking the bank name will auto-fill the “Bank” line and the “Routing Number” line.
6. Enter short description of account
 7. Select if “Checking” or “Savings”
 8. Enter bank account number (double check for accuracy)
 9. Enter effective date
 10. Enter Flat \$ amount OR Percent of Net (*Your Default account will always NEED to be 100%!*)
 11. Click “Update”

Direct Deposit

10% to this account first
(or could do a flat \$ amount)

Menu

Direct Deposit

Direct Deposit Accounts

Bank	Order	Account	Description	Type	Amount
Wells Fargo Bank	1	123456789001	Bat Save	Savings	10.00%
Bank of Superheroes	2	0000000001 Default	Main Account	Checking	100.00%

Add Select New Default

To add another account, select the "Add" button.

100% of what is left to this account
(default account will always be 100%)

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Direct Deposit: Final Notes

- If you only have one account, it will be your default account and you must enter it at 100% of net.
- Any additional accounts will take priority before the default account.
- Please remember that whenever you add a new account, it will always take 1-2 pay periods to verify any NEW accounts with your bank.
- You can update the flat amount or percent of net on any accounts (other than the default), switch account priorities, and switch your default account at (almost) any time.
 - No changes can be made while Payroll is running!



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My Time



All employees record in a system called “My Time”



All employees are assigned an LMS lesson with training videos and activities for your review.


Intranet Page with Training


Fairview MyTime MyTime Home Open Issues Timekeeping Advanced Scheduling Attendance EZ Call Scheduling MyTime Login Site contents ★ Following

Send to Immersive Reader

Timekeeping with MyTime

Get to know the functionality that may affect your MyTime experience.
Let us know if you have any questions - SYSTEM-MYTIMEPROJECT@fairview.org

 Jump to JOB AIDS


 Jump to FAQs


Find it fast

- Timekeeping Job Aid Resources
- Timekeeping Training Videos
- Timekeeping FAQs
- Timekeeping Events Recordings

Looking for a different module?

- Advanced Scheduling and Clinical Scheduling Extensions
- EZ Call Scheduling
- Attendance Module

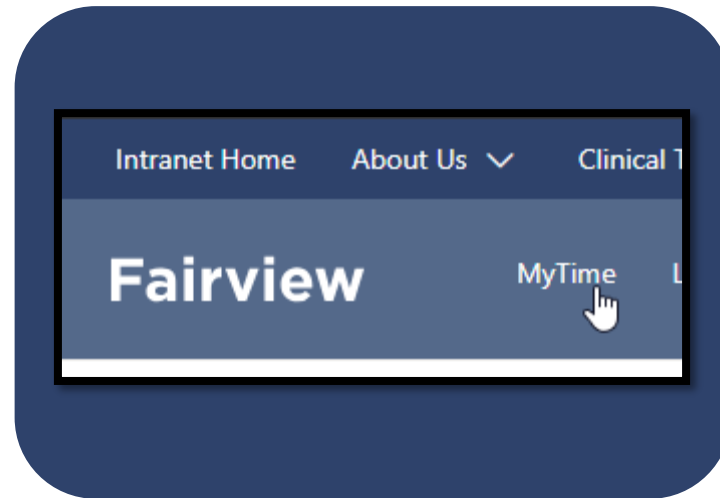




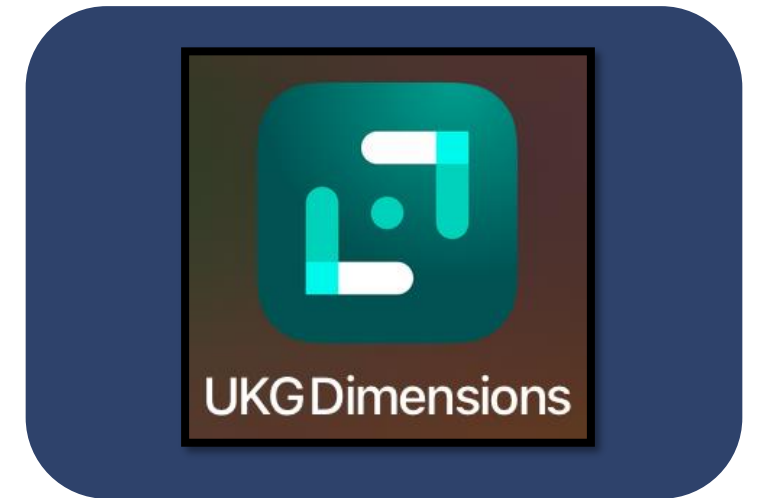
Access Options



Time Clock



Intranet



Mobile App

Fairview

Install the UKG App

A great option to manage your timecard!

For iPhone



For Android



[Full Download Instructions](#)
[Mobile Overview](#)

Timecard Responsibilities

All Employees MUST review and comply with the [Recording of Time](#) policy.

- Responsibility to review timecard

Reviewing MyTime Timecard

- **Non-Exempt/Hourly EE's:** Please ensure your timecard is correct including, but not limited to, missing punches or missing PTO/SCK/Vacation Time
- **Exempt/Salaried EE's:** Ensure schedule is correctly loaded. Additionally, ensure all PTO hours entered and worked hours equal your shift length (8 hours PTO + 0 hours worked, etc.)

Managers

- Must finish reconciling all EE timecards **by 5pm on "Timecard Monday"**.
(Monday before regular Pay Day)
- *Have 1-2 backups to review in case you are unable to fulfill that task!*

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Pro-tip!

- ✓ Be sure to verify the accuracy of your timecard!
- ✓ Get into the habit **NOW** of reviewing your timecard after each shift to ensure accuracy.
- ✓ It is your responsibility to maintain your timecard.

MyTime Recap!



Complete your
My Time LMS soon



[Utilize this tip sheet](#) to float your hours during orientation this week. **NCO attendees- use this to put in your hours.**
(108- Orientation)



Additional [My Time Resources](#)

Employee Service Center

Contact the ESC for all HR Questions

- Your Hours for today will be entered for you!
- Connect with your leader about completing your MyTime training.
- Connect with your leader about how to enter your hours moving forward

ESC Hours of Operation

Monday – Friday from 8 AM – 4:30 PM

ESC Phone Number

612-672-5050

Employee Service Center Email

ESC@Fairview.org

Reminder:
This presentation
(and bonus slides)
will be available in
your afternoon
email!