Common Employee/Manager Self Service Custom Modifications

General

- ✓ Modify ESS/MSS presentation by providing access through an LBI Dashboard, as opposed to standard Portal bookmark delivery
- ✓ Add announcement functionality to serve as a communication venue for HR so that functional staff (HR/IT) can change verbiage on the fly for significant company-wide HR announcements
- ✓ Modify available functionality by removing standard bookmarks and adding custom bookmarks (e.g., links to corporate Intranet sites, Frequently Asked Questions, HR policy documents)
- ✓ Modify verbiage on Self Service screens (e.g., disclaimers, additional information, custom benefits welcome screen)
- ✓ Modify look and feel of screens by adding graphics, changing fonts/colors, imbedding corporate logos, etc.

Employee Self Service Common Modifications

- ✓ Replace standard Lawson functionality for Benefits with site-specific paper-based forms to be printed and manually submitted, to support phased implementation of electronic submissions
- ✓ Modify benefits enrollment functionality (combine confirmation pages, custom proof of eligibility for excess life insurance, remove 'Back' button functionality)
- ✓ Add custom links to external, third party benefits and HR websites
- ✓ Add new functionality for DMO benefit plans to allow employees to choose a primary care dentist
- ✓ Add custom 'Click Here – Important Information' button with pop-up functionality for supplemental information related to benefits
- ✓ Add online Frequently Asked Questions link with information for employees related to benefits enrollment
- ✓ Automate benefit interfaces to providers, with email confirmation to HR
- ✓ Design and implement custom ProcessFlow to send benefit confirmation emails to employees after enrollment in benefits
- ✓ Modify benefits enrollment page's look and feel and add additional pages (e.g., final enrollment screen that reminds employee to log off and close browser after completing enrollment)
- ✓ Modified 'Current Benefits' link to show future benefits and all dependents
- ✓ Design and implement custom Life Event ProcessFlows that send requests to an HR inbasket until required documentation is received, and that sends an email to the employee describing required documentation and the procedure to submit it
- ✓ Remove links to Life Events that are not appropriate to the organization
- ✓ Replace standard Lawson Life Event functionality with links to paper forms for submission to HR to support client policy
- ✓ Implement a 'lockdown' process to prevent changes to Direct Deposit and Withholding during payroll runs
- ✓ Add link to a graphic of a check showing routing number and account number to the Direct Deposit screen

- ✓ Modify Direct Deposit functionality to prevent employees from adding a bank, add verbiage to have the employee contact HR to add a new bank and routing number
- ✓ Modify State and Federal Withholding pages to display withholding forms to be printed, filled out, and submitted to HR, in place of standard functionality
- ✓ Modify Federal Withholding screen to limit the number of exemptions and to prevent employees from choosing Exempt status, adding instruction to have employee contact HR for manual submission of W-4 form
- ✓ Modify Direct Deposit screen to remove percentage option
- ✓ Design and implement a custom program that allows associates to view and print past W-4 forms from Lawson data
- ✓ Add link to actual Federal and State withholding forms for employee submission and archival purposes
- ✓ Create adjustments to existing bookmarks to remove access to certain ones, and to add non-standard links

Manager Self Service Common Modifications

- ✓ Add custom bookmark link to Manager Self Service User Guide to allow managers to self-troubleshoot
- ✓ Add custom proxy functionality to allow managers to designate a replacement approver (at the same level or above in the organizational structure) for a designated time period while the original approver is not available
- ✓ Add custom bookmarks to standard Lawson screens to allow managers to use that functionality (e.g., Disciplinary Actions)
- ✓ Limit manager Drill Around on Direct Reports to remove certain items deemed by the organization to be inappropriate or unnecessary
- ✓ Add highlights to overdue reviews on Direct Reports screen so that overdue reviews show in red for emphasis
- ✓ Add and remove dates from the Employee Dates screen
- ✓ Remove Job Requisitions link and replace with custom bookmark to a 3rd party website
- ✓ Design and implement custom ProcessFlows to allow for multiple levels of job requisition approval, based on position or salary thresholds
- ✓ Design and implement ProcessFlows for custom approval paths on Personnel Actions based upon an organization's specific requirements
- ✓ Limit the selection of effective dates on Personnel Actions to pay period start dates
- ✓ Add custom escalation functionality to ProcessFlows to send a workunit to the next level of approval if action is not taken within a certain time frame
- ✓ Combine multiple functionality into one screen (e.g., a Final Term screen that allows managers to enter data from multiple Lawson forms in one place and that sends emails to appropriate staff to take action when a termination occurs)
- ✓ Modify Personnel Action Screens to hide certain HR-only reason codes or fields from managers
- ✓ Add custom artwork and highlights to multiple MSS screens