



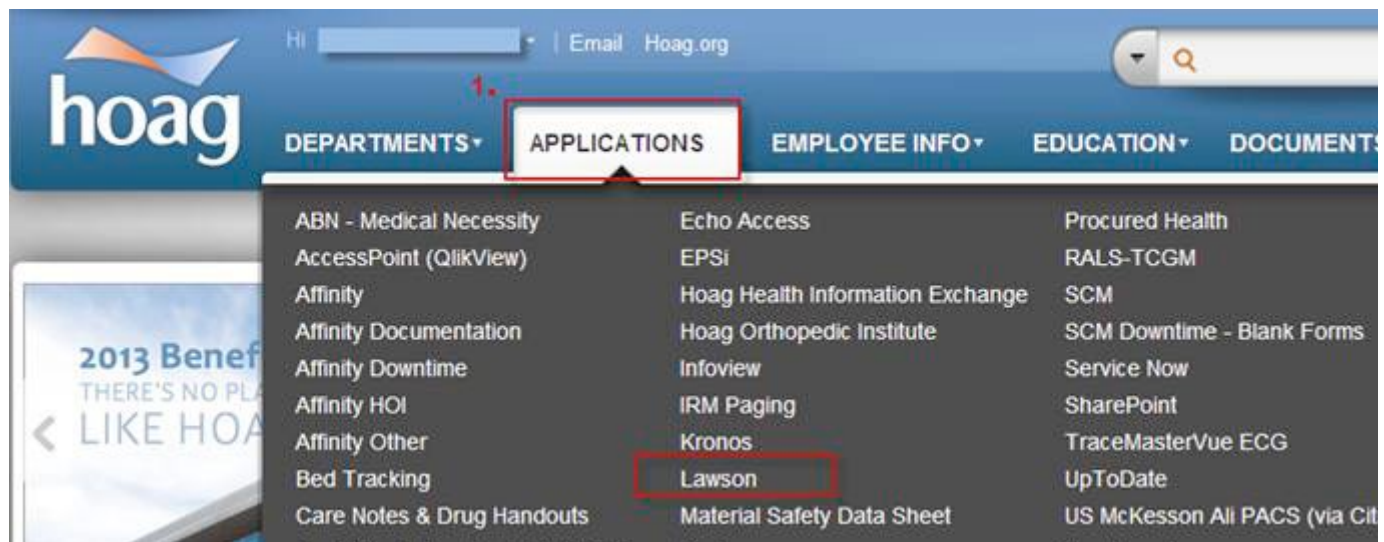
# 2013 BENEFITS

THERE'S NO PLACE  
LIKE HOAG

## LAWSON – EMPLOYEE SELF SERVICE

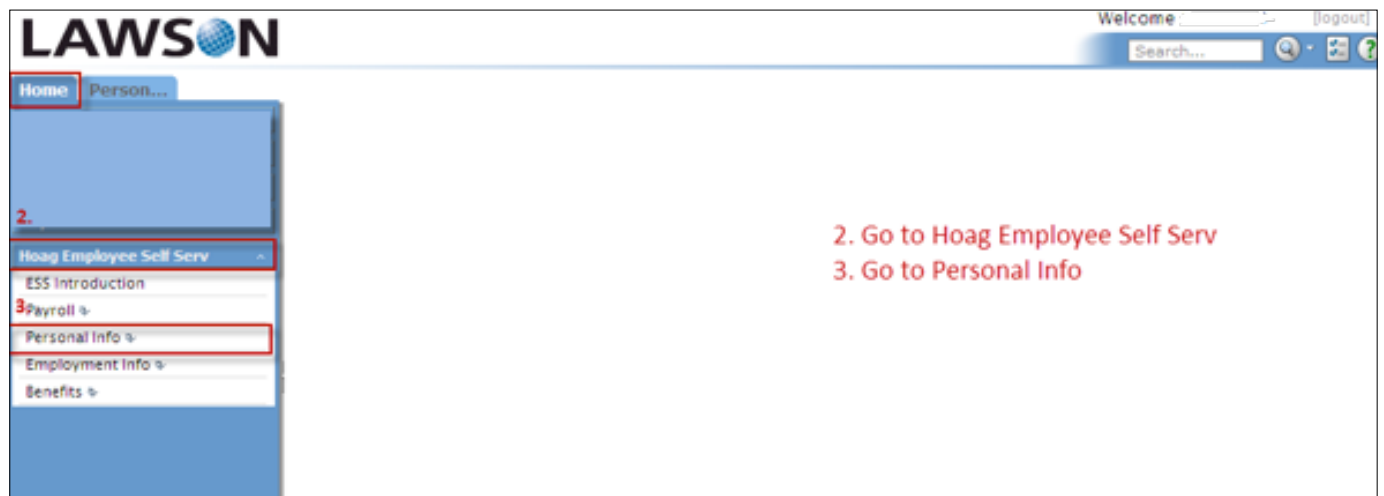
STEP-BY-STEP INSTRUCTIONS ON HOW TO UPDATE HOME ADDRESS,  
PHONE NUMBER, AND MARITAL STATUS

1. Go to the Wave / Applications and click on “Lawson”



2. Go to Hoag Employee Self Serv

3. Go to “Personal Info”



4. Go to “Home Address”
5. Enter your new address or phone information
6. Click on “Update”

The screenshot shows the Lawson Employee Self Service interface. On the left, a navigation menu under 'Personal Info' has 'Home Address' highlighted with a red box and a red '4'. The main content area is titled 'Home Address' and contains a form with the following fields: 'Effective Date' (with a calendar icon and a red asterisk), 'Address 1', 'Address 2', 'CITY', 'State or Province' (a dropdown menu), 'Postal Code', 'Country' (a dropdown menu), and 'Phone'. A red box labeled '5.' encompasses the entire form. At the bottom of the form, there is an 'Update' button highlighted with a red box and labeled '6.'. A red asterisk and the word 'Required' are located below the 'Update' button.

7. To view and update your marital status go to “Marital Status”
8. Click on the drop down and select your marital status
9. Click on “Update”

The screenshot shows the Lawson Employee Self Service interface. On the left, a navigation menu under 'Personal Info' has 'Marital Status' highlighted with a red box and a red '7'. The main content area is titled 'Marital Status' and contains a form with the following fields: 'Marital Status' (a dropdown menu showing 'Single') and 'Update' and 'Cancel' buttons. A red box labeled '8.' encompasses the dropdown menu, and a red box labeled '9.' encompasses the 'Update' button. Below the form, there is a paragraph of text: 'Use the drop down menu to select your current marital status. For qualifying events such as marriage or divorce, please contact the Hoag Benefits Center at 888-416-1093 or [www.hoagbenefits.com](http://www.hoagbenefits.com). Go to Lawson Employee Self Service select Payroll tab, to update W-4 Federal and State tax withholdings.'