



# Employee Systems Access

---

## Resource Guide



# JUST LAUNCHED!

New Desktop Icons & Systems Access

## PHMG Desktop Icons

Login to essential applications from your PHMG desktop!



PH Webmail

**Login** with your PHMG ID # and set up a new password



Self Service Password Reset

**Enroll** to reset your password and unlock your account



Lawson Self Service

**View** Paychecks, W-2s, PTO balances, and contact information



API Time and Attendance

**Clock In & Out** for lunch, each shift, and request PTO



PH Webmail

Select the desktop icon or access it from anywhere via the link: <https://webmail.palomarhealth.org/>

This step will only be used **once** to set up your Active Directory Account Password. The **first time** you login, you will be prompted to set up a new password. Your username and password will be used to login to *Self Service Password Reset*, *API Time and Attendance* and *Lawson Self Service*.

### Do This

#### Login using your PHMG ID and default password

- 1) User name: 71111 (your PHMG ID)
- 2) Password: #Palomar + the last four digits of your Social Security Number (SSN).

**ProTip:** If the last four digits of your SSN are **1234** then your default password is **#Palomar1234**

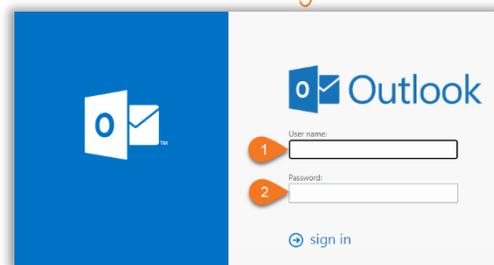
- 3) Enter a new 12 digit alpha-numeric password

#### Password Requirements

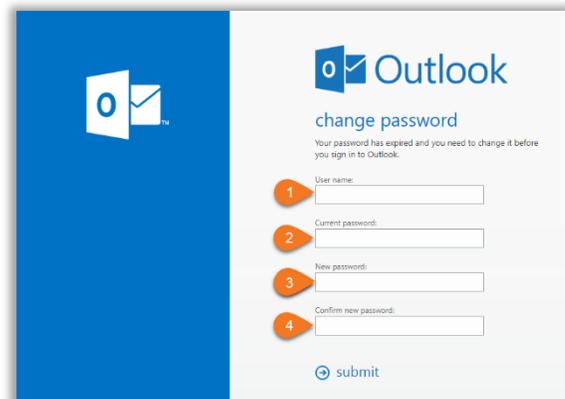
- ✓ At least 12 digits total
- ✓ At least one number (123456...)
- ✓ At least one upper case letter (ABCDEF...)
- ✓ At least one special character (#, !, etc...)

- 4) Confirm your new password and click **submit**
- 5) Your password has been reset!

### Initial Login



### Create a New Password





# Self Service Password Reset

## You Can Do It!



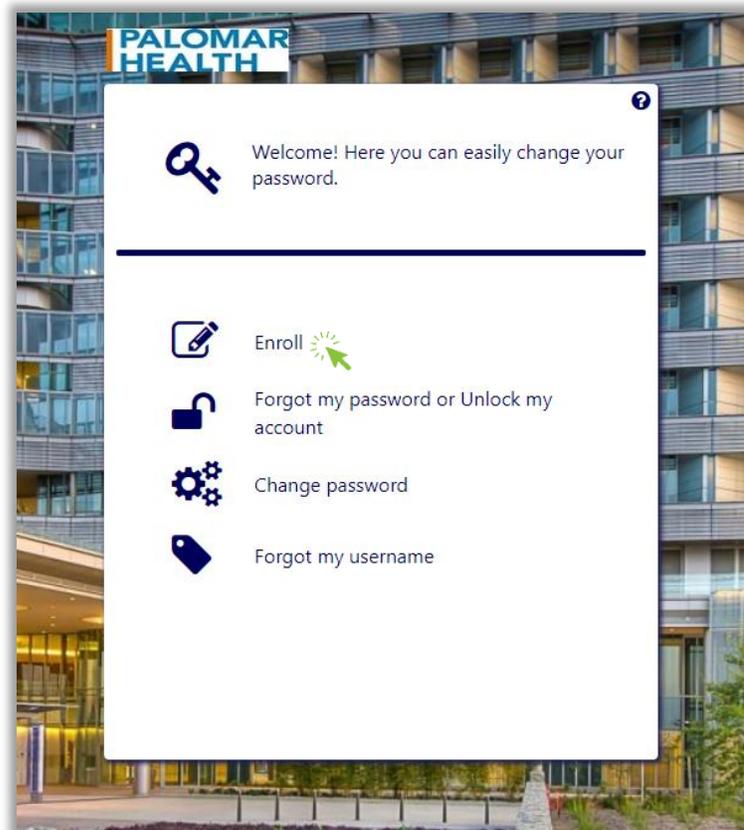
### Self Service Password Reset

Select the desktop icon or access it from anywhere via the link: <https://password.palomarhealth.org/>

This do-it-yourself tool, is ideal to use if you get locked out of your account, need to change your password or forget your username. After you enroll, you will be able to access all of these functions without having to call the IT Helpdesk. It will quickly become your go-to tool for resetting your password. Yes!

### Login using your PHMG ID & Password

- 1.) Click on **Enroll**.
- 2.) Answer a security question
- 3.) Create a custom security question





# Lawson Self Service

You Can Do It!



Lawson Self Service

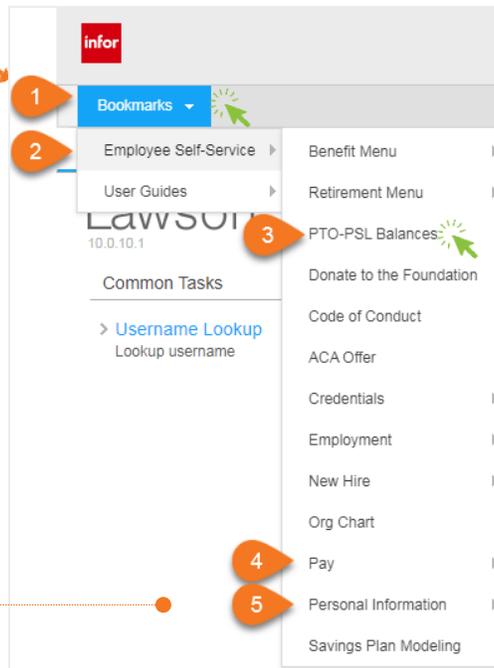
Lawson is a system managed by Human Resources. It is considered the source of truth and the “one-stop-shop” for HR related information for PHMG employees. Login to update your personal information (i.e. address, phone, etc), emergency contacts, view your paystubs, W-2s and Tax Information.

## Login using your PHMG ID & Password

- 1.) Click on **Bookmarks**.
- 2.) Hover over **Employee Self-Service**.

**ProTip**... This is the main menu that you will use to view all of your data based on the topic that you select!

Start Here



Main Menu of Topics

## PTO Balance Information

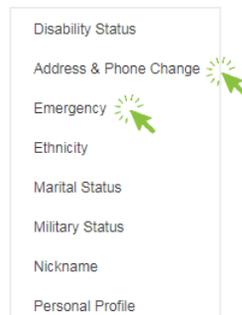
Click on **PTO-PSL** to view your Paid Time Off (PTO) accrual balances and PTO usage history.

## Personal Information

Hover over **Personal Information**

- Address & Phone Change
- Emergency

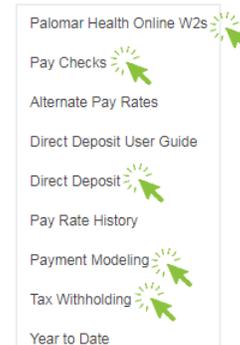
**ProTip**... Review your personal information and make sure that it is accurate!



## Paystubs, W-2s, Tax Information and More

Hover over **Pay**

- Print pay stubs
- Update Direct Deposit
- W-2 information
- Tax withholding etc...





# Lawson Self Service

## You Can Do It!

### Updating your W-4 Withholding

Login to Lawson using your PHMG ID & Password

- 1.) Click on **Bookmarks > Employee Self Service > Pay > Tax Withholding**
- 2.) Select a form to make adjustments

Tax Withholding	
Deductions	
	Description
→	Federal Income Tax
→	California State Income Tax

### State Withholding

**Note:** Not all fields are applicable to all states, please review your states W-4 requirements.

California State Income Tax  
Required fields are indicated.

- 1 Residency
- 2 Status \*

Exemptions

Additional Amount

Multiple Jobs

Dependents

Other Income

Deductions

3 Continue Back

### Federal Withholding

**IMPORTANT:** Effective 1/1/20, the IRS made significant changes to the design of Form W-4. Form W-4 no longer uses the concept of withholding allowances, which was previously tied to the amount of the personal exemption. Employees who have furnished Form W-4 in any year prior to 2020 are not required to furnish a new form merely because of the design, and their withholding will continue to compute based on the information from the most recently furnished W-4. All new employees first paid after 2019 or employees who furnished Form W-4 in any year prior to 2020, but wish to adjust their withholding, must use the redesigned form.

W-4 Form  
Form **W-4**  
Department of the Treasury  
Internal Revenue Service

**Employee's Withholding Certificate**  
OMB No. 1545-0074  
**2022**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
Give Form W-4 to your employer.  
Your withholding is subject to review by the IRS.

(a) First name and middle initial  
Last name  
(b) Social security number

Address  
City or town, state, and ZIP code

**1 Step 1: Enter Personal Information**

(c)  Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  
Do only one of the following:  
Step 2: Multiple Jobs or Spouse Works  
(a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or  
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3 through 4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

**3 Step 3: Claim Dependents**  
Multiply the number of qualifying children under age 17 by \$2,000 ..... \$ 0  
Multiply the number of other dependents by \$500 ..... \$ 0  
Add the amounts above and enter the total here ..... \$

**4 Step 4 (optional): Other Adjustments**  
(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(a) \$  
(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here. 4(b) \$  
(c) Extra withholding. Enter any additional tax you want withheld each pay period. 4(c) \$

**5 Step 5: Sign Here**  
Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  
Employee's signature (This form is not valid unless you sign it.) Date  
Employer's Only  
Employer's name and address First date of employment Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Continue Claim Exempt Model Back Print W-4 Instructions



# Clocking In/Out?



## API Time and Attendance

The API Time & Attendance application is used to electronically clock in and out for each shift and lunch breaks. You will submit PTO requests, view your PTO/PSL balances, enter special pay codes, change your cost center and/or job class as it relates to your position.

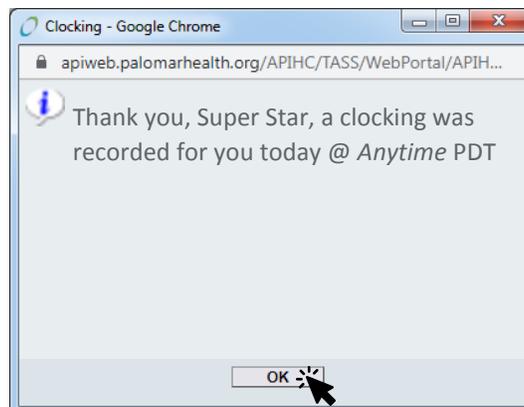
Follow this process to **Clock In** and **Clock Out** for each shift and lunch, if you are in your normal Cost Center, Job Code and a Special Pay Code is **not** required. This is a simple way to clock in and out without the fuss!

Do This → **Login using your PHMG ID & Password**

- Click **Quick Badge Only**
- Click **Sign In**

Congratulations! You are now **Clocked In** or **Clocked Out** for your shift or lunch.

- Click **OK**





# More Options?

Do This → **Login using your PHMG ID & Password**

- Click **Sign In**

Access additional clocking options by selecting **Quick Badge** from the top tool bar.



- Select each field and review the **Options Menu** on the right of your screen to select the appropriate **Cost Center (i.e. working in a different Facility)**, **Job Class** and/or **\*Special Code**. \*Special Codes have categories that let you know how to use them. Select the appropriate option that corresponds to a Clock **In**, Clock **Out** or **Both**.
- Click **Save** when finished.

Code	Description	Category
~	PHMG No	Either
	Special Code	
CLP	PHMG Low	Out
	Census Fill w/CPTOM	
COC	PHMG Low	Out
	Census Fill w/COMEAL	
FC	PHMG Float	Both
	Code	
PR	PHMG Preceptor	Both
TR	PHMG TRAINING	Both



# More Options?

## Entering a Time Edit Request

Employees can request an adjustment (add, edit or delete a clocking) to their **current pay period** timecard. Employees should make sure to review their timecard before the end of the pay period to check the status of their request.

- Select **Employee** from the toolbar
- Select **Add Clocking**
- Enter the **Date** and **Time** (etc...), of your missed punch
- Click **Save** when finished.

The screenshot shows the 'Employee' form in the API Healthcare system. The form includes fields for Date, Time, Transaction Order, Special Codes 1-5, Quick Code, Facility, Cost Center, Unit, Position, Job Class, Lunch Length (Hours), and Override Code. There are also sections for Employee Navigator, Employee Favorites, Employee Actions, and Employee Sections. A 'Save' button is located at the bottom right of the form.

## Enter Multiple Time Edit Requests at a Time

Your **Home** screen has a **My Calendar - Month View** section. You can select multiple dates to enter your time edits on by selecting the **+** on each day.

The screenshot shows a 'My Calendar - Month View' for the year 2021. The calendar displays days from September to March. Each day is represented by a green square icon with the text 'REG 8.00 +' and a red plus sign. An orange arrow points to the plus sign on October 28th.

September	October	November	December 2021	January	February	March
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01



# Taking PTO🕒

Do This → **Login using your PHMG ID & Password**

- Click **Sign In**

Access additional options by selecting **Employee** from the top tool bar.



- Click **Add Calendar**
- Select each field and review the **Options Menu** (on the right of your screen) to select the appropriate **Date, Pay Code, \*Cost Center** and/or **\*Job Class**.  
\*The Cost Center and Job Class will be defaulted to your normal Cost Center and Job Class. Only enter information in these fields if necessary.
- Click **Save** when finished.



# More Options?

## Reviewing the Status of the Time Edit Request

Your **Home** screen will display all of your Time Edit Requests. **Hover** over the icons in the **Status** column to check the status of your requests.

1 Home Quick Badge Employee Reports Actions Preferences Help

2

My Announcements (1)

My Unread Messages

My Transaction Requests (6)

	<input type="checkbox"/>	Type	Status	Pay Code	Start Date	Start Time	End Date	End Time	Reason
	<input type="checkbox"/>			Approved	08/03/2021	08:00	08/03/2021	08:00	
	<input type="checkbox"/>			Pending	08/03/2021	17:00	08/03/2021	17:00	Missed Clock Out
	<input type="checkbox"/>			Denied	08/05/2021	08:00	08/05/2021	08:00	
	<input type="checkbox"/>			PTOS	08/06/2021	00:00	08/06/2021	08:00	
	<input type="checkbox"/>			PTOS	08/11/2021	00:00	08/11/2021	08:00	
	<input type="checkbox"/>			PTOS	08/13/2021	00:00	08/13/2021	08:00	Personal

Hide Selected

## Run a Report to Review the Status of your Time Edit

Access Reports from the **Actions** menu. Select **Transaction Requests** and define your search criteria to review the status of your specific requests.

Home Quick Badge Employee 1 Actions Preferences Help

2

Sections

All Approval Employee General

Filter:

Approval

Transaction Requests

Employee

Change PIN Messages

General

Announcements

3

4

5

Enter your Transaction Request search criteria:

Status\* Needs Review

Date Range Begin\* 11/07/2021

Approved Denied Canceled Requested Pending Review Needs Review

Classification

Calendar Clocking

Date Range End

Search



# More Options?

## Employee Time Card Sign Off

Once you have completed your last shift for the pay period, remember to review your timecard for accuracy. Complete a timecard Edit Request and enter all PTO requests before the deadline.

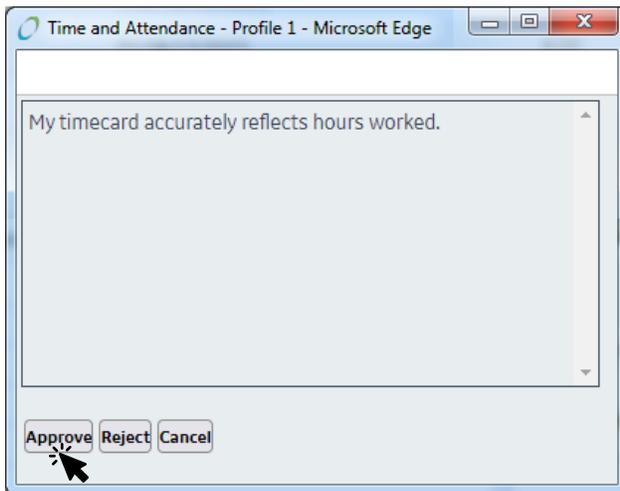
- Select **Employee** from the toolbar
- Select **Employee Sign Off**

The screenshot shows the 'Employee Sign Off' button highlighted in the left sidebar. The main area displays a list of transactions with columns for Date, Time, Hours, Code, Cost Center, and Job Class. Below the transactions list are sections for Exceptions, Benefit Balances, and Pay Distributions.

Transaction	Source	Date	Time	Hours	Code	Cost Center	Job Class
<input type="checkbox"/>		Mon 08/02/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Tue 08/03/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Wed 08/04/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Thu 08/05/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Fri 08/06/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Mon 08/09/2021	08:00	8.00	HOL	231100	5319
<input type="checkbox"/>		Tue 08/10/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Wed 08/11/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Thu 08/12/2021	07:30	8.00	REG	231100	5319
<input type="checkbox"/>		Fri 08/13/2021	07:30	8.00	REG	231100	5319

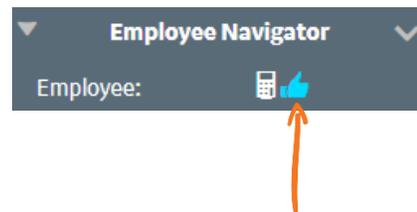
### Sign Off Your Timecard

Approve or Reject your timecard



### Approved Time Card

If you **Approve** your timecard, the thumbs up icon will display next to your name.



### Un-Approve Your Time Card

If changes are necessary after you have already approved your timecard, select **Employee Un-Sign Off** to modify it before re-approving.

