

eConnect (payroll, direct deposit, W4, paystubs) – set-up after orientation

<http://infor.stanfordmed.org>



User Name: SID # (S1234567)
Password: Call IT Help Desk at 650-723-3333 and then reset it at Citrix before logging in.*

*After you get your password from IT you will need to log into Citrix to reset your password. Enter your SID and the password you receive from IT. The system will prompt you to change your current password.



Select: Lawson eConnect from the portal



Enter username and password to log in

After log in, select the globe

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Welcome to Lawson v10




Lawson has been upgraded to version 10. This upgrade brings improved security, enhanced technical environment.

Friendly Reminders:

Navigation Tips:

Lawson Portal: Click on the globe icon
E-Connect: Click on the globe icon, then go to Bookmarks -> Employee Se

-Under bookmarks
 -Employee Self Service
 -Pay – For Direct Deposit and W4

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Bookmarks ▾

Inbasket

Employee Self-Service > Employee Handbook

Requisition Center > Pay > Electronic Pay Stub




Common Tasks

Employment >	Direct Deposit	Useful Information
Address Change	Payment Modeling	Help
Professional Profile	Pay Checks	
Personal Information >	Pay Stubs	
	W2	
	Tax Withholding	
	Year to Date	

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-Under bookmarks
 -Employee Self Service
 -Personal Information-
 Emergency contacts

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Bookmarks ▾

Inbasket

Employee Self-Service > Employee Handbook

Requisition Center > Employment >

Common Tasks

Address Change	Useful Information
Professional Profile	Help
Personal Information >	Disability Identification
	Emergency
	Time Off Balances
	Personal Profile

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