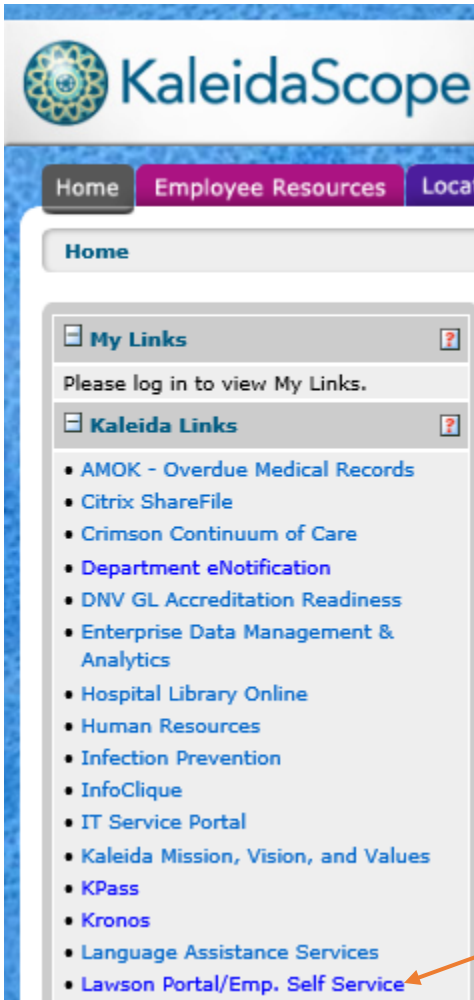


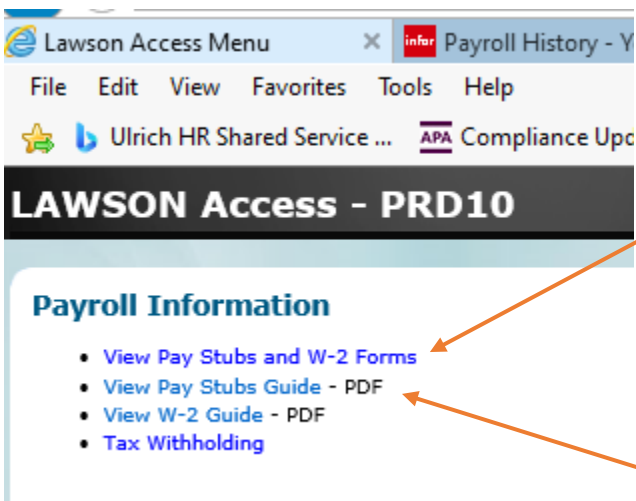
## Accessing Employee Self Service

Please keep in mind, if you sign up for email to your personal email address, you can still receive your pay info when on vacation, sick, or disability or leave.

Access **Lawson Portal/Employee Self Service** by using the KaleidaScope link below:



Set up electronic delivery by clicking on **View Pay Stubs and W-2 Forms**:



There are also guides to show you how to view your documents as displayed directly above.



Kaleida Health

## Document Self-Service

Login credentials are needed to access Document Self-Service.  
Please use your Kaleida UPN (email format  
ex. [jsmith@kaleidahealth.org](mailto:jsmith@kaleidahealth.org)) and password.

Login

Username:

Password:

*\* Credentials are case sensitive*

Login

**Note:** To login you will need to use your UPN.

Use the 1st letter of your first name, then last name before @kaleidahealth.org  
Example JSmith@kaleidahealth.org

If you are not successful, contact the IT Service Desk at 716-859-7777 for assistance in obtaining your UPN.



Kaleida Health

## Document Self-Service

Logout PHamman@KaleidaHealth

Welcome Pamela Hamm

Home
My Delivery Settings
1095-C
✓ Authorized
Paystubs
✓ web
✓ email
W2
✓ Authorized
View My Documents
My 1095-C
My Paystubs
My W2

### Welcome

#### Welcome to Employee Self Service for Pay Stubs and W2's

If you would like to access your pay history online, please click on the My Paystubs link on the left-hand side, under View My Documents.

You may enroll in web delivery, email delivery or both under the My Deliver Settings section. If you are already enrolled, you will see a green check mark next to your selections.

**\*\*If you currently receive a direct deposit receipt and sign-up for electronic delivery, you will no longer receive a paper copy.\*\***

You can also sign up for electronic distribution of your yearend W-2 and 1095-C forms as shown on the left side above.