

Manager Paystub Access – Lawson ESS

Connect to our Corporate Network via one of the two methods below to access your paystubs in Lawson ESS (Employee Self Service). If you are at the Corporate Office, please go directly to this section of the document [Accessing your Paystub via INFOR Lawson ESS](#).

- VPN
- Citrix

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VPN Access for Power Users and Corporate Office Managers Citrix for Paystub Access

VPN (For power users and Corporate Office Managers)

If you are a **remote Lawson Power user**, anyone not located at the White Lodging Corporate Office, this environment requires you to be on VPN to access Lawson:

If you have never used the WL VPN before, please note the following instructions on accessing the VPN:

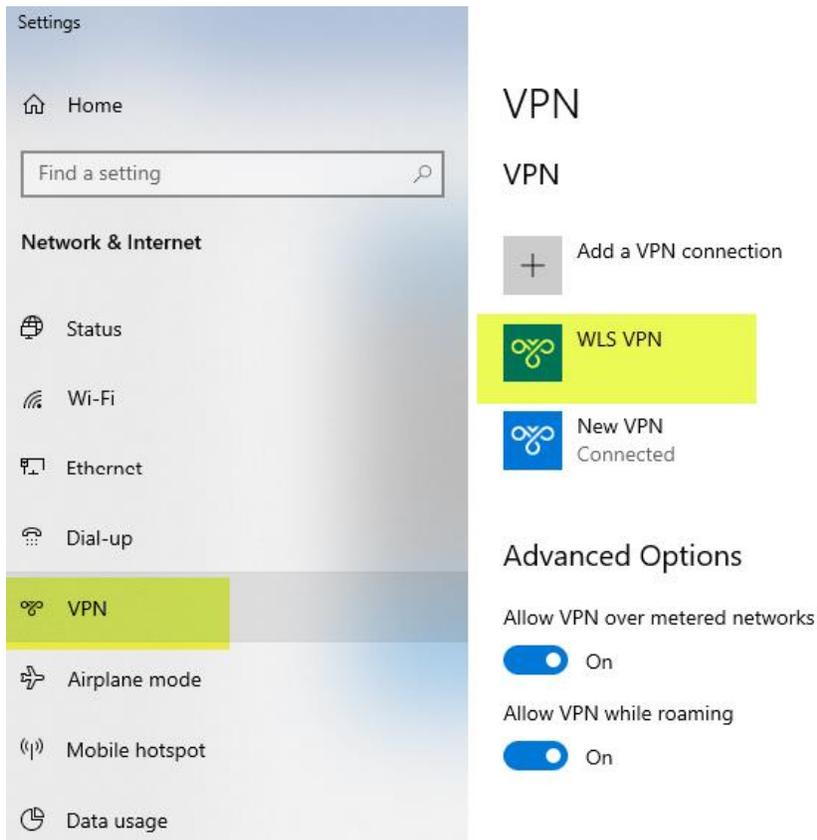
On the lower right of your screen, please click on the following Icon:



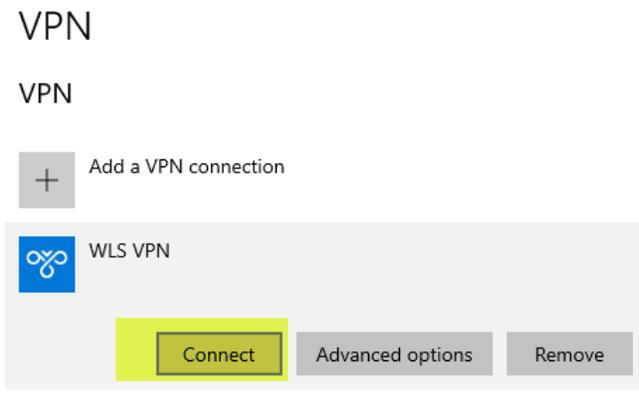
Once this opens, click on WLS VPN. This option will work for some users, however, our network team recommends going into “Network and Internet Settings”



Inside Network and Intranet Settings, please go to VPN:



Click Connect on the WLS VPN. You should receive a DUO push and that will authenticate you into the VPN



For additional information, after you are connected to the VPN, please go to the [Accessing your Paystub via INFOR Lawson ESS](#) section later in this document

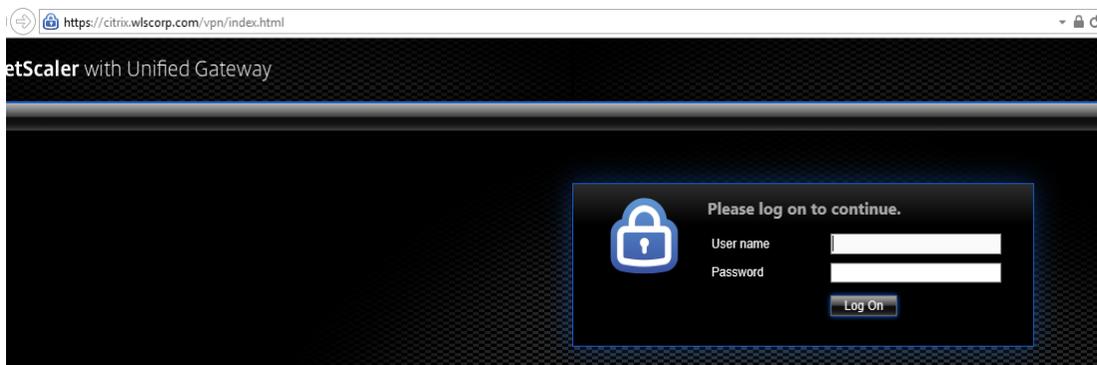
Citrix (Accessing your Paystub through ESS)

If you are just going into the Lawson system to access your paystub, you will need to log into the Lawson system, via Citrix

The URL for Citrix is as follows:

<https://citrix.wlscorp.com/vpn/index.html>

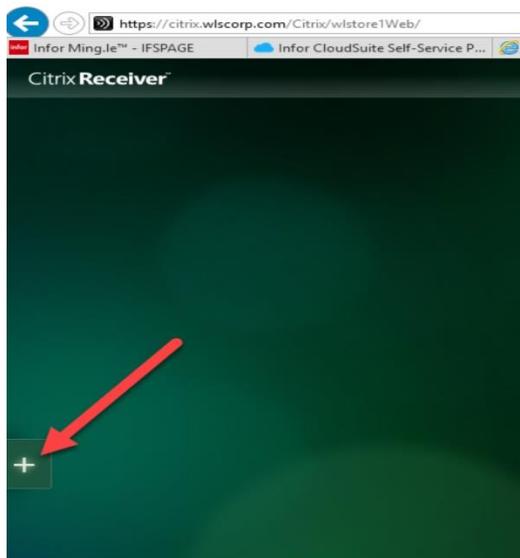
Once you enter Citrix, you will use your normal White Lodging network credentials to login:



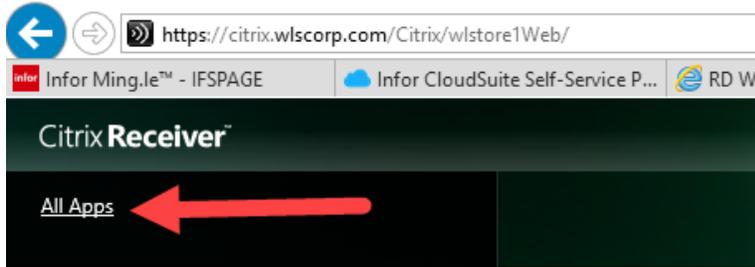
You will then receive a DUO push and will be authenticated into Citrix

Once in Citrix please do the following:

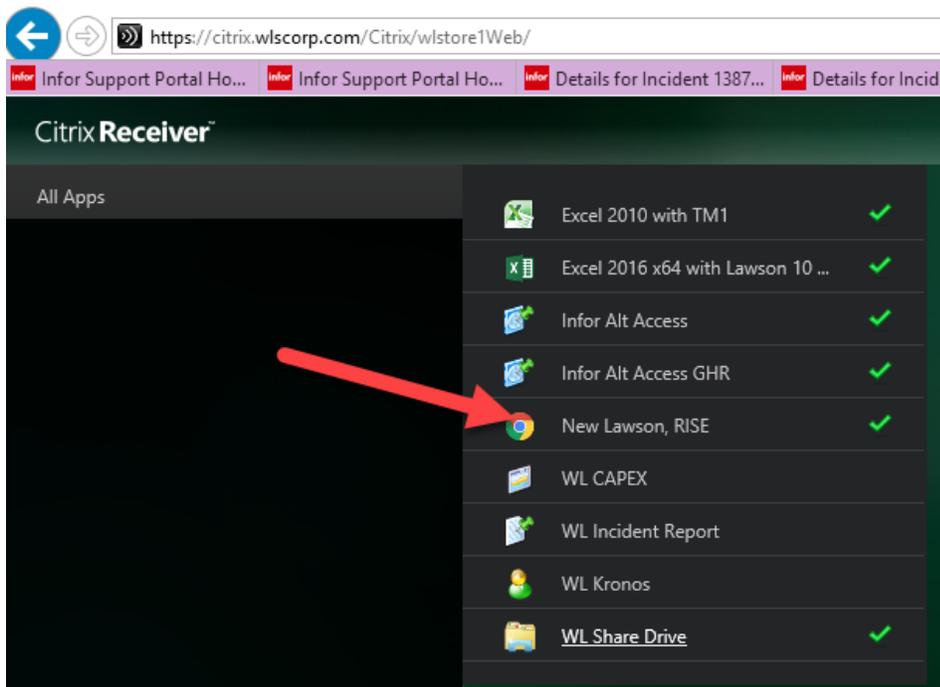
- Click on the plus sign to add an application:



- Select “All Apps”



- Select the “New Lawson, RISE” App and it will be added to your home Canvas:



You should now be all set to access the S3 environment via Citrix where you can view your paystub via Employee Self Service (ESS)

For additional information, after you have logged into “New Lawson, RISE” via Citrix, please go to the [Accessing your Paystub via INFOR Lawson ESS](#) section later in this document

Accessing your Paystub via INFOR Lawson

The Production URLs are as follows:

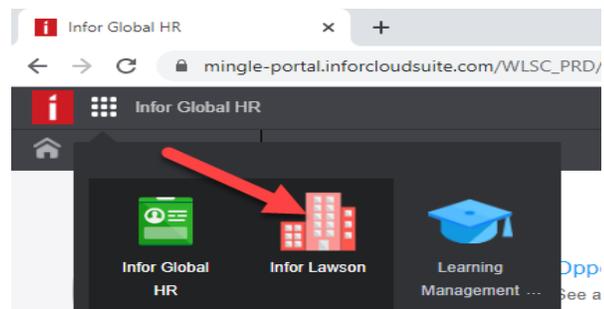
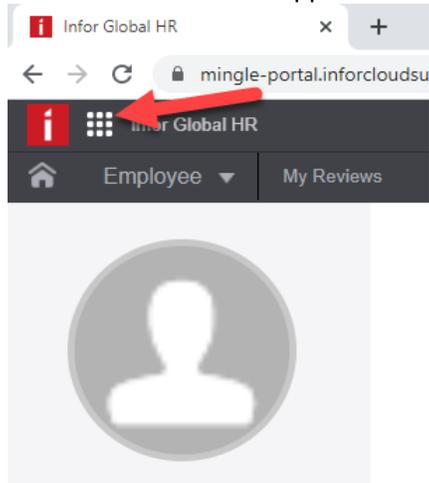
- **Lawson S3:** wllawson.com (please use your WL login credentials to access the environment)
- **RISE:** wlrise.com (please use your WL login credentials to access the environment)

Please Note the following:

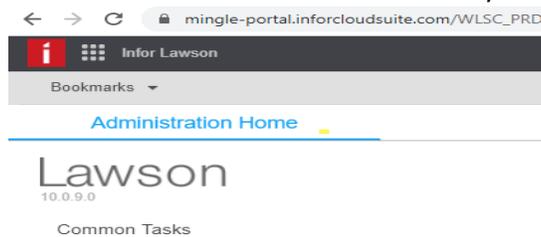
- **Infor Global HR is RISE**
- **Infor Lawson is Lawson S3**

To access your paystub via Lawson ESS please take the following steps:

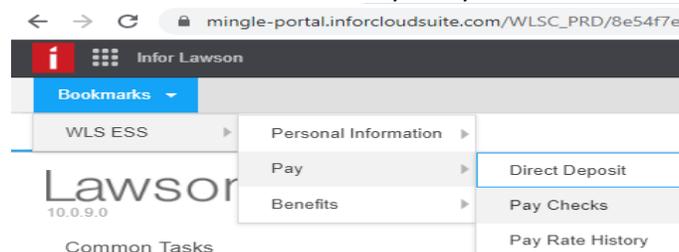
- Login to wllawson.com or wlrise.com
- Select the 9 box in the upper left hand corner of the page followed by the Infor Lawson icon:



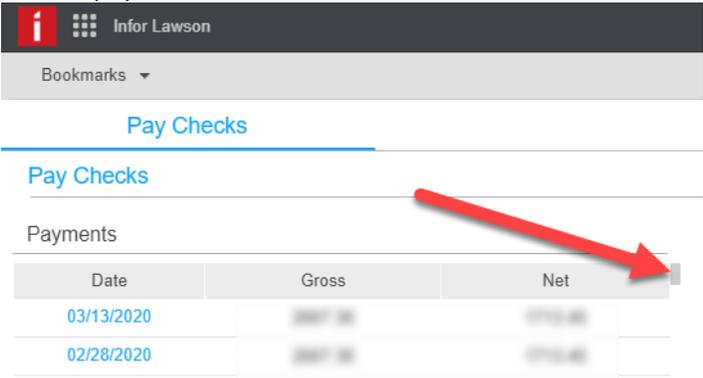
- You will then be directed to the Lawson S3 system



- Please select Bookmarks > WLS ESS > Pay > Pay Checks



- You will then be brought to a screen listing your Pay Checks, use the scroll bar on the right side to see previous pay checks



Infor Lawson
Bookmarks ▾

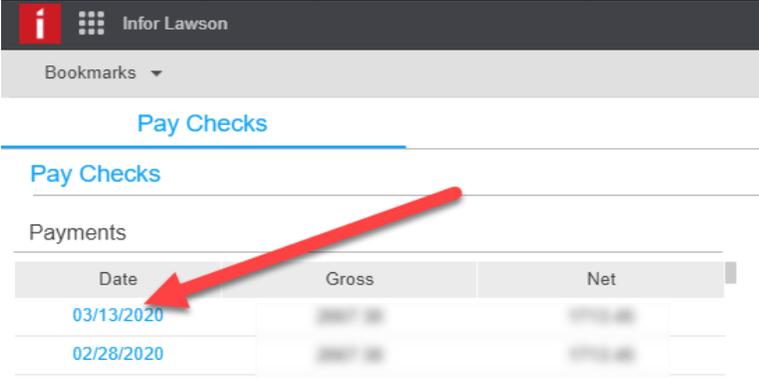
Pay Checks

Pay Checks

Payments

Date	Gross	Net
03/13/2020	287.98	175.88
02/28/2020	287.98	175.88

- To view the details of a specific Pay Check, click on the Pay Check date



Infor Lawson
Bookmarks ▾

Pay Checks

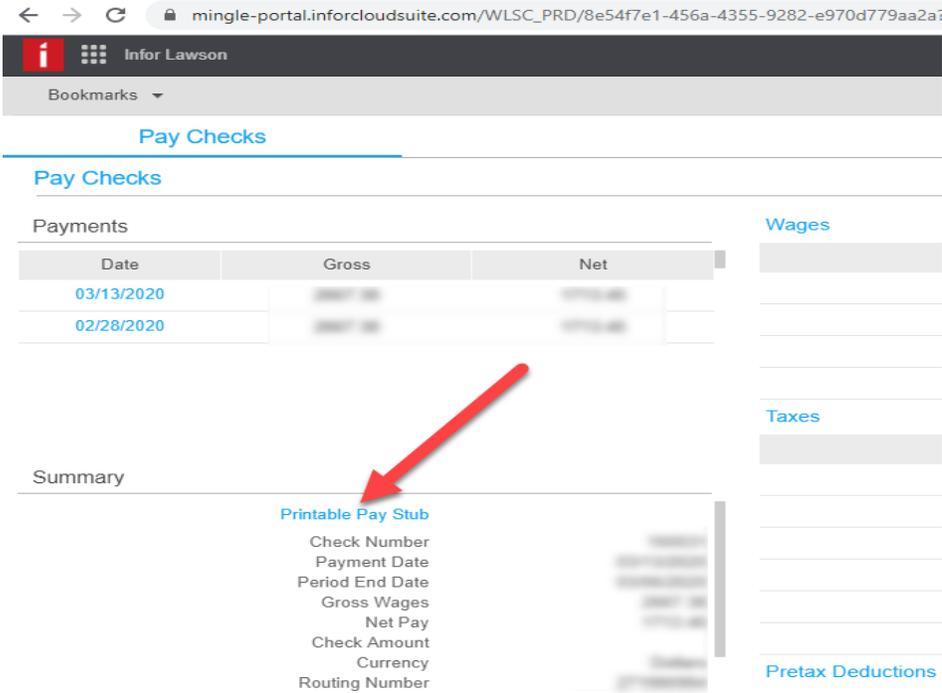
Pay Checks

Payments

Date	Gross	Net
03/13/2020	287.98	175.88
02/28/2020	287.98	175.88

- To print a Pay Stub please click on the Printable Pay Stub link inside the details of the Pay Check

← → ↻ mingle-portal.inforcloudsuite.com/WLSC_PRD/8e54f7e1-456a-4355-9282-e970d779aa2a?



Infor Lawson
Bookmarks ▾

Pay Checks

Pay Checks

Date	Gross	Net
03/13/2020	287.98	175.88
02/28/2020	287.98	175.88

Summary

[Printable Pay Stub](#)

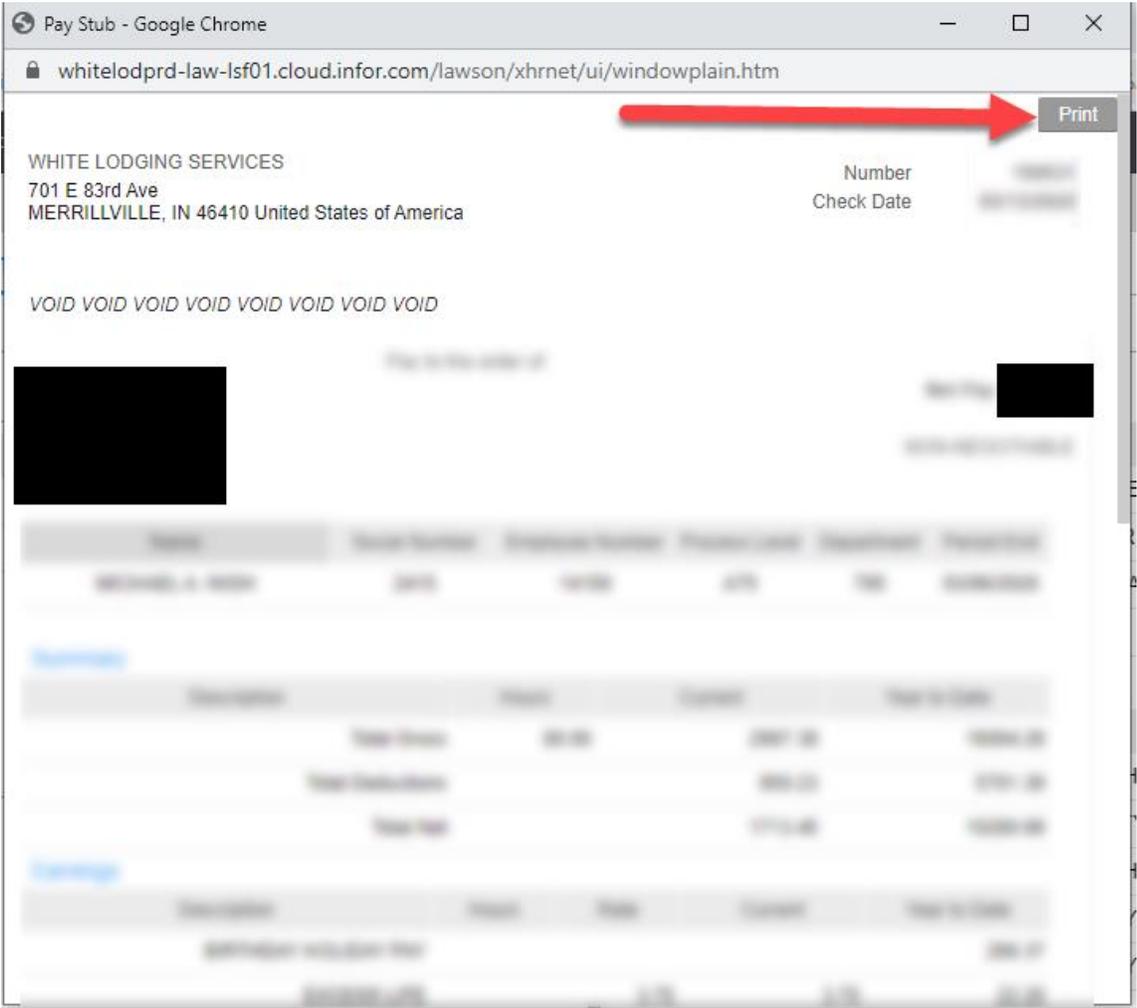
- Check Number
- Payment Date
- Period End Date
- Gross Wages
- Net Pay
- Check Amount
- Currency
- Routing Number

Wages

Taxes

Pretax Deductions

- The printable paystub will open up in a new pop up window. Then click on the “Print” button in the upper right-hand corner of the screen



- Please be certain to exit the application once you have completed your actions. This is especially important if you are accessing via a public computer

