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”

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”