New Hire Instructions

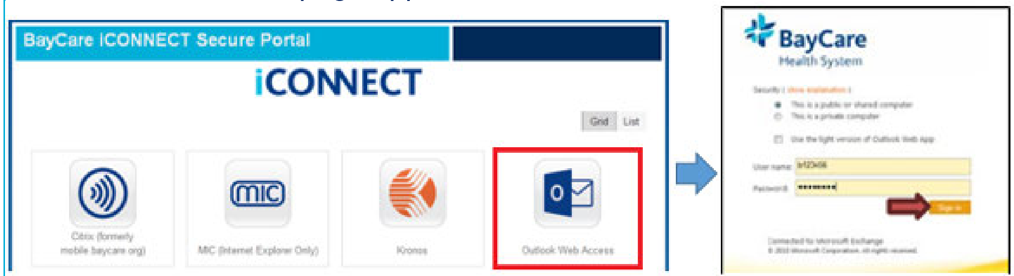
BayCare Email & Lawson (MIC) Quick Reference

The instructions provided below will be used for accessing your BayCare email account and the Lawson Employee Self Service system, which we also refer to as “MIC” (My Information Center). *Please note you must first establish your BayCare network account and password before accessing Lawson or BayCare email. Instructions for establishing your account will be provided during new hire orientation.*

To ensure payroll accuracy, you must electronically complete your W-4, Direct Deposit, and Emergency Contact information in Lawson Employee Self Service (MIC) within 6 days from your start date.

BayCare Email Account	
BayCare Email Address	

E-mail Access Requirement	Team Resources Policy #225: "Team Member E-mail Usage" encourages **ALL** team members to access their e-mail at least once every pay period. Each BayCare team member is provided an e-mail address. Sample: firstname.lastname@baycare.org Your network password will be used for email access
Internal Access—Shared PC	Team members who use a ***shared*** (used by several individuals) computer will complete the following steps: Click **Start** | **Programs** | **Internet Explorer** Select <**Favorites**> <**BayCare Links**> <**Outlook Web Access**> *Web page appears*  Type **Network User ID** Type **Password** Click **Sign In**
Internal Access—Dedicated PC	A team member using a ***dedicated*** computer (used by only one person) with Microsoft Office will access as follows: Type **Network User ID** Type **Password** When desktop screen appears, click **Microsoft Office Outlook** icon

<table>
<tr>
<td>External Access</td>
<td>Team members who access e-mail from outside of BayCare (e.g., from home) will complete the following steps:
Launch Internet Explorer browser
In the address field, type http://iConnect.baycare.org and login
When the iCONNECT page appears – Click on Outlook Web Access


Type Network UserID
Type Password
Click Sign In</td>
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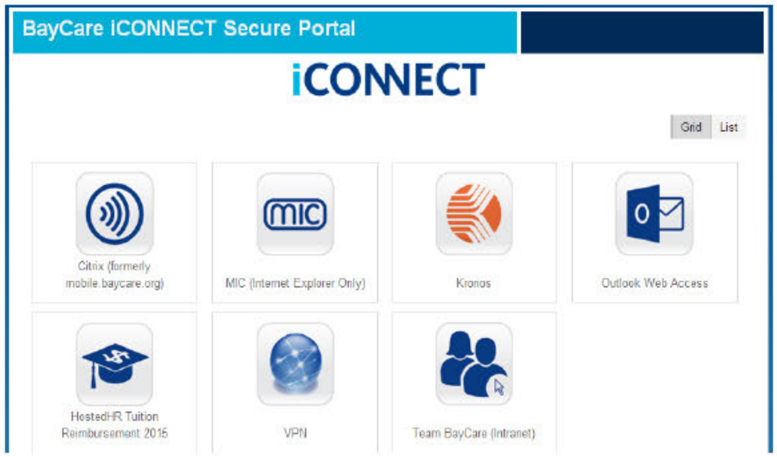
Accessing MIC (My Information Center)

Requirements	To complete required W4, Direct Deposit and Emergency Contact information please use one of the options listed below for accessing MIC (My Information Center).
Internal Access	Team members who use a computer on the BayCare network (at work) will complete the following steps: 1. Locate a shared or dedicated workstation (PC, Kiosk or Laptop) 2. Open Internet Explorer 3. Log on to the **Team Member Portal (Intranet)** 4. Click the **MIC** link on the left side of the screen 5. Click the **Launch** button at the top of the screen 6. Type **Network ID** (e.g., B0xxxxx, or ABC12345, etc.) in User name field  5. Press **Tab** 6. Type Password then click **Login**

External Access

Team members who use a computer outside the BayCare network (at home) will complete the following steps:

1. Launch **Internet Explorer**
2. In the address field enter: https://iconnect.baycare.org
3. Type in your network ID and Password
4. Authenticate using Two Factor authentication
5. Click on the MIC button to launch the Lawson Portal



6. Type **Network ID and Password**

7. Click **Login** to access MIC

W-4 in My Information Center (MIC)

W-4 **Tax Withholding**	**Enter Your Tax Withholding Information** Log on to **MIC** using the instructions provided for **Internal** or **External** access. 1. Click **Employee Self Service** on the left side of the screen 2. Click on **Pay** 3. Click on **Tax Withholding** 4. Click on **Federal W/H Tax-Not 4 Profit** (displays current tax marital status and withholding exemptions) 5. To change the tax marital status, click on **Single** or **Married** in box 3 (this will not change your benefit marital status; to change your benefit marital status contact your manager and Benefits Direct) 6. To change the number of **withholding exemptions**, select a number from **0 to 99** from the drop down in **box 5**. 7. To add or change the **additional withholding amount**, enter the amount in **box 6.** 8. Click **Continue**. Message box to confirm the change will appear. 9. Click on **Update** to finalize the change.
	Note: To claim exemption from withholding, contact BayCare Payroll at 727-820-8110.

Direct Deposit in My Information Center (MIC)

	Add Your First Direct Deposit Account Please have your account number(s) and your bank's routing number ready to complete this section. You may use your savings deposit slip or a check.
Direct Deposit—Add New Account	Log on to **MIC** using the instructions provided for **Internal** or **External** access. 1. Click **Employee Self Service** on the left side of the screen 2. Click on **Pay** 3. Click on **Direct Deposit** 4. Click **Add** button located at the bottom of the bank column. (If it does not appear scroll down) 5. Read the **Authorization Agreement**. 6. Click on **I agree with the above statement** 7. The system will ask you **"How many accounts do you plan to open?"** 8. Enter **"1"** and click on **Continue**. 9. Click on the **MAGNIFYING GLASS** in the bank field 10. Another new window will pop-up 11. To the **left** of the word FILTER click in the box and enter your routing number. 12. Click **FILTER** 13. Your Bank will appear below--double-click on the bank name 14. This will take you back to the first screen where the routing number has been populated 15. Below the bank name is the description field type the word **CHECKING** or **SAVINGS** depending on which account you are opening. 16. You will also need to select it to the right of that field 17. To the right of the screen you will see **FLAT AMOUNT** field. If you only want a flat amount for this account enter it here. 18. If you want all of your check to go to this account enter 100 in the percent of net field. 19. At the bottom of the screen next to your routing number is where you will enter the **account number**. 20. Once you have completed all steps verify your information then click **UPDATE**. 21. Your account will take approximately 2 pay periods to process because the information you just entered will need to be verified with your bank.

	Add Additional Direct Deposit Accounts Please have your account number(s) and your bank's routing number ready to complete this section. You may use your savings deposit slip or a check.
Direct Deposit—Add Additional Accounts	1. Click on **Pay** 2. Click on **Direct Deposit** 3. Click **Add** button located at the bottom of the bank column. (If it does not appear scroll down) 4. Read the **Direct Deposit Authorization Agreement**. 5. Click on **I agree with above statement** 6. Click on the **MAGNIFYING GLASS** that is in the bank field 7. Another screen will pop up 8. To the **left** of the word FILTER click in the box and enter your routing number. 9. Click **FILTER** 10. Your Bank will appear below double click on the bank name 11. This will take you back to the first screen where the routing number has been populated for you 12. Below the bank name is the description field type the word **CHECKING** or **SAVINGS** depending on which account you are opening. 13. You will also need to select it to the right of that field 14. To the right of the screen you will see **FLAT AMOUNT** if you are only wanting a flat amount for this account enter it here. 15. If you want all of your check to go to this account then enter 100 in the percent of net field 16. At the bottom of the screen next to your routing number is where you will enter the account number. 17. Once you have completed all steps verify your information then click UPDATE 18. Your account will take approximately 2 pay periods to process because the information you just

	Adjust Direct Deposit Amount Please have your account number(s) and your bank's routing number ready to complete this section. You may use your savings deposit slip or a check.
Direct Deposit—Amount Adjustments	1. If you have more than one direct deposit account, and you would like to change the amount deposited into one or more accounts, click on the **account number** 2. You can change the flat dollar amount or make this account the default account 3. Click **update**

	Open New Default Account/Change Default Account Please have your account number(s) and your bank's routing number ready to complete this section. You may use your savings deposit slip or a check.
Direct Deposit—Default Accounts	1. To close your default account and open a new default account, you will need to **add the New account first**. 2. Once you have added the new account, select the **current default account** and click close on the right hand side of the screen 3. The system will ask you if you are sure you want to close the account. 4. If it is the correct account you want to close, click on **OK** or press the **Enter** key. **NOTE: The stopping of this account will be immediate.** 5. If you have more than 1 account you will need to select a new default account 6. Click in the **Select New Default** button next to the add button 7. Click on **Update** to complete.

Emergency Contacts in My Information Center (MIC)

	Emergency Contact Information
Emergency Contact	1. Click on **Employee Self Service.** 2. Click on **Personal Information**. 3. Click on **Emergency**. 4. Click the **Add** button. 5. Enter appropriate information **First Name, Last Name** and either **Home Phone** or **Work Phone** is required. 6. Click on **Update**. 7. A message box will appear. Click **OK** to complete. **Note:** To **change**, **delete** or **view additional detail** for contacts, click on a name.
	Work Phone Information Please populate your work phone number for work related contact.
Work Phone	1. Click on **Employee Self Service**. 2. Click on **Employment**. 3. Click on **Work Phone**. 4. Type in your work phone number and click the **Update** button. 5. You will get a notice that the change is complete, Click **OK**.