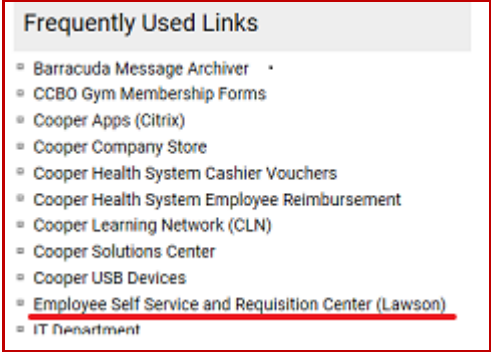
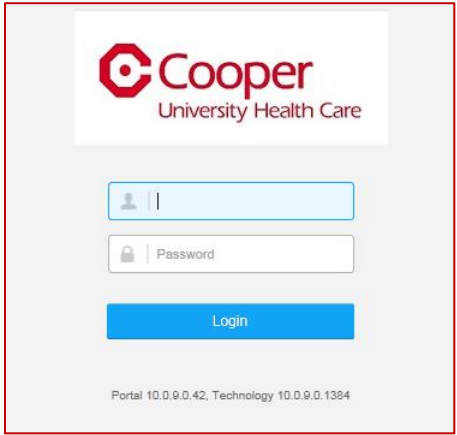


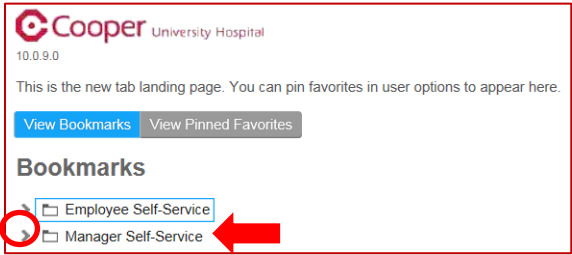
# Accessing Employee Health Status Information Through Lawson Manager Instructions



Lawson Employee Self Service can be launched from our Cooper home page under Frequently Used Links.



The sign on page will require your username and password. You will need to type your network ID and network password. The password is case sensitive.



If you login successfully using the link on the portal, you will see your Employee and/or Manager Self-Service home page. You can expand your Manager Self-Service options by clicking on the > symbol next to the Manager Self-Service folder.

## Bookmarks

- > Employee Self-Service
- > LBI
- ▼ Manager Self-Service
  - Direct Reports
  - Direct Report EE Health
  - Employee Dates
  - Employee Review Dates
  - Employee Roster
  - Enter Job Requisitions
  - JobRequisition Status
  - Leave of Absence Info
  - Manager ePAF/JobReq Guide
  - NEW Link Instructions
  - Personnel Actions
  - W-TERM Action

You have several options to choose from. To access your Direct Reports' Employee Health status, click that link.

## Employee Health and Safety

Employee Name	Type	Due Date	PPD Read	Lot Exp	Lot Number	Year	Manufacturer	Recd Else	Home Loc
Employee names listed here	FLU	12/01/2017			DUE	2017			
	PPD	10/31/2017			DUE	2017			
	FLU	12/01/2017			DUE	2017			
	PPD	09/30/2017			DUE	2017			
	FLU	12/01/2017			DUE	2017			
	FLU	12/01/2017			DUE	2017			
.....	PPD	06/30/2018			DUE	2018			

This will bring up your list of Direct Reports and their employee health status

Year  
2018  
2017

Employee Health and Safety

Employee Name	Type	Due Date	PPD Read	Lot Exp	Lot Number	Year	Manufacturer	Recd Else	Home Loc
Employee names listed here	FLU	12/01/2017				2017			
	PPD	10/31/2017				2017			
	FLU	12/01/2017				2017			
	PPD	09/30/2017				2017			
	FLU	12/01/2017				2017			
	FLU	12/01/2017				2017			
	PPD	06/30/2018				2018			

Filter information by the type of vaccination/test by clicking the boxes at the top.

**Important Note:** If you click any of the filter buttons, please wait a few seconds as it takes a little bit to filter the correct data.

Do not click more than once or you may end up locking up your screen which will require you to close all Internet Explorer sessions and logging back in.

Employee Health and Safety

Employee Name	Type	Due Date	PPD Read	Lot Exp	Lot Number	Year	Manufacturer	Recd Else	Home Loc
Employee names listed here	FLU	12/01/2017				2017			
	PPD	10/31/2017				2017			
	FLU	12/01/2017				2017			
	PPD	09/30/2017				2017			
	FLU	12/01/2017				2017			
	FLU	12/01/2017				2017			
	PPD	06/30/2018				2018			

Year  
 2018  
 2017

Filter information by the status you would like to see by selecting from the bottom left.

**Important Note:** If you click any of the filter buttons, please wait a few seconds as it takes a little bit to filter the correct data.

Do not click more than once or you may end up locking up your screen which will require you to close all Internet Explorer sessions and logging back in.

Employee Health and Safety

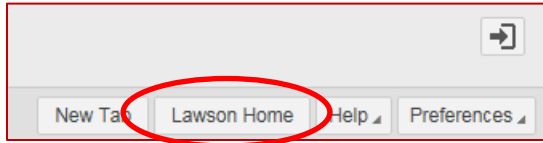
Employee Name	Type	Due Date	PPD Read	Lot Exp	Lot Number	Year	Manufacturer	Recd Else	Home Loc
Employee names listed here	FLU	12/01/2017				2017			
	PPD	10/31/2017				2017			
	FLU	12/01/2017				2017			
	PPD	09/30/2017				2017			
	FLU	12/01/2017				2017			
	FLU	12/01/2017				2017			
	PPD	06/30/2018				2018			

Year  
 2018  
 2017

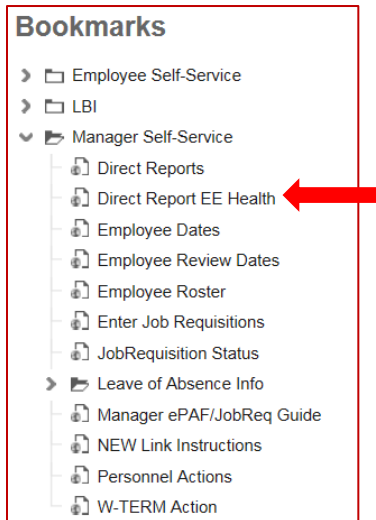
Filter information by the calendar year you would like to see by clicking on the year listed in the Select Year box.

**Important Note:** If you click any of the filter buttons, please wait a few seconds as it takes a little bit to filter the correct data.

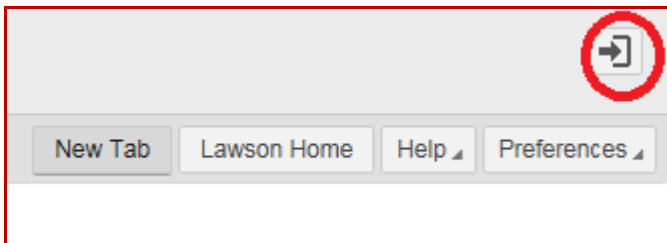
Do not click more than once or you may end up locking up your screen which will require you to close all Internet Explorer sessions and logging back in.



To reset the filtering and restore the original view, click the Lawson Home button in the upper right hand corner of your screen



This will bring you back to your bookmarks where you can expand Manager Self-Service and click the Direct Report EE Health Link.



In order to close out Lawson in version 10, select the door with the arrow. The system will return to a sign on screen. With the latest version, you MUST then close the explorer window.