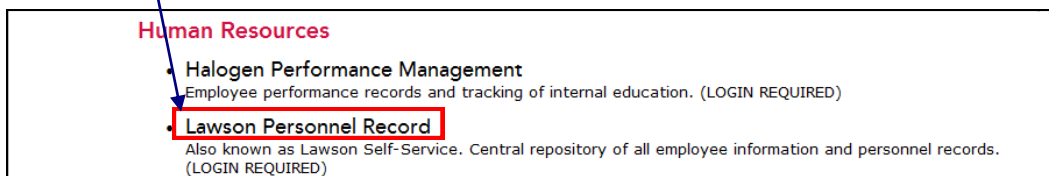
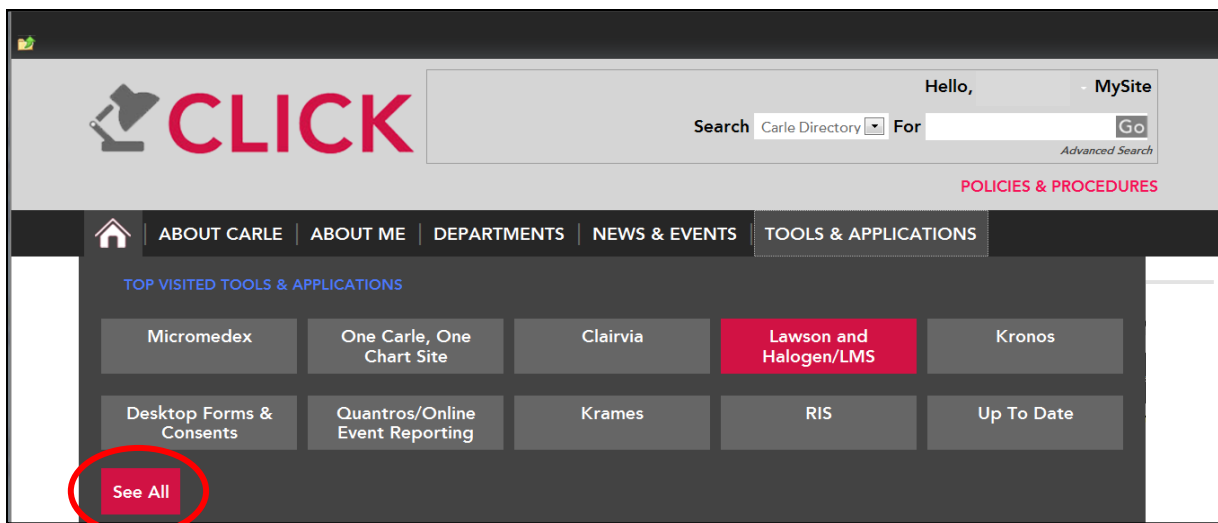
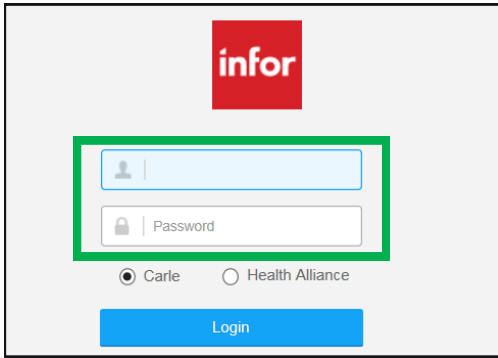


# Payroll Deduction Help Guide

## How to Request a Medical Bill Payroll Deduction

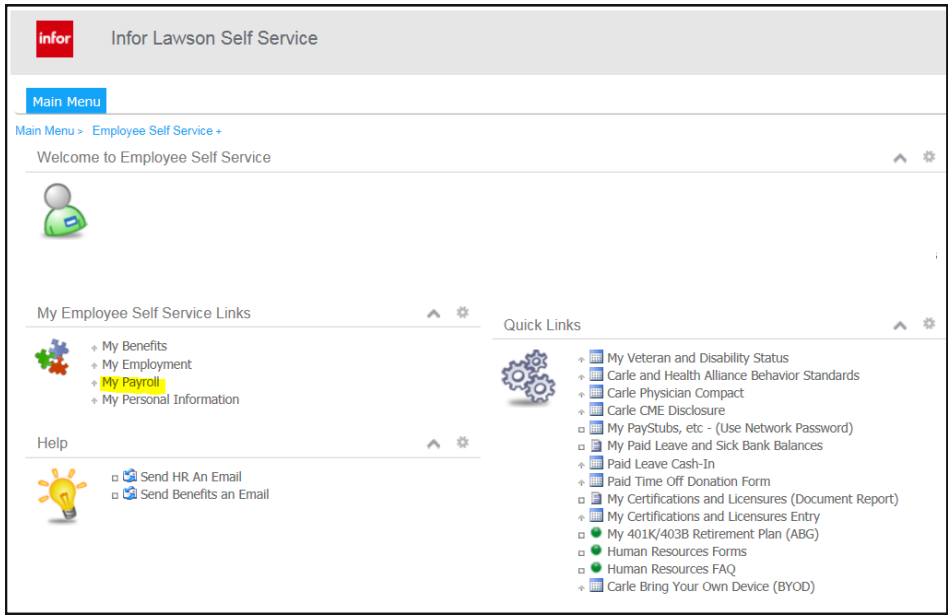
1. From CLICK (Carle's home page) under Tools & Applications select Lawson and Halogen/LMS. If this is not one of your top visited Tools and Applications, you will need to select See All. Under the Human Resources category click Lawson Personnel Record.





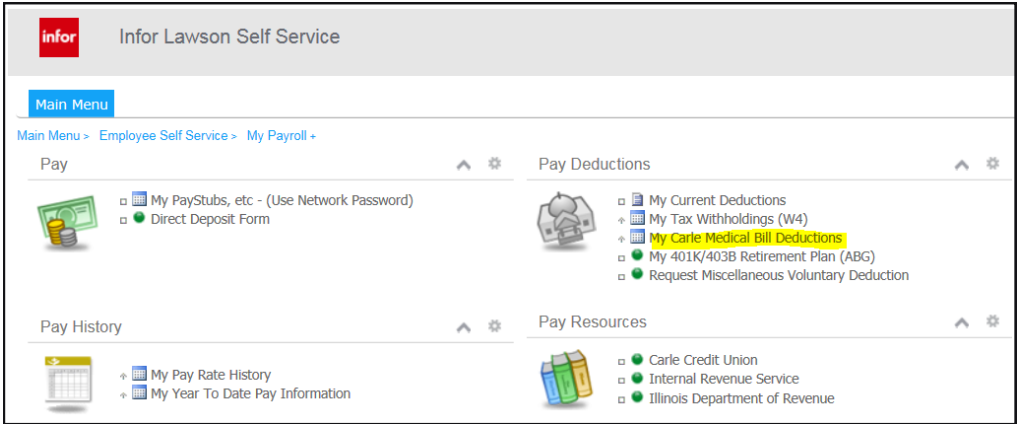
2. Enter your **User Name** and **Password**.  
Click Login, this will bring you to the Lawson Main Menu.

3. Under Self Service, Click **Employee Self Service**




4. Under My Employee Self Service Links, click **My Payroll**.

5. Under Pay Deductions, click **My Carle Medical Bill Deductions**



6. Click [Add Account](#) to request a payroll deduction for your Medical Bill.


 **Carle Medical Bill Payroll Deductions** [Help Guide](#)

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[Add Account](#)

You currently do not have any Carle Medical Bill Payroll Deductions set up. To add an account, click the "Add Account" link above.

- 7.
- a. Medical Record #: enter the Medical Record Number that appears on page 1 of your statement.
  - b. Guarantor Name: Enter the guarantor name that appears on the statement.
  - c. Pay Period Amount: Enter a sufficient pay period amount.
  - d. Click **Submit Changes for Approval**

 **Carle Medical Bill Payroll Deductions - 100000 - White, Snow** [Help Guide](#)

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Add Account

Medical Bill: **Consolidated Statement**


Medical Record #:

Guarantor Name:   
*Name of person on this account*

Pay Period Amount:   
*Amount to deduct from each paycheck*

Initial Balance:  *Updated by Patient Accounts*  
*Starting payroll deduction balance*

[Back to Account List](#)



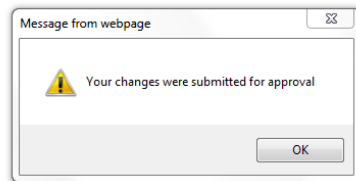
Work Phone Number: 217-326-9999      Email Address: [Snow.White@carle.com](mailto:Snow.White@carle.com)

[Add Account](#)

<u>Medical Bill</u>	<u>Medical Record #</u>	<u>Guarantor Name</u>	<u>Pay Period Amount</u>	<u>Initial Deduction Balance</u>	<u>Current Deduction Balance</u>	-
Consolidated Statement	0000000	Snow White	25.00	TBD	TBD	<a href="#">Edit</a>

**NEW PAYROLL DEDUCTION PROCESS:** Effective 9/23/16, payroll deductions require the Medical Record Number found on page one of your statement. Only one payroll deduction is required for the total balance due on your statement. For further information, please click the HELP GUIDE located above.

**Please Note:** The changes in red are currently awaiting approval by Patient Accounts. The changes in red will not be applied to your paycheck until they have been approved by Patient Accounts and entered by Payroll.



To add additional statements, click **Add Account**.

Please verify that your Work Phone Number and Email Address are correct. If not, please update that information in Lawson.

Once your payroll deduction request has been submitted, it will be reviewed for approval. If your request is unable to be approved, we will contact you for further discussion. Once approved, you will receive an email confirmation.

 Payroll Deduction FAQ's

## PAYROLL DEDUCTION FAQ'S

### **What number do I enter in Lawson to request a payroll deduction on my medical bill?**

Enter the Medical Record Number that is located on page 1 of your statement.

### **Do I need a separate payroll deduction for each entity (CFH, CPG, HRHC)?**

No, only one payroll deduction is required.

### **Do I need to request a separate payroll deduction for each statement I receive?**

No. Each pay period your payroll deduction will be applied to the balance on your most recent statement.

### **Can I request payroll deductions on my spouse or adult child's statement?**

Yes. A separate payroll deduction request is required for each guarantor's statement.

### **What amount do I enter in the pay period amount?**

The minimum pay period amount required is 5% of the total balance due on your most recent statement. Example: If the total balance due on your most recent statement is \$500.00, your pay period amount should be \$25.00.

### **What if I can't pay the minimum pay period amount required?**

Please contact Self Pay Receivables Management at 326-8322, Sheri Sage at 326-8340 or Irma Shipman at 326-8341.

### **What is the difference between the Initial Deduction Balance and the Current Deduction Balance?**

The Initial Deduction Balance is the total amount that will be deducted from your paycheck.

The Current Deduction Balance is the balance left remaining to be deducted.

### **Why is the Current Deduction Balance different than the balance on my last statement?**

If new balances are added to your statement after your payroll deduction was approved, those balances are not automatically added into Lawson. It is the responsibility of the employee to manage their payroll deductions in Lawson.

### **How do I update the balance in Lawson to match the balance on my most recent statement?**

1. Click the EDIT hyperlink
2. Re-enter a sufficient pay period amount
3. Click Submit Changes for Approval

A new payroll deduction request will be submitted and reviewed for approval.

### **Will I be notified when my payroll deduction request is approved?**

Yes. An email will be sent from [Lawson@Carle.com](mailto:Lawson@Carle.com) notifying you that your medical bill payroll deduction request was approved.

### **Will I be notified when my Current Deduction balance reaches zero?**

Yes. An email will be sent from [Lawson.Notification@carle.com](mailto:Lawson.Notification@carle.com) notifying you that your medical bill payroll deduction has reached a zero balance and has been closed.