At the www.dmc.org webpage, point your cursor to **STAFF RESOURCES** and click your left mouse button.
From the staff resources page, point your cursor to **Remote Access to Citrix**, and click your left mouse button.
At the Citrix Desktop Login page, enter your **User name** (your Network ID) and your **Password**, then point your cursor to the **LogIn** button, and click your left mouse button.

**Note:** If you experience difficulty logging in to your DMC Citrix Desktop, please contact the ISD Help Desk at 313-966-2400.
At your Citrix Desktop, point your cursor to **Application Links**, and double-click your left mouse button.
At the Application Links Page, left double-click on **Lawson Employee Self Service**.
At the Lawson Employee Self Service Log-In Page, enter your User Name and Password. This will be your NT User Name and Password. (The same User Name and Password that you use to log in to Citrix) Left click on the **Login** button.
At the Lawson Home Page, left click on **Employee Self-Service.**
VIEWING/PRINTING YOUR PAY STUBS and REVIEWING TAX WITHHOLDING INFORMATION
New options, Pay and Personal Information, now appear under Employee Self Service. Left clicking on Pay will allow you to access Pay history and Tax Withholding information. Left clicking on Personal Information will allow you to view benefit time accrual bank balances. Left click on Pay.
Two new options, **Pay Checks** and **Tax Withholding**, now appear. Left click on **Pay Checks**.
You will be presented with your payment history. Click on the link to any of these payments, to view the detailed information.
You are now presented with detailed information regarding wages, taxes and deductions. The Summary section will also provide you with direct deposit information relating to this payment. Clicking on the **Printable Pay Stub** link will give you the opportunity to print a copy of your pay stub. If you choose to print your stub, please be sure to remove it from the designated printer immediately.
From this screen, you can left click on **File**, and then choose **Print**. Retrieve your printed stub from the printer immediately.
Left click on **Tax Withholding** to view your current information. Changes to any of the information will need to be made by submitting a new tax form which can be found on the Payroll website. A link to the website is provided in the Related Links area.
VIEWING YOUR BENEFIT TIME ACCRUAL BANKS
Left clicking on **Personal Information** at this screen will allow you to view your benefit time accrual banks.
A new option, *Leave Balances*, now appears. Left click on *Leave Balances*.
Each different tab on the screen will provide details regarding each of your benefit time accrual banks.
To exit Employee Self Service, left click on [logout]