

Paystub information for Wellforce employees

Information within Document

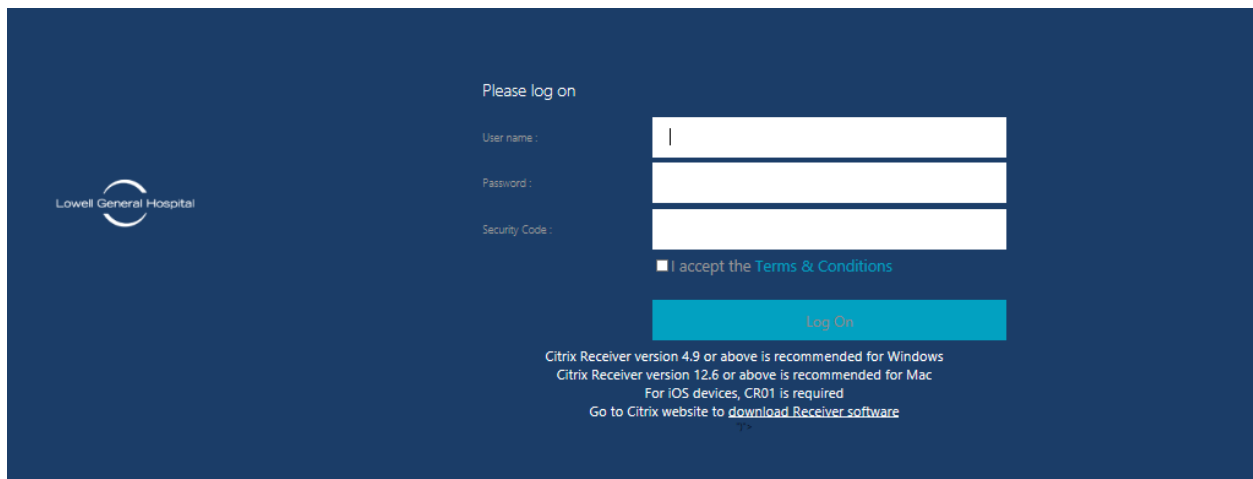
- * Logging into Circle Citrix
- * Viewing Paystubs
- * Adding Bookmarks

Logging into Circle Citrix

Logging in to see your Wellforce paystubs. There are two links, one if you are Circle Network and one if not connected to Circle.

Internal: <https://citrix.lowellgeneral.org>

External: <https://remote.lowellgeneral.org>



Please log on

User name :

Password :

Security Code :

I accept the [Terms & Conditions](#)

[Log On](#)

Citrix Receiver version 4.9 or above is recommended for Windows
Citrix Receiver version 12.6 or above is recommended for Mac
For iOS devices, CR01 is required
Go to Citrix website to [download Receiver software](#)

If this is the first time logging into Circle and have not registered for their Citrix then you need to follow the below to obtain the VPN access.

The security code is the 2-factor authentication code. User will need to register VIP via the instructions here.

<https://www.lowellgeneral.org/about-us/staff-access/lowell-general-hospital-remote-access-emr/cerner/remotearchive>

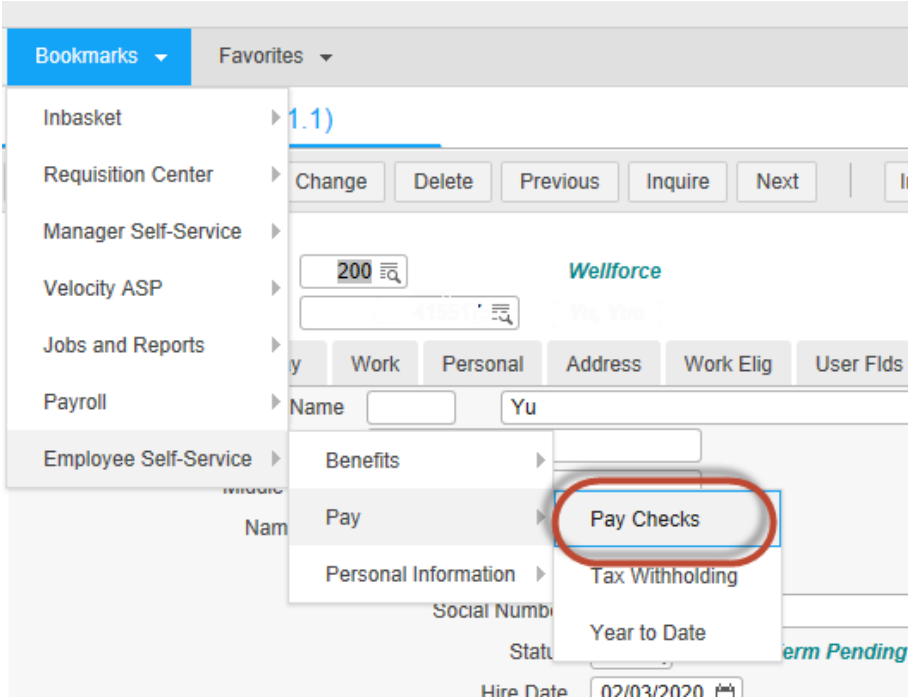
For issues or needing help, please reach out to our helpdesk at 978.937.6445.

Once you are successfully gained access you will need copy below link into Google Chrome if Lawson automatically opens in Internet explorer. When logging in it will ask you to save bookmarks. Click yes.

<https://esspc.c12c.velocity.cloud/>

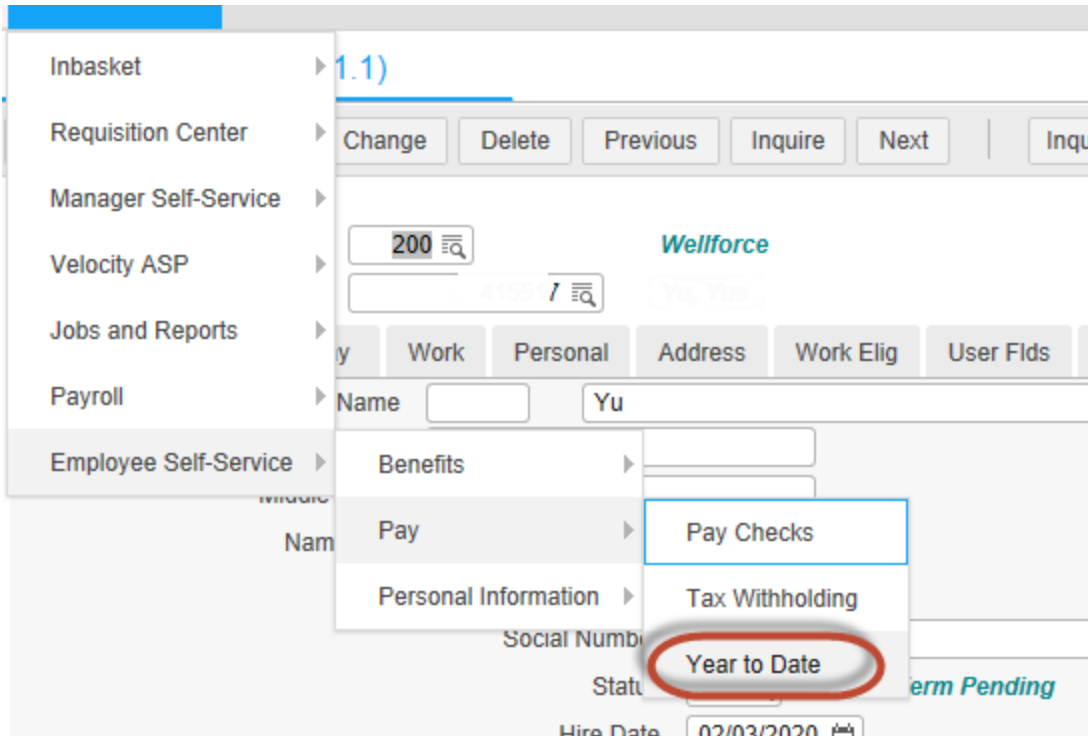
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Viewing Paystubs



Or

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Choose year you want

Year to Date

Years

Required fields are indicated.

Select a year.*

2020
2019

Then Click Payment Details

Year to Date

Year to Date

Years

*Required fields are indicated.

Select a year.*

[Payment Details](#)

2020 - View payment details for year

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Then choose paystub

*Required fields are indicated.

Select a year.*

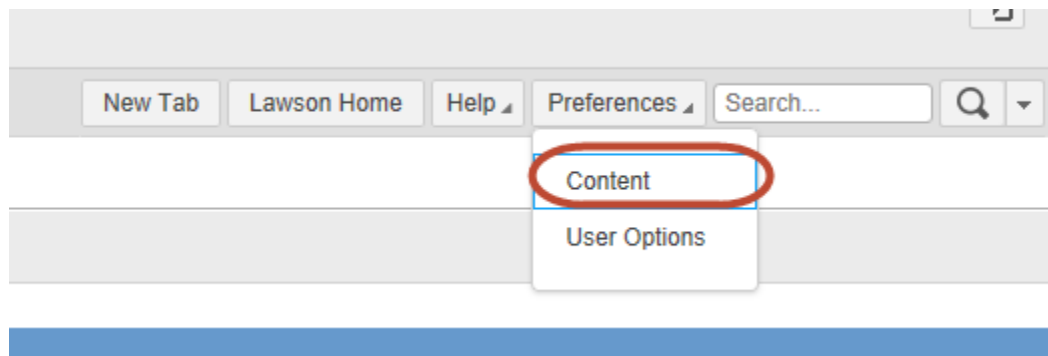
Payments

| Date |
|----------------------------|
| 05/08/2020 |
| 04/24/2020 |
| 04/10/2020 |

Adding Bookmarks

Next page shows you how to add Bookmarks if you do not see.

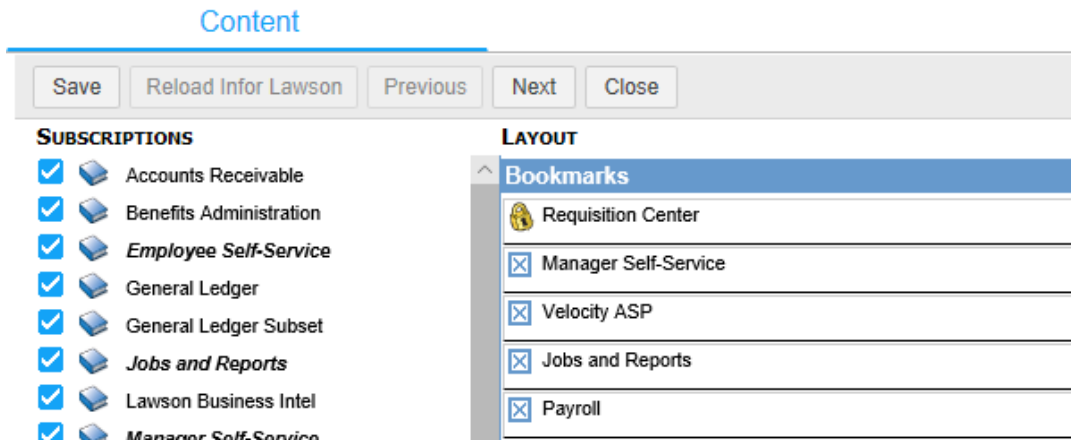
Go to the upper left corner and click on Preferences/Content



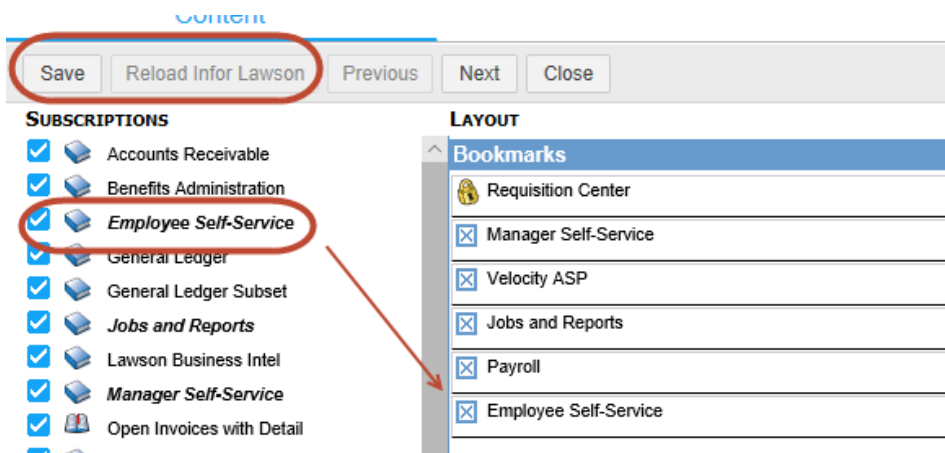
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If you do not see Employee Self Service on the right you will highlight Employee Self Service on left and drag over to right. And then click Save and Reload

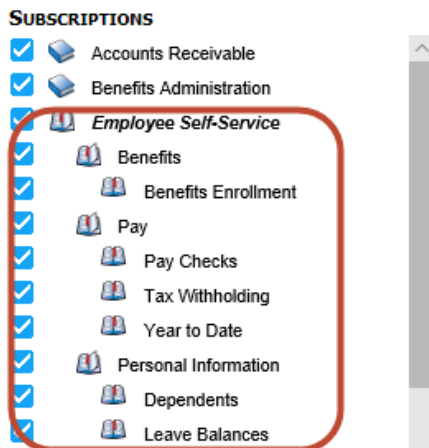
Before



After



If still do not see everything go back in and check to make sure all Employee Self-Service tools have checks



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