my>HR | **infor** | **ESS**
my>HR Employee Self-Service

View Pay Check Data   Quick Reference Guide

1. Log in to infor

a. Start your web browser by clicking **Start, Programs**, **Microsoft Edge.**

b. From the Munson intranet home page using a Munson network connected computer, click the SharePoint Home page

(https://sharepoint16.mhc.net/Pages/home.aspx).Then click and then click on the **my>HR icon**.

At this point, you should automatically be logged in to proceed.

c. **From home or *outside* the Munson network:** Enter web address: **http://www.munsonhealthcare.org,** press **Enter.** At the bottom right corner of the page click on For Employees button.

Then navigate to Quick Links and select my>HR Self-Service.

If the Citrix Access Gateway Plug-in is not installed and you do not have multi-factor authentication set up, please read the Log In from Home section and follow the guides listed (Accessing Employee Self-Service Remotely and Multi-Factor Authentication Guide for StoreFront). For technical assistance, please contact the Help Desk at (231) 935-6053. After completing the installations find the **my>HR_SelfService link**, click it and with your network ID, you should automatically be logged in.
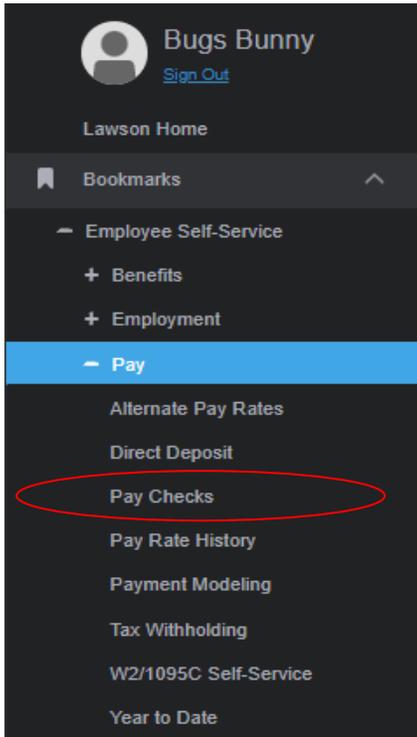
2. Navigation

a. To reveal or remove the left-side menu bar containing your Bookmarks and Sub Menus, simply click the three-line Menu ellipse in the upper left corner. When you want to navigate via the Menu Bar, click once. Or if you want to remove the menu bar for full screen mode, click again.

b. Click **Bookmarks**, then click on **Employee Self-Service** to expand menus. Click on **Pay** and then click on **Pay Checks**.
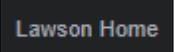
c. Sub menu items are expanded by clicking the + sign and they are hidden by clicking the – sign next to major menu categories.

d. Be sure to use links on the scrollable menu (left side) to select specific pages or use functional buttons like Continue or Previous to navigate on each page. WARNING -- DO NOT use the back and forward arrows on your browser to move between pages.

Application is not designed for browser arrow navigation.
If you accidentally click the back button, log out and log back in to refresh your session.

e. If you desire to start navigation fresh, click the **infor** (top left) logo or the Lawson Home link (upper left) to return to the Lawson home page.

f. If you ever need to exit, **click on the Sign Out icon in the upper-right corner.**
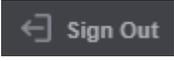
3. Viewing Pay Check Data

a. After clicking through **Bookmarks>>Employee Self-Service>>Pay>> Tax Withholding,** your Tax Withholding summary will appear.

b. A list of check dates with gross and net pay will appear. Click the date of the check you wish to view (example most recent).

Pay Checks

Payments

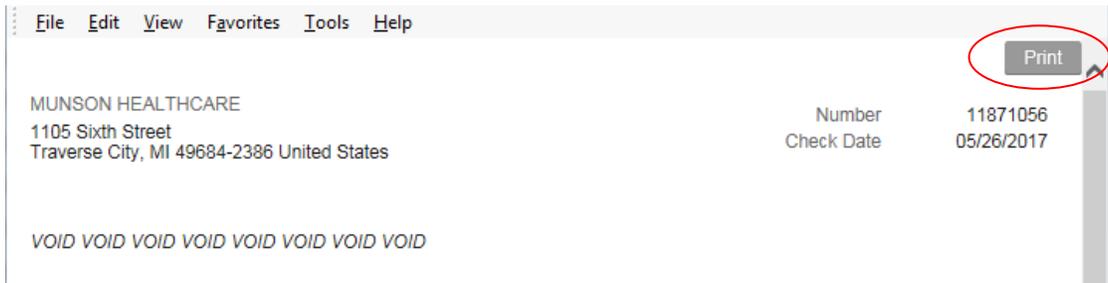| Date	Gross	Net
09/24/2021	3230.01	2226.16
09/10/2021	3230.01	2226.16
08/27/2021	3230.01	2226.17
08/13/2021	3230.01	2226.16
07/30/2021	3230.01	2226.16
07/16/2021	3230.01	2226.16

c. Check detail for the pay selected will appear.

d. In the **Summary** section of the screen, click on **Printable Pay Stub**

Summary

Printable Pay Stub

Check Number   1187105
Payment Date   05/26/201
Period End Date   05/20/201

e. A new window will open. Click on the **Print** button in the upper right corner of the window.

File   Edit   View   Favorites   Tools   Help

Print

MUNSON HEALTHCARE   Number   11871056
1105 Sixth Street   Check Date   05/26/2017
Traverse City, MI 49684-2386 United States

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f. **To exit the program, click on the Sign Out icon in the upper-right corner.**   ←] Sign Out