

## W-2 and 1095-C Self-Service


## 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**.

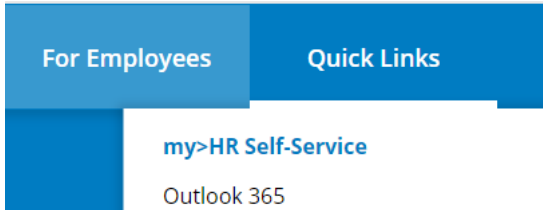


At this point, you should automatically be logged in to proceed.

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.

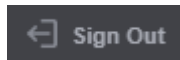
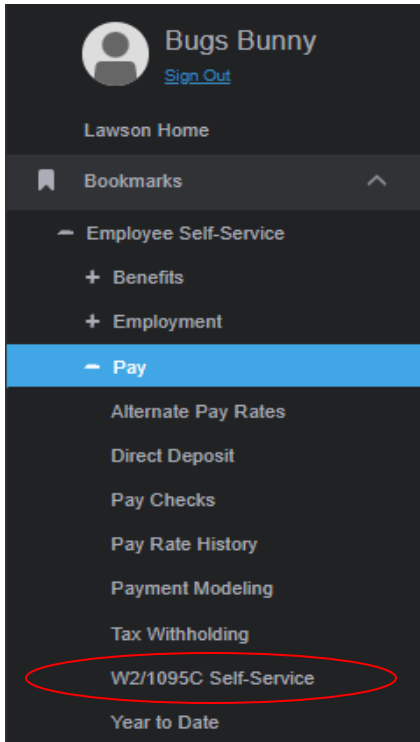


If the Citrix Access Gateway Plug-in is not installed and you do not have multi-factor authentication set up, please read the Log In from Home section and follow the guides listed ([Accessing Employee Self-Service Remotely](#) and [Multi-Factor Authentication Guide for StoreFront](#)). For technical 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. Click **Bookmarks**, then click on **Employee Self-Service** to expand menus. Click on **Pay** and then click on **W2/1095C Self Service**.

b. Sub menu items are expanded by clicking the + sign and they are hidden by clicking the – sign next to major menu categories.



c. To exit, click Sign Out icon in the upper-right corner.

### 3. Authorization and Delivery Settings

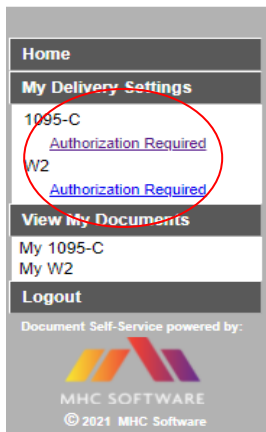
The IRS requires employee consent to distribute W-2 and 1095-C's electronically. Complete the following steps if you would like to receive your W-2 or 1095-C electronically. The authorization must be completed for each form, authorizing one will not authorize the other form. Please note, you will need to be connected to a printer to complete the authorization.

- a. From the **Employee Self-Service** menu, click **Pay**. Then click **W2 Self-Service**.
- b. You should automatically be logged in and see the **W2/1095C Self-Service Welcome** page will appear on your screen. Under the **My Delivery Settings** in the left menu, click on the **Authorization Required** link for the desired document.



Logout

## W2 and 1095C Self-Service



Welcome

**Welcome to W2/1095C Document Self-Service!**

**2020 W2s are available for active employees who have authorized electronic W2 delivery. You will receive a separate notice when your 2020 1095-C is available.**

Please note: Once your authorization is complete, it will remain in effect until revoked, carrying over from year to year. All W2s and 1095Cs will be available electronically or mailed by the dates required in federal regulations.

**To authorize your electronic documents:**

Under My Delivery Settings, select the form you wish to authorize and click on the [Authorization Required](#) link. This link will guide you through the process. Once you have completed the authorization, a green check mark and the word "Authorized" will appear under My Delivery Settings.

For guidance in greater detail, please refer to the QRG (Quick Reference Guide) found in the Employee Self-Service section of the intranet. To access from the Munson home page, click on the my-HR icon along the top menu bar and then select Employee Self-Service from the left side bar. Remaining questions may be directed to Payroll via email at [payroll@mhc.net](mailto:payroll@mhc.net) or by calling 935-7325.

**To view and print your documents:**

Under the "View My Documents" heading, click on "My W2" or "My 1095-C". Under the "View" heading, click on the magnifying glass icon for the year you wish to access.

**To revoke electronic authorization:**

Please refer to the QRG (Quick Reference Guide) found in the Employee Self-Service section of the intranet.

- c. The **Electronic Authorization** screen will appear. **You must successfully print a test page before you can agree.** Click the **Print Test** button.

**Electronic Authorization**

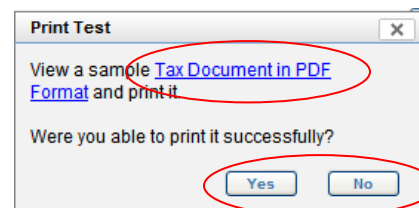
I wish to receive my W-2 electronically via Munson Healthcare's Self-Service website. I understand that I could receive my W-2 form as a printed document at no charge. I understand that I am responsible for printing my W-2 form. My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample W-2 successfully.

I understand that I may revoke my consent to receive my W-2 electronically within 30 days advance notice anytime through December 1<sup>st</sup> of the current year. Otherwise, my consent will carry forward from year to year.

W-2s will be available no later than January 31<sup>st</sup> and I will be notified via email when my W-2 is available online. Once published to Self-Service, my W-2 will be available for reprint, except during times when the system is locked for the publishing of new W-2s.

You must successfully print a test page before you agree. **Print Test**

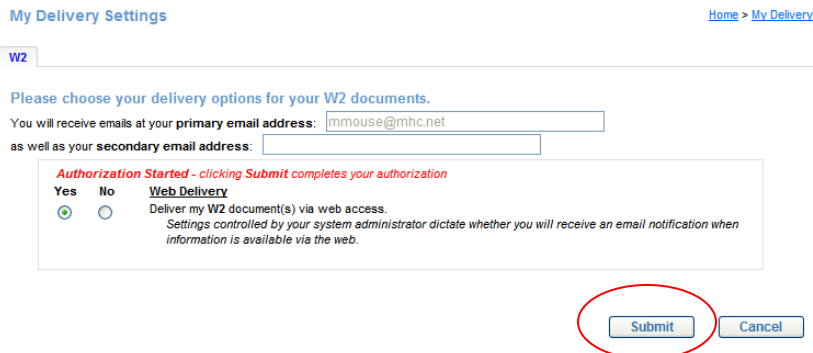
- d. The **Print Test** pop-up message will appear. Click on the **Tax Document in Format** link. This will generate a sample form on your screen. Try printing sample document to your desired printer. If the document prints successfully, click **Yes**. If the document did not print successfully, click **No** attempt printing again until the document does print successfully.



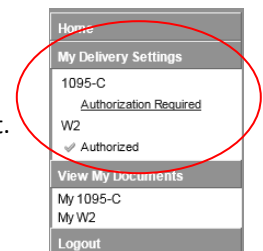
PDF this and

- e. After clicking Yes, you'll notice an **I Agree** button is now viewable on the screen. Read the verbiage of the message and then click the **I Agree** button to authorize the electronic delivery of the document.

- f. The **My Delivery Settings** screen will appear. If you have a work e-mail, it will auto-populate in the primary email address field. If you do not have a work email, enter your desired address in the primary email address field. If you would also like your electronic document sent to an additional e-mail, enter that address in the **secondary email address** field. To complete your electronic authorization, click **Submit**.



- g. After clicking Submit, notice the **My Delivery Settings** is updated to **Authorized** for the document.
- h. **Follow these same steps to authorize electronic delivery of all desired documents.**

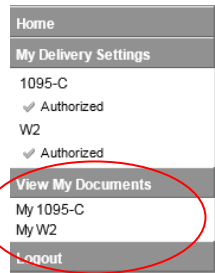



- i. To exit the program, click [logout] in the upper-right corner. **[logout]**

## 4. Viewing and Printing

When the W-2 and 1095-C's are available electronically, notices will be sent to the email addresses listed on the delivery setting.

- a. To view or print a document, click on the Employee Self-Service **Pay** menu. Then click **W2/1095C Self-Service**.



- b. The **W2/1095C Self-Service window** will appear on your screen. Under the **View My Documents**, click on the desired document.
- c. The **My Documents** screen will appear. Click on the  to view or print your desired document. The document will appear on your screen. Follow the printing instructions noted on the document.



**My W2 Documents**

Please click the View icon to see your W-2 and/or W-2c. Your document will display in a different window.

 [Delivery Options](#)

Filter By Year:

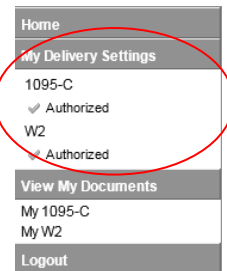
Tax Year	Doc Type	View
2013	W-2	

- d. Delivery options can be viewed and/or updated by clicking  [Delivery Options](#). Enter the desired update to the secondary email address field, then click **Submit**.
- e. Follow these same steps to view/print other desired documents.
- f. To exit the program, click [logout] in the upper-right corner. 

## 5. Revocation of Consent

If you wish to discontinue the receipt of an electronic document, complete the following steps to revoke your consent.

- a. Click the Employee Self-Service **Pay** menu. Then click **W2/1095C Self-Service**.
- b. The **W2/1095C Self-Service window** will appear on your screen. Under the **My Delivery Settings**, click on the desired document.
- c. The **My Delivery Settings** screen will appear. Select **No** to stop the electronic delivery. Then click **Submit**.



1095-C | W2

Please choose your delivery options for your W2 documents.

Yes	No	<b>Web Delivery</b> Deliver my W2 document(s) via web access.
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Yes  No

- d. After clicking Submit, notice the **My Delivery Settings** for the document is updated to **Authorization Required**.
- e. **Follow these same steps to revoke consent for all desired documents.**
- f. To exit the program, click [logout] in the upper-right corner. 