LAWSON ESS

my>HR Employee Self-Service

W2 Self-Service Quick Reference Guide

1. Log in to Lawson

a. Start your web browser by clicking **Start, Programs**, **Internet Explorer.**

b. **From home or *outside* the Munson network:** Enter web address: **http://www.munsonhealthcare.org**, press **Enter.** Click **For Employees>>myHR>>Employee Self-Service>>LOGIN link**. If the Citrix Access Gateway Plug-in is not installed, click **Download>>Run>>Run>>Install>>Finish.** On the black Welcome page enter **your network log in ID, network password** and click **Log On. If** you see a **my>HR_SelfService link**, click it.

c. From the Munson home page, click on the my>HR  and then click on the **my>HR icon**.

d. User Name = **your network ID**
Password = **your network password**
Click the **Login** button.

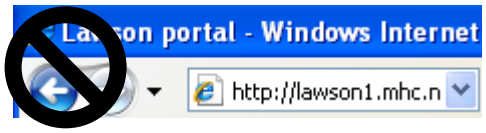
2. Navigation

a. Click **Employee Self-Service** a few times to expand and collapse the menu**.**

b. Menu items with a small arrow on the right contain another menu. Click **Pay**. Click **Parent Menu** to return to the previous menu.

c. Click the **my>HR** logo to return to the Lawson home page.

d. DO NOT click the back and forward buttons on your browser to move between pages.



Don't do it! You'll be sorry!
If you accidentally click the back button, log out and log back in.

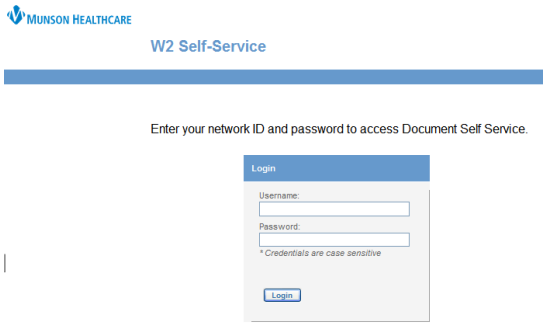
e. To exit, click [logout] in the upper-right corner.

3. Authorization and Delivery Settings

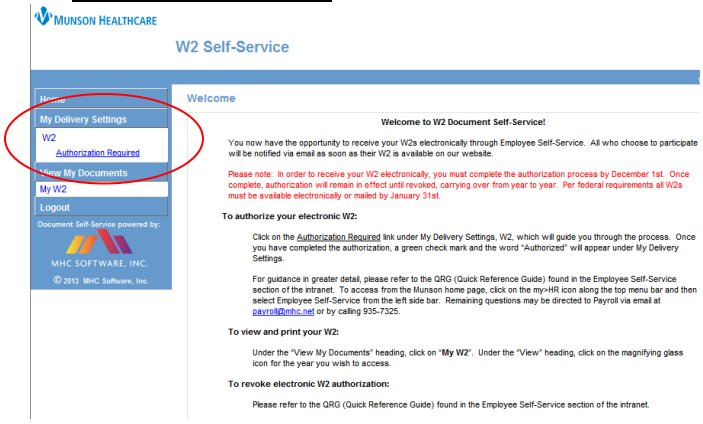
The IRS requires employee consent to distribute W-2's electronically. Complete the following steps if you would like to receive your W-2 electronically. Please note, you will need to be connected to a printer to complete the authorization.

a. From the **Employee Self-Service** menu, click **Pay**. Then click **W2 Self-Service**.

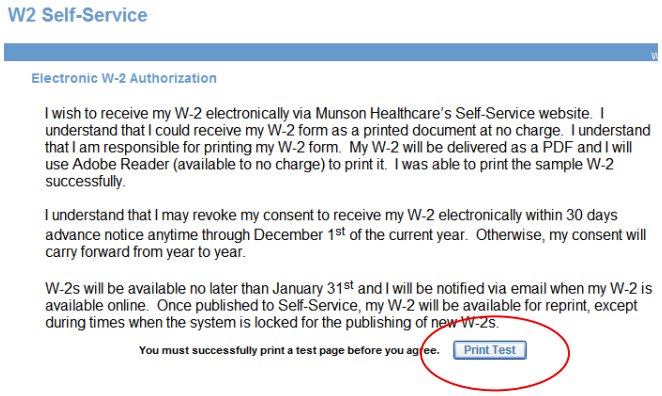
b. If you receive the W2 Self-Service log-in page, enter your **network user id** and **password**.



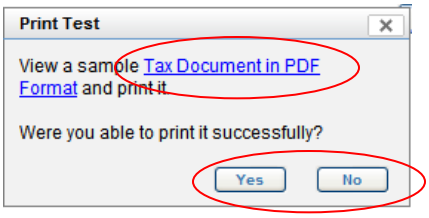
c. The W2 Self-Service Welcome page will appear on your screen. Under the **My Delivery Settings** in the left menu, click on the **Authorization Required** link.



d. The Electronic W-2 Authorization screen will appear. **You must successfully print a test page before you can agree.** Click the **Print Test** button.



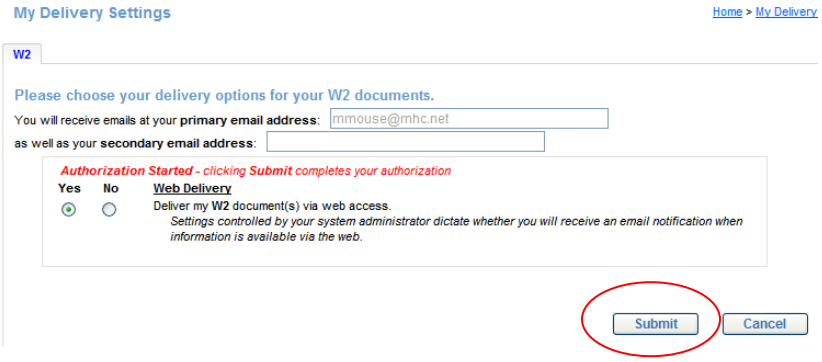
e. The Print Test pop-up message will appear. Click on the **Tax Document in PDF Format** link. This will generate a sample W-2 form on your screen. Try printing this sample document to your desired printer. If the document prints successfully, click **Yes**. If the document did not print successfully, click **No** and attempt printing again until the document does print successfully.



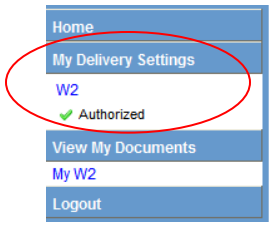
f. After clicking Yes, you'll notice an 

button is now viewable on the screen. Read the verbiage of the message and then click the **I Agree** button to authorize the electronic W-2 delivery.

g. 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 W-2 sent to an additional e-mail, enter that address in the **secondary email address** field. To complete your electronic W-2 authorization, click **Submit**.



h. After clicking Submit, notice the W2 My Delivery Settings is updated to **Authorized**.



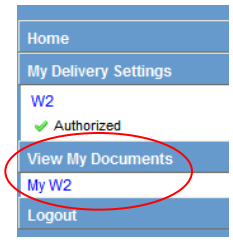
i. To exit the program, click [logout] in the upper-right corner. [logout]

4. Viewing and Printing W-2's

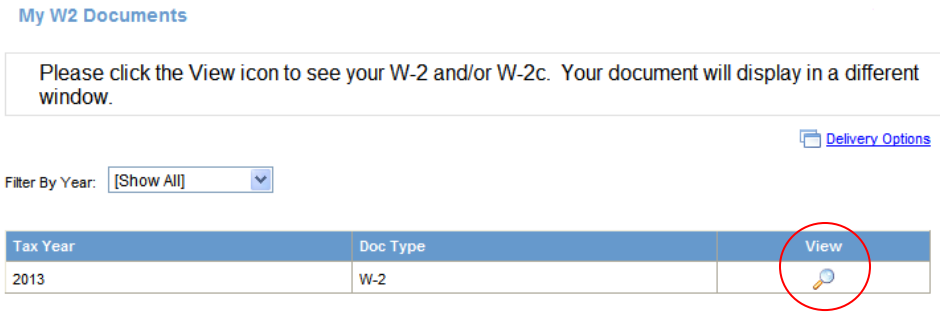
When the W-2s are available electronically, email notices will be sent to the email addresses listed on the delivery setting.

a. To view or print a W-2, click on the Employee Self-Service **Pay** menu. Then click **W2 Self-Service**.

b. The W2 Self-Service window will appear on your screen. Click **My W2** under the View My Documents heading.



c. The My W2 Documents screen will appear. Click on the to view or print your desired W-2. The W-2 document will appear on your screen. Follow the printing instructions noted on the document.



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.**

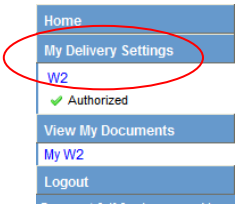
e. To exit the program, click [logout] in the upper-right corner. [logout]

5. Revocation of Consent

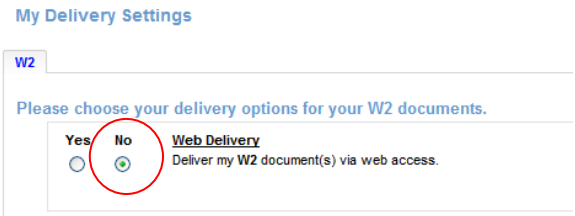
If you wish to discontinue the receipt of an electronic W-2, complete the following steps to revoke your consent.

a. Click the Employee Self-Service **Pay** menu. Then click **W2 Self-Service**.

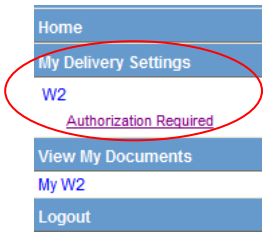
b. The W2 Self-Service window will appear on your screen. Click **W2** under the My Delivery Settings.



c. The My Delivery Settings screen will appear. Select **No** to stop the electronic W-2 delivery. Then click **Submit**.



d. After clicking Submit, notice the W2 My Delivery Settings is updated to **Authorization Required**.



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