



W2 Self-Service

Quick Reference Guide

1. Log in to Lawson

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



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

LAWSON

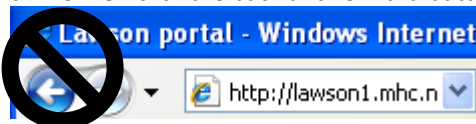
- User Name = **your network ID**
Password = **your network password**
Click the **Login** button.

User Name:
Password:

2.

Navigation

- Click **Employee Self-Service** a few times to expand and collapse the menu.
- Menu items with a small arrow on the right contain another menu. Click **Pay**. Click **Parent Menu** to return to the previous menu.
- Click the **my>HR** logo to return to the Lawson home page.
- 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.



- 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.

- From the **Employee Self-Service** menu, click **Pay**. Then click **W2 Self-Service**.
- If you receive the W2 Self-Service log-in page, enter your **network user id** and **password**.

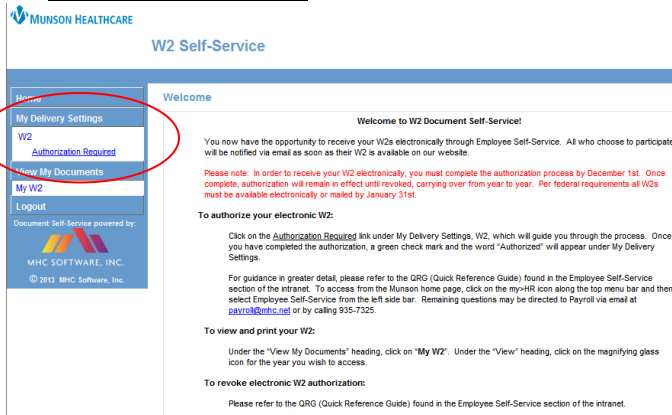


W2 Self-Service

Enter your network ID and password to access Document Self Service.

Login
Username:
Password:
* Credentials are case sensitive

- 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.

W2 Self-Service

Electronic W-2 Authorization

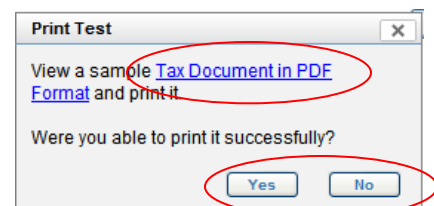
I wish to receive my W-2 electronically via Munson Healthcare's Self-Service website. I understand that I could receive my W-2 form as a printed document at no charge. I understand that I am responsible for printing my W-2 form. My W-2 will be delivered as a PDF and I will use Adobe Reader (available to 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 1st of the current year. Otherwise, my consent will carry forward from year to year.

W-2s will be available no later than January 31st 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**

- 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 **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 W-2 delivery.

I Agree

- 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**.

My Delivery Settings [Home > My Delivery](#)

W2

Please choose your delivery options for your W2 documents.

You will receive emails at your **primary email address**:


as well as your **secondary email address**:

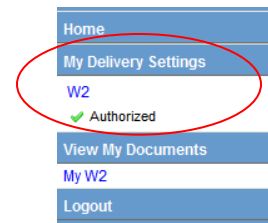
Authorization Started - clicking Submit completes your authorization

Yes	No	Web Delivery
<input checked="" type="radio"/>	<input type="radio"/>	<p>Deliver my W2 document(s) via web access.</p> <p>Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.</p>

Submit **Cancel**

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. 




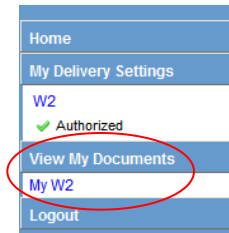
4. Viewing and Printing W-2's

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.




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

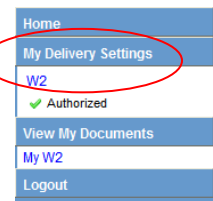
5. Revocation of Consent

If you wish to discontinue the receipt of an electronic 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**.



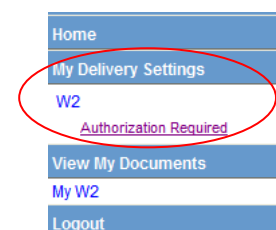
My Delivery Settings

W2

Please choose your delivery options for your W2 documents.

Yes ☐ No ☒ **Web Delivery**
Deliver my W2 document(s) via web access.

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. 