CITY OF LYNN – EMPLOYEE SELF SERVICE INSTRUCTIONS

Employee Self Service is a secure web portal that allows employees to access and update some of their personal information through internet access. Employees can view payroll information such as paycheck history, W2 information and W-4 election details.

Employee Self Service can be accessed directly from the City Web site www.lynnma.gov. The Employee Self Service link is available under the City Hall drop down on the City Website or under City Departments > Personnel. Once in there Click on the "Employee Self Service Website" link.

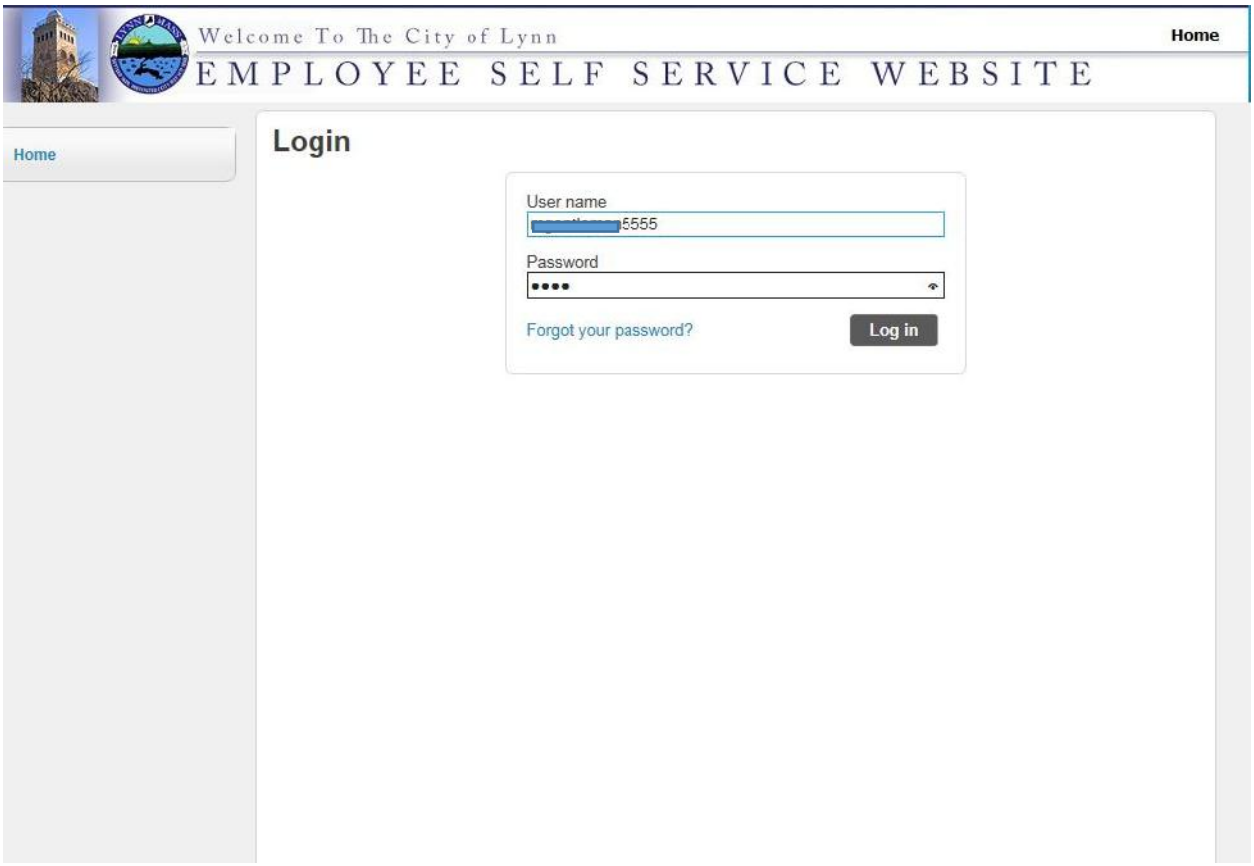
The following page will open. Click on Log In and a User Name and Password box will open.

Your User name is your first initial of your first name, your last name and last 4 digits of your Social Security Number. Example: jsmith5555

Example: [Firstinitial][LastName][SSN] = jsmith1234

Password is the last 4 of your Social Security Number initially, you will be prompted to change your password. Keep this password – there is no expiration on this password so you'll be able to keep it.

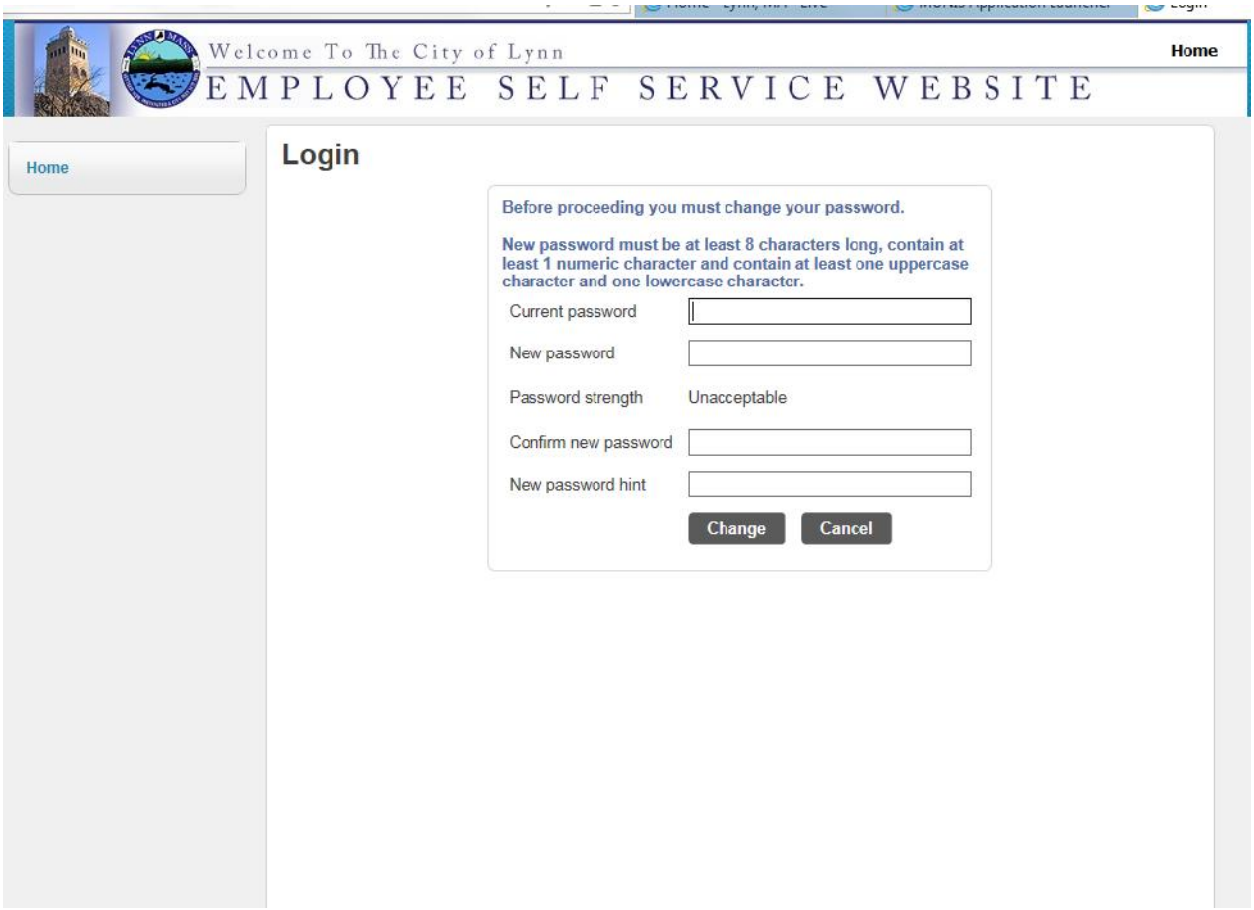
Your new password needs to be at least 8 characters long with one Capital letter and one number.

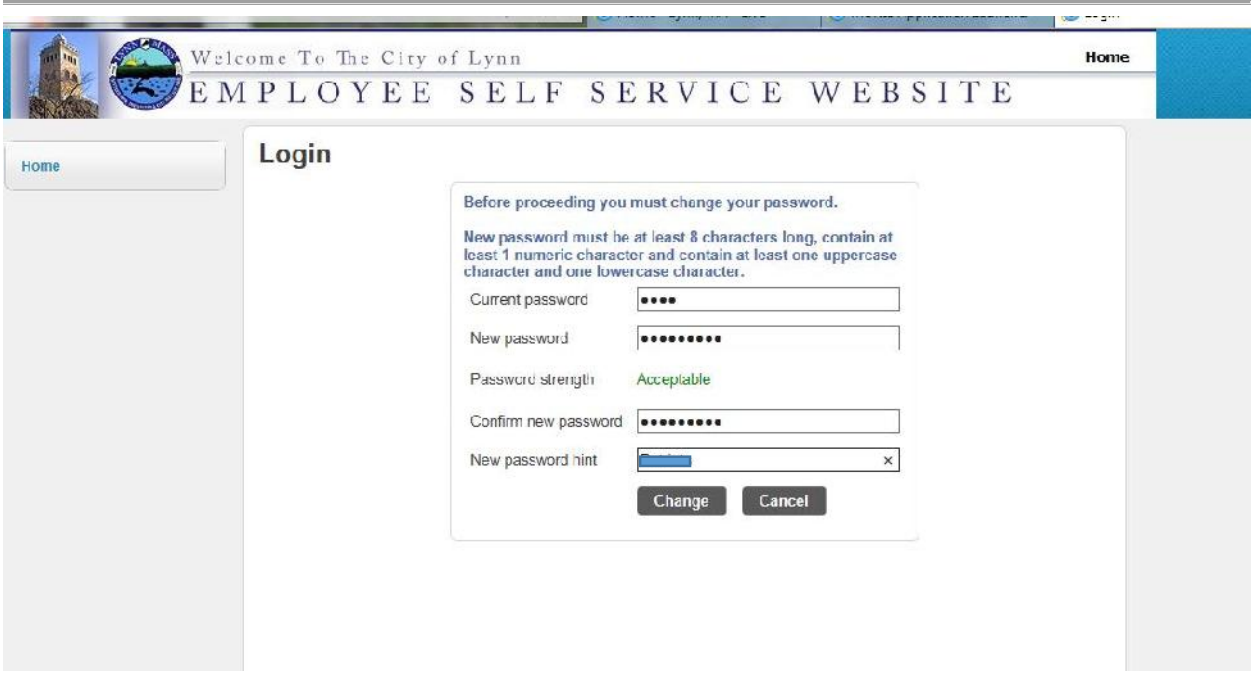


Enter your user name and initial password (last 4 of your SSN) and click on Log in.

You will then be prompted with the screen below to change your password.

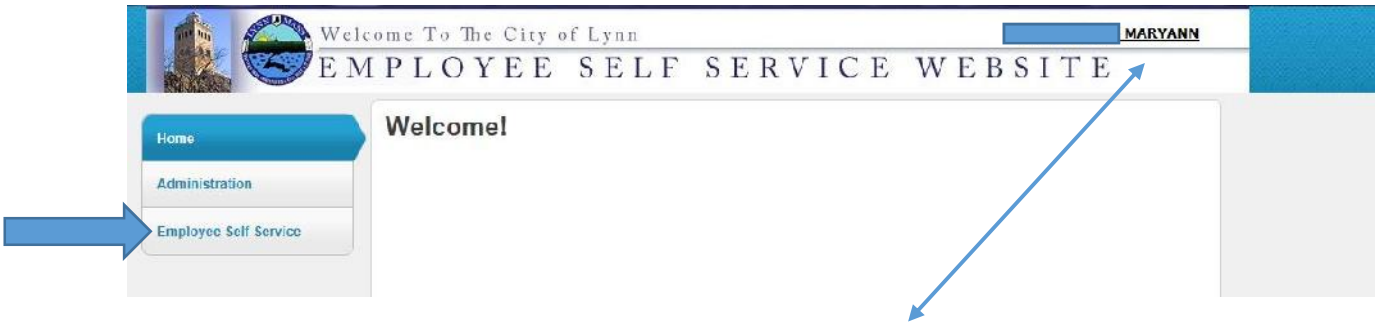
Your new password needs to be at least 8 characters long, contain at least 1 number and contain at least one uppercase character and one lowercase character.





Note that a password hint is required to be filled out in case you forget your password it will be emailed to you.

Click on Employee Self Service to see a summary page with various details.



PLEASE NOTE: IF YOU HAVE MORE THAN ONE EMPLOYEE # WITH THE CITY OF LYNN, THERE WILL BE A DROP DOWN UNDER YOUR NAME IN THE RIGHT HAND CORNER. YOU CAN SWITCH BACK AND FORTH. THIS HAPPENS WHEN YOU MAY HAVE A FULL TIME POSITION AND ALSO BE A COACH OR A POLL WORKER OR SOME OTHER PART TIME POSITION