

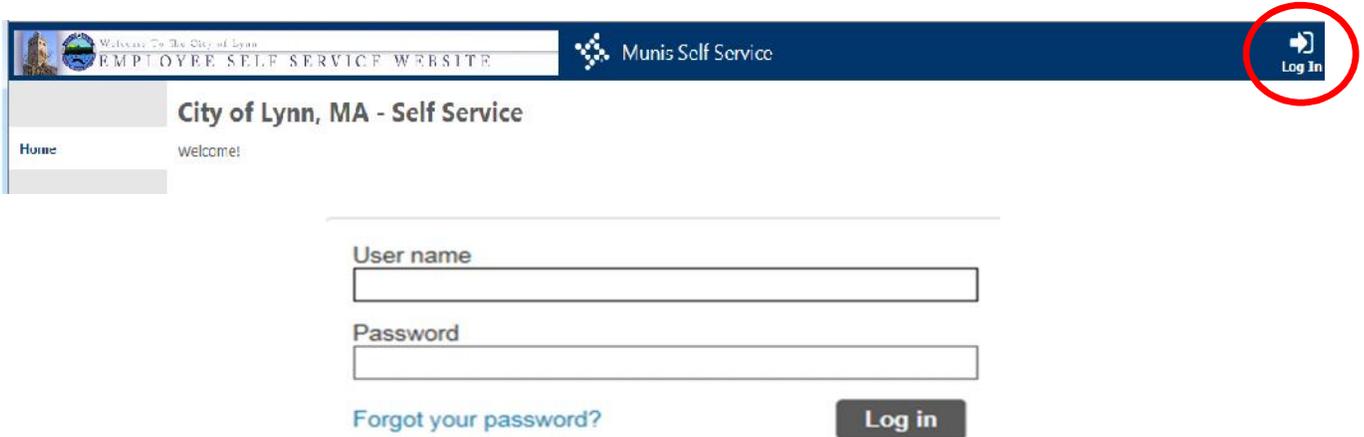
City of Lynn – Employee Self Service

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 link below:

<https://lynnma.munisselfservice.com/LogOffConfirmation.aspx>

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

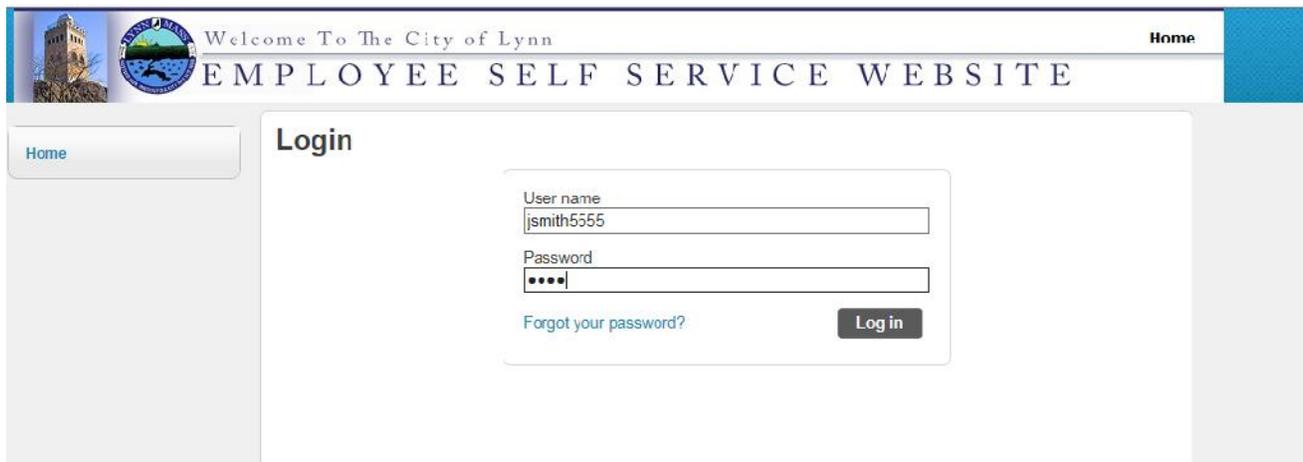


The screenshot shows the top navigation bar of the City of Lynn Employee Self Service website. The header includes the City of Lynn logo, the text "Welcome To The City of Lynn EMPLOYEE SELF SERVICE WEBSITE", and "Munis Self Service". A "Log In" button is circled in red in the top right corner. Below the header, the page title is "City of Lynn, MA - Self Service" and there is a "Home" link. The main content area contains a "User name" input field, a "Password" input field, a "Forgot your password?" link, and a "Log in" button.

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

Initially your password will be the last 4 of your Social Security Number. The first time you log on 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.



The screenshot shows the login form on the City of Lynn Employee Self Service website. The header includes the City of Lynn logo, the text "Welcome To The City of Lynn EMPLOYEE SELF SERVICE WEBSITE", and a "Home" link. The main content area contains a "Login" section with a "User name" input field containing "jsmith5555", a "Password" input field with masked characters, a "Forgot your password?" link, and a "Log in" button.

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

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

City of Lynn – Employee Self Service

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.

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Home

Login

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength: Unacceptable

Confirm new password

New password hint

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Home

Login

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

Password strength: Acceptable

Confirm new password

New password hint

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

Welcome To The City of Lynn
EMPLOYEE SELF SERVICE WEBSITE

Home

Login

Your password has been successfully changed.

City of Lynn – Employee Self Service

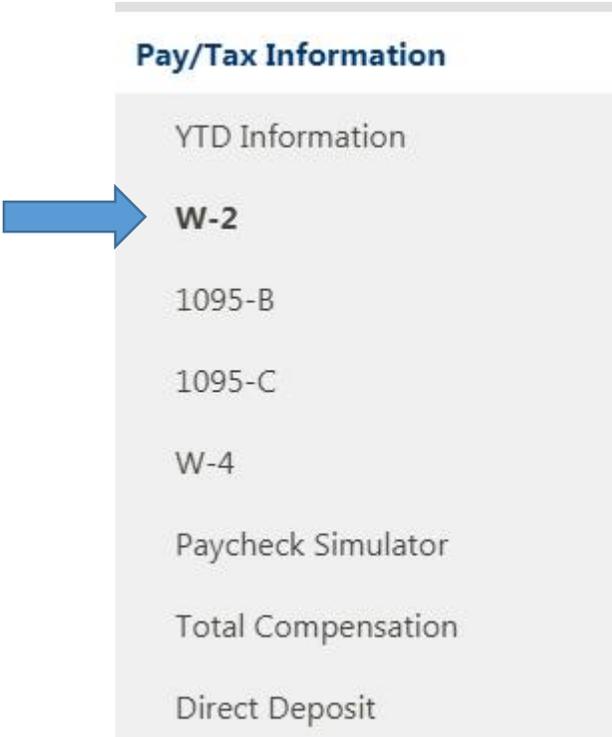
There are four sections to the Summary page: Announcements, Personal Information, Time off, and Paychecks.

There is a side bar menu that will bring you to different areas to either review or change allowed information.

In this example, we will take a look at the Pay/Tax information.

The screenshot displays the Employee Self Service portal interface. On the left is a vertical sidebar menu with the following items: Home, Employee Self Service (highlighted in blue with a blue arrow pointing to it), Certifications, Pay/Tax Information, Personal Information, and Time Off. The main content area is titled "Welcome to Employee Self Service" and contains four sections: Announcements, Personal information, Time off, and Paychecks. The "Time off" section features a horizontal bar chart comparing "Currently Available" and "Earned" time for various categories: VACATION (104.50 available, 185.00 earned), SICK (261.75 available, 284.75 earned), PERSONAL (10.55 available, 43.55 earned), FLOATING (0.20 available, 6.70 earned), and COMP TIME (0.00 available, 0.00 earned). Below the chart is a "Show time off taken" link and a calendar for the year 2016. The "Paychecks" section shows "Last Paycheck: 5/26/2016" and "Year to date" buttons, along with a list of "Previous paychecks" from 4/28/2016 to 5/26/2016, each with a "Details" link and a document icon. A "Tools" section includes links for "Paycheck simulator", "View last year's W2", and "Change your W4".

Once you click on Pay/Tax Information, please click on W-2.



Below is a screenshot of the top of the page. Please click on the link that says “View W-2 Image” (highlighted below)



This will generate a printable pdf of your 2019 W-2 form.