

LYNN PUBLIC SCHOOLS – 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 Lynn Public Schools Website www.lynnschools.org or directly at [Login \(munisselfservice.com\)](http://Login(munisselfservice.com)).

Once on the Lynn Public Schools website, click on RESOURCES, For Staff (last on the list) and it will bring you to the Staff and Teacher Resource Page.

The screenshot displays the Lynn Public Schools website interface. At the top, the navigation menu includes: HOME, DISTRICT, ON GOING NEWS, DEPARTMENTS, OUR SCHOOLS, RESOURCES, and CONTACT LPS. The 'RESOURCES' menu is expanded, showing options: Parents, Student Resources, District Resources, Staff Resources (highlighted), Community Resources, Early College Resources, and State Of The Schools. Below the navigation is a search bar with the text 'Search on our site'. The main content area shows the breadcrumb path: 'Lynn Public Schools » Resources » Staff Resources'. The 'Staff Resources' page features a left-hand sidebar with a dark blue background and white text, listing: Staff Resources (highlighted), Schoology, Staff Polices And Documents, ParaPro, Teachers Credit Union, and Title IX. The main content area is titled 'Staff Resources' and contains the following text: 'Use the links below to connect directly to the resource or log-in page listed. Use the Tabs on the left to view our website preparation documents and Staff Policies.' Below this is a section titled 'EMPLOYEE/STAFF LINKS AND LOG-INS' with the following links and icons: PowerSchool (PowerTeacher Pro: <https://lynnschools.powerschool.com/teachers/home.html>), PowerSchool (PowerSchool SIS: <https://lynnschools.powerschool.com/admin/home.html>), Lynn Public Schools (Schoology Resources For LPS Staff), Staff Email, Ready Sub, ELlevation Website, and Employee Self Service (highlighted in a yellow box).

Click on Employee Self Service and the following page will open.

Your username is your first initial of your first name, your last name, and last 4 digits of your social security number. **Example: Jsmith1234**

Your initial password will be the last 4 digits of your social security number. **Example: 1234**

The first time you log on, you will be prompted to change your password. Keep this password – there is no expiration on this password.

Click 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 at least one uppercase character and one lowercase character.

Your “current password” is the initial password – last 4 digits of your social security number.

You are required to enter a password hint to help you remember your password.

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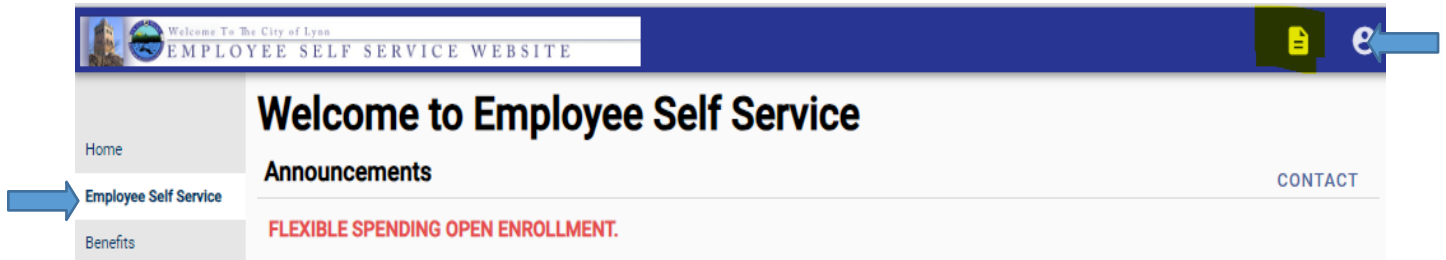
You will also be prompted to complete security questions once you change your password.

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

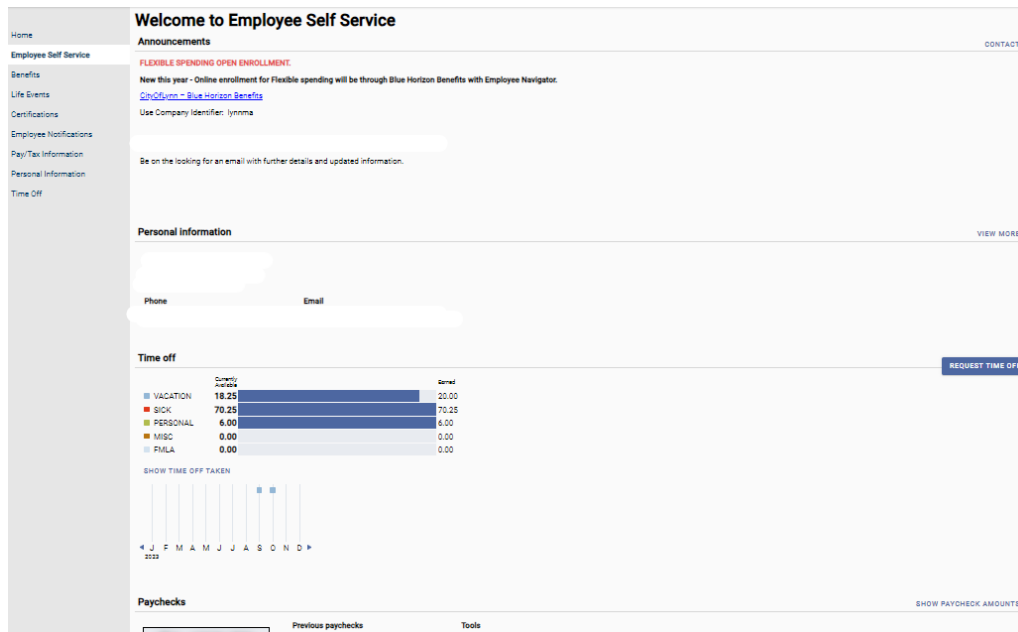


Once you choose Employee Self Service, in addition to being able to view your information, there are links that are available for you to access.

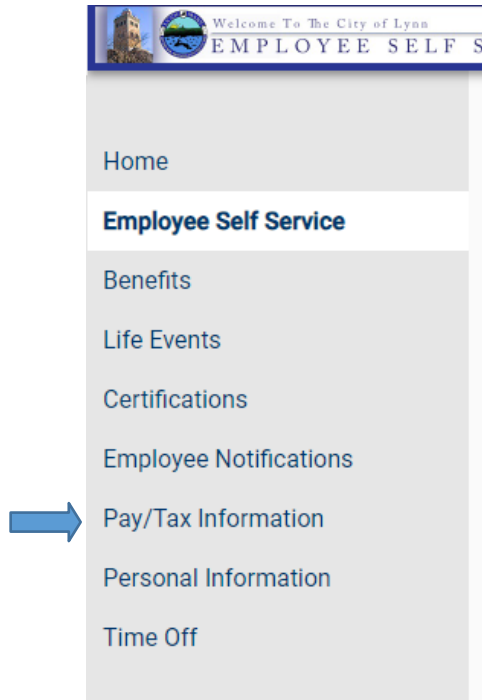
For example, you can get right to the Harvard Health Care site.



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



There is a side bar menu that will take you to different areas to either review or change allowed information. In this example, will look at the Pay/Tax information.



This screen will give you the ability to look at any payroll check issued to you. If you click on Detail next to the Net Pay you will see the details of that particular check.

Pay/Tax Information

Showing pay checks for the last 60 months

Check Date	Pay Period	Status	Gross Pay	Net Pay	
5/26/2016	5/15/2016 - 5/21/2016	Cleared	\$1,313.28	\$758.80	Details
5/19/2016	5/8/2016 - 5/14/2016	Cleared	\$1,313.28	\$758.79	Details
5/12/2016	5/1/2016 - 5/7/2016	Cleared	\$1,313.28	\$758.80	Details
5/5/2016	4/24/2016 - 4/30/2016	Cleared	\$1,313.28	\$758.80	Details
4/28/2016	4/17/2016 - 4/23/2016	Cleared	\$1,313.28	\$793.97	Details
4/21/2016	4/10/2016 - 4/16/2016	Cleared	\$1,313.28	\$778.80	Details
4/14/2016	4/3/2016 - 4/9/2016	Cleared	\$1,313.28	\$781.61	Details
4/7/2016	3/27/2016 - 4/2/2016	Cleared	\$1,313.28	\$785.86	Details
3/31/2016	3/20/2016 - 3/26/2016	Cleared	\$1,313.28	\$785.86	Details
3/24/2016	3/13/2016 - 3/19/2016	Cleared	\$1,313.28	\$785.86	Details
3/17/2016	3/6/2016 - 3/12/2016	Cleared	\$1,313.28	\$785.86	Details
3/10/2016	2/28/2016 - 3/5/2016	Cleared	\$1,313.28	\$785.86	Details
3/3/2016	2/21/2016 - 2/27/2016	Cleared	\$1,313.28	\$785.86	Details
2/25/2016	2/14/2016 - 2/20/2016	Cleared	\$1,313.28	\$785.85	Details

To view an actual copy of the check you will click on View Paycheck image.

Check Detail

[Return to pay/tax information](#)

[View paycheck image](#)

Overview	
Check Date	5/26/2016
Pay Period	5/15/2016 - 5/21/2016
Check Number	47212
Check Status	Cleared
Gross Pay	\$1,313.28
Net Pay	\$758.80

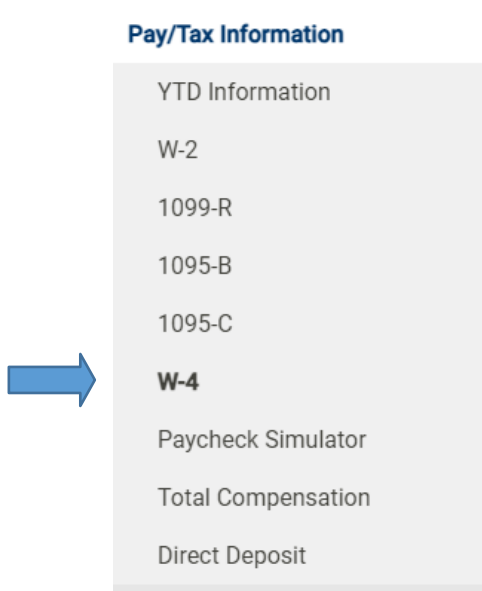
Pay Breakdown			
Pay Type	Hours	Rate	Amount
BASE PAY	27.00	\$39.20	\$1,058.46
FLOAT	6.50	\$39.20	\$254.82
Total			\$1,313.28

Deductions	
Deduction Type	Amount
MEDICARE	\$18.60
HLTH HMO-48	\$30.41
NAT 457-52	\$50.00
FED TAX	\$112.83
MA TAX	\$58.54
CITY PENSION	\$105.06
CITY PENS 2%	\$14.73
CITY LIFE-48	\$0.68
V LIFE B-48	\$10.63
LOC 261 DUES	\$8.00
MUN CRED UN	\$120.00
ADDL DIR DEP	\$25.00
DIR DEPOSIT	\$758.80
Total	\$554.48

Once you are finished looking at that payment you will click on Return to Pay/Tax Information in the bottom right corner.

DENTAL-38
FED TAX
MA TAX
CITY PENSION
CITY PENS 2%
CITY LIFE-38
V LIFE B-38
ADDL DIR DEP
DIR DEPOSIT
Total
RETURN TO PAY/TAX INFORMATION

Next, we will look at the W-4 option. Click on the W-4 option to see and/or edit your information.



To make changes, click on “EDIT FEDERAL” or “EDIT MASSACHUSETTS”

The image shows the "W-4 Information" form. It has two main sections: "FEDERAL" and "MASSACHUSETTS". Each section displays the following information: Marital status (SINGLE), Exemptions (0), and Additional amount (\$0.0000). Below each section are links for "EDIT FEDERAL" and "EDIT MASSACHUSETTS".

Make the necessary change, check the box for authorization and then click on Continue. These changes will take place within two weeks.

Home

Employee Self Service

Benefits

Life Events

Certifications

Employee Notifications

Pay/Tax Information

YTD Information

W-2

1099-R

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Personal Information

Time Off

W-4 Information

FEDERAL

2020 Form W-4 Employee Withholding Certificate

- Please allow **7 to 10 business days for any tax changes to reflect in your pay**
 - The 2020 Form W-4 is significantly different from previous years. Please see [Notice 1392](#).
 - If you are a nonresident alien, see [Notice 1392](#), Supplemental Form W-4.

Step 1:
Indicate your marital status

Single or Married Filing Separately

Step 2: Multiple Jobs or Spouse Works Do *only one* of the following.
(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding.
(b) Use the [Page 3](#) and enter the result in Step 4(c) below for roughly accurate withholding.
(c) If there are only two jobs total, you may check the box above.
Fill out Steps 3-4(b)

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

- Multiply the number of qualifying children under age 17 by \$2,000
- Multiply the number of other dependents by \$500

Add the amounts above and enter the total here:

0.00

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld from other income, enter the amount:

0.00

(b) Deductions. If you expect to claim deductions other than the standard deduction, enter the amount:

0.00

(c) Extra Withholding. Enter any additional tax you want withheld each pay period:

0.00

Exemption from Withholding:
 You may claim exemption from withholding from 2021 if you meet both of the following conditions:

- You had no federal income tax liability in the prior year, **and**
- You expect to have no federal income tax liability in the current year.

 To claim exemption from withholding, certify that you meet both of the conditions above.

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true and correct.
 (Enter your full name)

SUBMIT
CANCEL



Another option now available is the ability to change, add or delete your direct deposits.

Your Primary account would be where the balance of your check would go for 100% direct deposit. If you choose \$25.00 to go to an amount-based account and your check was \$525, the remaining \$500 would go to your Primary account.

Once the changes have been made you must check off the authorization box and click on Submit Changes. Please allow 1 week for changes to take effect. **CHANGES to existing deposits made by Thursday nights will take affect on the following paycheck. Changes made after Thursday will take affect the following week.**

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

ADD AN AMOUNT-BASED ACCOUNT

Bank	Bank		
Account number	Account number		
Account type	Account type		
Percentage	Amount		
EDIT	DELETE	EDIT	DELETE

I authorize the City of Lynn and my bank to automatically deposit my payroll check into my account(s) listed (this includes my authorization to correct entries made in error.) This authorization will remain in effect until I give notice to cancel it.

SUBMIT

To ADD a brand-new bank account, you would click on **Add An Amount-Based Account**

You must have your bank Routing Number which is located at the bottom of your check. If it is a savings account and you don't know the Routing Number, please inquire with your bank. There are banks, such as Bank of America, that have several different Routing Numbers.

If you are not comfortable ADDING new bank information for direct you are still able to do this with the payroll department.

Next choose the Account Type, Checking or Savings. Type in your Account number and then the dollar amount you want to go to that account. Click on OK. This NEW deposit will take up to two weeks to take affect.

By choosing Personal Information, you are able to update your Preferred Name, address, Form delivery options, phone #'s and Emergency Contacts. Please take the time to update/add your Emergency Contacts.

The screenshot shows a web interface for updating personal information. On the left is a vertical navigation menu with items: Home, Employee Self Service, Benefits, Life Events, Certifications, Employee Notifications, Pay/Tax Information, **Personal Information** (highlighted with a blue arrow), and Time Off. The main content area is titled 'Personal Information' and has several tabs: GENERAL (highlighted), DEMOGRAPHICS, CONTACT (highlighted), DEPENDENTS, BENEFICIARIES, and TAX DELIVERY OPTIONS (highlighted). The form contains the following fields and information:

- Name:** [Text input field]
- Preferred name:** [Text input field]
- Employee ID:** [Text input field]
- SSN:** [Text input field]
- Active status:** ACTIVE
- Personnel status:** FULL TIME PERMANENT
- Email address:** [Text input field] @lynnschools.org
- Alternate email address:** [Text input field] @lynnschools.org
- Primary location:** [Text input field]
- Check location:** [Text input field]
- Hire date:** [Text input field]
- Service date:** [Text input field]
- Original hire date:** [Text input field]
- Supervisor:** [Text input field]
- Supervisor email:** [Text input field]

At the bottom of the form are two buttons: **SAVE** and **CANCEL**.

By choosing Time Off you will get a view of what your time taken and available are. By clicking on any of the “taken” numbers you will see a calendar of the actual days taken.

- Home
- Employee Self Service
- Benefits
- Life Events
- Certifications
- Employee Notifications
- Pay/Tax Information
- Personal Information
- Time Off**
- My Requests
- Request Time Off

Time Off

Employee:

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VACATION (D)	0.00	20.00	0.75	1.00	18.25
SICK (D)	0.00	70.25	0.00	0	70.25
PERSONAL (D)	0.00	6.00	0.00	0	6.00
MISC (D)	0.00	0.00	0.00	0	0.00
FMLA (D)	0.00	0.00	0.00	0	0.00

H=Hours; D=Days.

Sample calendar view of time taken.

