

The Technology, Payroll and Human Resources teams are proud to announce our recent upgrade with Lawson Employee Self-Service where the employee may now view additional documents on file. As of **December 1, 2015**, the upgrade involves a new link: **“Employee Documents”** <https://empselfserv.d300.org/login.aspx>



The new **“Employee Documents”** link will replace the District links to “Paystubs – Doc Self Serv” and “W2s – Doc Self Serv” that were formally accessible within your individual Lawson Employee Self Service account and on the D300 Staff Links webpage (shown below):

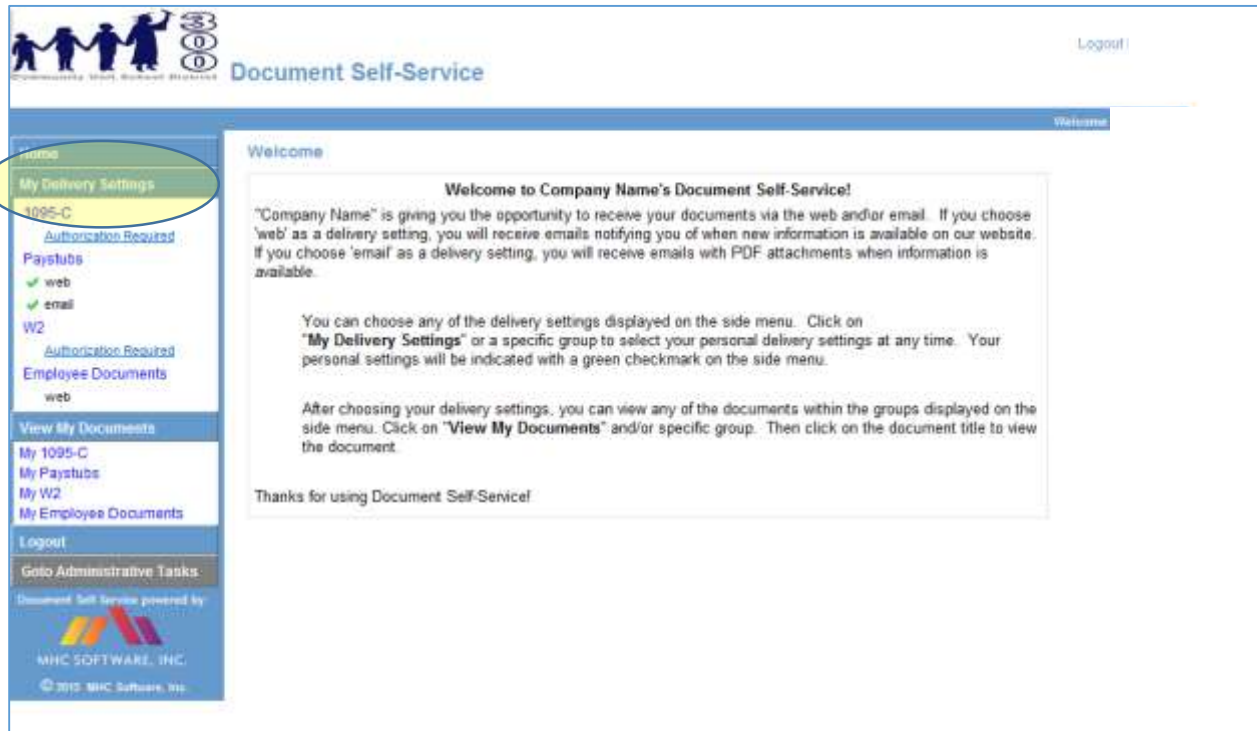


MY DELIVERY SETTINGS

We are asking that employees log in to the new site and make delivery selections by December 30, 2015, to ensure the electronic delivery of W2s & 1095-C. This only takes a few minutes and to do so:

Log in to Document Self Service, <https://empselfserv.d300.org/login.aspx> and select **My Delivery Settings**. You will need to select the delivery options for each group. If you had previously made selections for Paystubs and W2s, a green checkmark denotes current settings:

- **1095-C – A new IRS Form (This does not apply to substitutes, please follow paystubs and W2 instructions only.)**
- **Paystubs**
- **W2**
- Employee Documents - *No delivery setting needed. Employee must log in to view documents.*



The screenshot displays the 'Document Self-Service' web application. The top navigation bar includes a logo on the left and a 'Logout' link on the right. A blue header bar contains the text 'Welcome'. The left sidebar menu lists several options: 'Notice', 'My Delivery Settings' (highlighted with a green oval), '1095-C' (with a sub-link 'Authorization Required'), 'Paystubs' (with sub-links 'web' and 'email', both marked with green checkmarks), 'W2' (with a sub-link 'Authorization Required'), 'Employee Documents' (with a sub-link 'web'), 'View My Documents', 'My 1095-C', 'My Paystubs', 'My W2', and 'My Employee Documents'. Below the menu are links for 'Logout', 'Goto Administrative Tasks', and the MHC Software, Inc. logo and copyright information.

The main content area features a 'Welcome' message: 'Welcome to Company Name's Document Self-Service!'. It explains that 'Company Name' provides an opportunity to receive documents via web and/or email. It states that choosing 'web' as a delivery setting results in email notifications, while choosing 'email' results in PDF attachments. It instructs users to select their personal delivery settings from the side menu, with green checkmarks indicating current settings. It also mentions that users can view documents within groups displayed on the side menu by clicking on 'View My Documents' and then the document title.

At the bottom of the main content area, it says 'Thanks for using Document Self-Service!'.

1095-C: This is a new IRS form that is filed and furnished to all employees who are full-time for one or months of the calendar year. The form includes information about the health insurance coverage offered.

The screenshot shows the 'Document Self-Service' website for the Community Unit School District. The page title is 'My Delivery Settings - Tax Document - Authorization'. On the left sidebar, the '1095-C' menu item is highlighted with a yellow oval and labeled 'Authorization Required'. Below it, 'Paystubs' is also highlighted with a yellow oval and labeled 'web'. The main content area contains a paragraph of text: 'I wish to receive my 1095-C electronically via the Company Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that the 1095-C form needs to be attached to my tax returns, and I need to print my 1095-C. My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095-C successfully.' Below this is another paragraph: 'I understand that I may revoke my consent to receive my 1095-C electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.' A third paragraph states: 'It is anticipated that the electronic 1095-C will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095-C is available on line. Once published to Self-Service, my 1095-C will be available for re-print through October 15th.' At the bottom of the main content area, there is a button labeled 'Print Test' and a note: 'You must successfully print a test page before you agree.'

Delivery Settings need to be completed for each category: **1095-C, Paystubs and W2s.**

The screenshot shows the 'Document Self-Service' website for the Community Unit School District. The page title is 'My Delivery Settings'. On the left sidebar, the '1095-C' menu item is highlighted with a yellow oval and labeled 'Authorization Required'. Below it, 'Paystubs' is also highlighted with a yellow oval and labeled 'web'. The main content area has tabs for '1095-C', 'Paystubs', 'W2', and 'Employee Documents'. The '1095-C' tab is selected. The text reads: 'Please choose your delivery options for your 1095-C documents.' Below this is a red warning: '*** You MUST be authorized to receive your Tax Documents via the web.' There are two radio buttons: 'Yes' (selected) and 'No'. To the right of the 'Yes' radio button is the text 'Web Delivery' and 'Deliver my 1095-C document(s) via web access.' Below this is a yellow oval containing the text 'Click HERE to get authorized'. At the bottom right of the main content area, there are two buttons: 'Submit' and 'Cancel'.



Home

My Delivery Settings

1095-C
Authorization Required

Paystubs
web
email

W2
Authorized

Employee Documents
web

View My Documents

My 1095-C

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Company Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that the 1095-C form needs to be attached to my tax returns, and I need to print my 1095-C. My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095-C successfully.

I understand that I may revoke my consent to receive my 1095-C electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic 1095-C will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095-C is available on line. Once published to Self-Service, my 1095-C will be available for re-print through October 15th.

You must successfully print a test page before you agree.

Print Test



Home

My Delivery Settings

1095-C
Authorization Required

Paystubs
web
email

W2
Authorized

Employee Documents
web

View My Documents

My 1095-C

My Paystubs

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Company Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that the 1095-C form needs to be attached to my tax returns, and I need to print my 1095-C. My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095-C successfully.

I understand that I may revoke my consent to receive my 1095-C electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic 1095-C will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095-C is available on line. Once published to Self-Service, my 1095-C will be available for re-print through October 15th.

You must successfully print a test page before you agree.

Print Test

View a sample [Tax Document in PDF Format](#) and print it.

Were you able to print it successfully?

Yes No



Home

My Delivery Settings

1095-C
Authorization Started

Paystubs
web
email

W2
Authorized

Employee Documents
web

View My Documents

My 1095-C

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Company Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that the 1095-C form needs to be attached to my tax returns, and I need to print my 1095-C. My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095-C successfully.

I understand that I may revoke my consent to receive my 1095-C electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic 1095-C will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095-C is available on line. Once published to Self-Service, my 1095-C will be available for re-print through October 15th.

You must successfully print a test page before you agree.

Print Test

I Agree

The selection of **Web Delivery** and/or **Email Delivery** are up to you – you may select one and/or both. Primary address will be your D300 email account. Secondary address is up to you.

Community Unit School District Document Self-Service

Logout

Welcome

Home > My Delivery Settings

My Delivery Settings

1095-C

Authorization Started

Paystubs

✓ web
email

W2

✓ Authorized

Employee Documents

web

View My Documents

My 1095-C

My Paystubs

My W2

My Employee Documents

1095-C Paystubs W2 Employee Documents

Please choose your delivery options for your 1095-C documents.

You will receive emails at your **primary email address**: [text box]

as well as your **secondary email address**: [text box (Employee choice for secondary address)]

Authorization Started - clicking **Submit** completes your authorization

Yes **No** **Web Delivery**

Deliver my 1095-C document(s) via web access.
Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

Submit Cancel

A green checkmark confirms that the selection is now complete.

Community Unit School District Document Self-Service

Logout

Welcome

Home > My Delivery Settings

My Delivery Settings

1095-C

✓ Authorized

Paystubs

✓ web
email

W2

✓ Authorized

Employee Documents

web

View My Documents

My 1095-C

My Paystubs

My W2

1095-C Paystubs W2 Employee Documents

Please choose your delivery options for your 1095-C documents.

You will receive emails at your **primary email address**: [text box]

as well as your **secondary email address**: [text box]

✓ Authorized

Yes **No** **Web Delivery**

Deliver my 1095-C document(s) via web access.
Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

Submit Cancel

Repeat the process for each group: 1095-C, Paystubs and W2.

VIEW MY DOCUMENTS:

Employee will be able to log in to VIEW/PRINT documents by clicking on the Image Group name under **View My Documents**.

Community Unit School District 300 Document Self-Service

Welcome L

Home > View My Documents

View My Documents

- My 1095-C
- My Paystubs
- My W2
- My Employee Documents

You may select **My 1095-C**, a new IRS form for the 2015 calendar year. The first time this form will be published will be at the same time W2s are published in January.

Community Unit School District 300 Document Self-Service

Logout

Welcome L

Home > My 1095-C Documents

My 1095-C Documents

Form 1095-C is filed and furnished to any employee who is a full-time employee for one or more months of the calendar. The form includes information about the health insurance coverage offered to you, your spouse and dependent(s) by Community Unit School District 300.

Please click the Preview icon to view your 1095-C. Your document will display in the same or different window depending on settings your administrator has chosen.

Filter By Year: 2015

No documents could be found!

Delivery Options

Form **1095-C** **Employer-Provided Health Insurance Offer and Coverage** VOID CORRECTED 6.00115
OMB No. 1545-0047
2014

Department of the Treasury
Internal Revenue Service
Information about Form 1095-C and its separate instructions is at www.irs.gov/1095c.

Part I Employee **Applicable Large Employer Member (Employer)**

1. Name of employee: **Sample, Sally S** 2. Social security number (SSN): **111-11-1111** 7. Name of employer: **MHC Software** 8. Employer identification number (EIN): **123-4567890**

3. Street address (including apartment no.): **5555 Osceola Circle** 9. Street address (including apt. or suite no.): **11900 Portland Ave. South** 10. Contact telephone number: **(800) 555-0884**

4. City or town: **Birmingham** 5. State or province: **AL** 6. County and ZIP or foreign postal code: **35201** 11. City or town: **Burnsville** 12. State or province: **MN** 13. County and ZIP or foreign postal code: **55317**

Part II Employee Offer and Coverage

14. Offer of Coverage (enter amount unless otherwise noted)

All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
15. Employee Share of Lowest-Cost Monthly Premium, for Self-Only Coverage: \$ 153.00												
16. Available to all 12 months (enter only if applicable): 2C												


Part III Covered Individuals

17. If Employer provided self-insured coverage, check the box and enter the information for each covered individual:

(a) Name of covered individual	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17. Sample, John	999-88-7777		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Sample, Jonny	666-55-4444		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Sample, Joe	333-22-1111		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notices, and separate instructions. Use No. 410606-01 Form 1095-C (2014)

You may select **My Paystubs**,



Document Self-Service

- Home
- My Delivery Settings
- Paystubs
 - web
 - email
- W2
 - Authorized
- Employee Documents
 - web
- View My Documents
- My Paystubs**
- My W2
- My Employee Documents
- Logout

My Paystubs Documents

Please click the Preview icon to view your pay stub. If there is a disclosure available, it will display before your pay stub opens to you. You may review the disclosure in the future by selecting the disclosure link at any time.

Filter By Year:

Document Date	Document #	Doc Type	Disclosures
10/30/2015	00697979	Direct Deposit	Subject
10/16/2015	00694771	Direct Deposit	Subject
10/2/2015	00691660	Direct Deposit	Subject
9/18/2015	00688571	Direct Deposit	Subject

My W2,

The screenshot shows the 'My W2 Documents' page. The left sidebar contains a navigation menu with the following items: Home, My Delivery Settings, 1095-C (with a sub-link for Authorization Required), Paystubs (with sub-links for web and email), W2 (with a sub-link for Authorized), Employee Documents (with a sub-link for web), View My Documents, My 1095-C, My Paystubs, My W2, My Employee Documents, and Logout. The 'My W2' link is highlighted with a yellow oval. The main content area is titled 'My W2 Documents' and includes a 'Welcome Lo' message and a breadcrumb trail 'Home > My W2'. A message box states: 'Please click the Preview icon to view your W-2 and/or W-2c. Your document will display in the same or different window depending on settings your administrator has chosen.' Below this is a 'Filter By Year:' dropdown menu set to '2014' and a 'Delivery Options' link. A message box at the bottom of the main area says 'No documents could be found!'.

My Employee Documents – an ongoing project by HR to scan various documents to members' files.

The screenshot shows the 'My Employee Documents Documents' page. The left sidebar is identical to the previous screenshot, with 'My Employee Documents' highlighted by a yellow oval. The main content area is titled 'My Employee Documents Documents' and includes a 'Welcome' message and a breadcrumb trail 'Home > My Employee Documents'. A message box states: 'Please click the Preview icon to view your pay stub. If there is a disclosure available, it will display before your pay stub opens the first time. You may review the disclosure in the future by selecting the disclosure link at any time.' Below this is a 'Filter By Year:' dropdown menu set to '2013' and a 'Delivery Options' link. A message box at the bottom of the main area says 'No documents could be found!'.