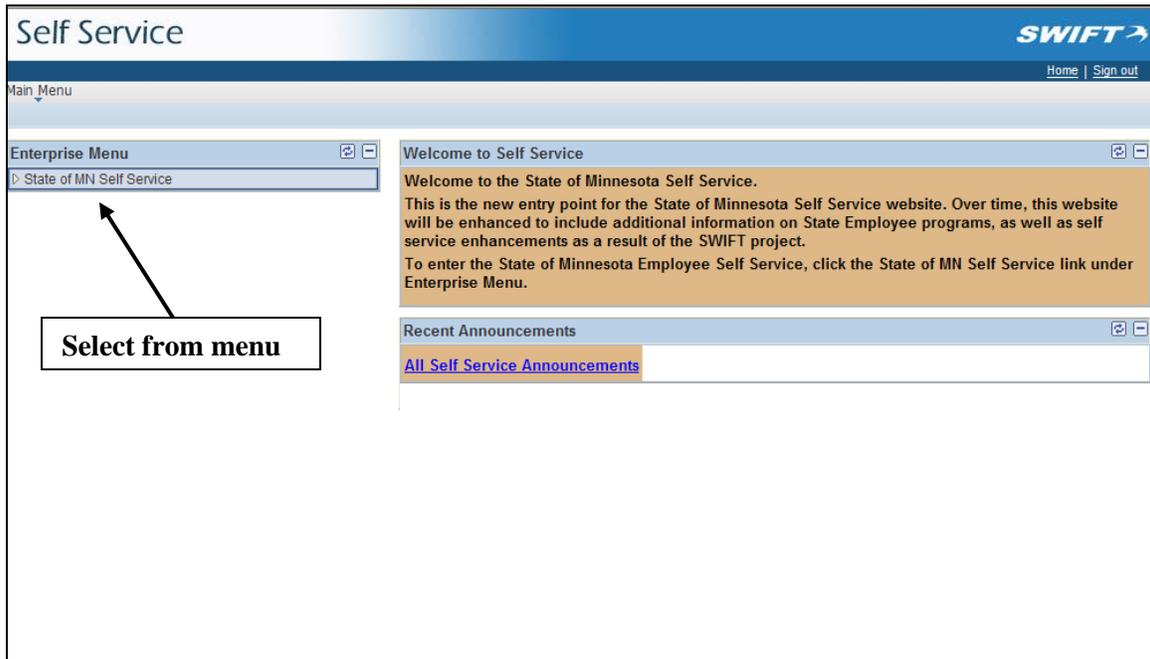


How to Access and Navigate in Self Service

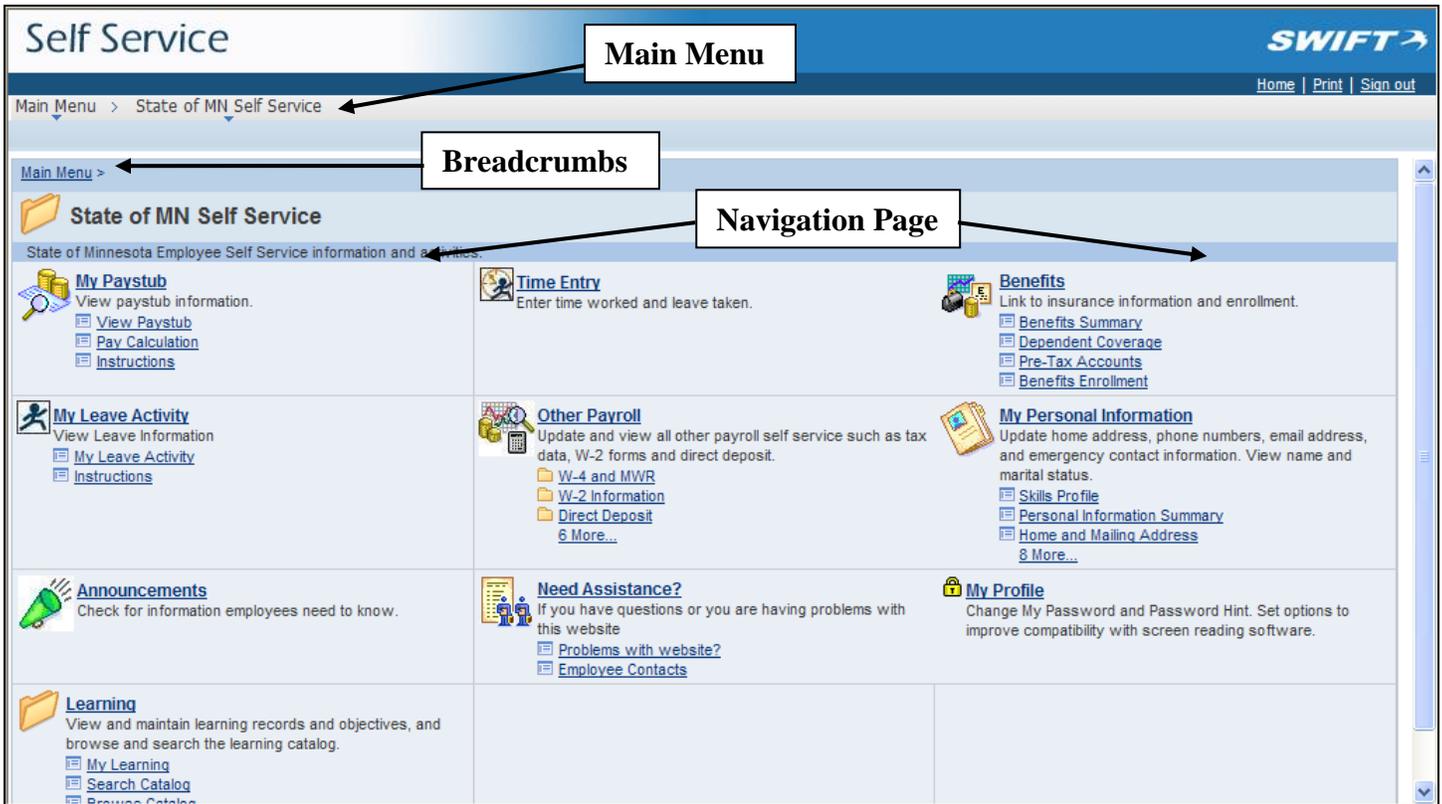
1. On the internet, go to www.state.mn.us/employee. The State of Minnesota Self Service sign-in page displays.



2. Type your User ID and Password; then press Enter or click the Sign In  button.
(New employees: Obtain your User ID and initial Password from your HR or Payroll office.)
3. The Enterprise Menu page (Home) displays. Select State of MN Self Service.



- The State of MN Self Service page displays. To access your benefits, human resources and payroll information, navigate using the navigation page or the Main Menu.



The navigation page and the Main Menu contain the same options; the difference is in navigation.

- When using the navigation page, navigate by clicking links.
- When using the Main Menu, navigate by clicking folders and pages.
- Depending on how you navigate, breadcrumbs and the Main Menu may or may not display.

To Navigate Using the Navigation Page

Navigate by clicking the desired link on the navigation page. An individual page or additional links will display depending on your selection. If needed, continue navigating until you reach the desired page.

Main Menu > State of MN Self Service

Main Menu >

State of MN Self Service

State of Minnesota Employee Self Service information and activities.

My Paystub
View paystub information.
[View Paystub](#) ← 1
[Pay Calculation](#)
[Instructions](#)

Time Entry
Enter time worked and leave taken. ← 2

My Leave Activity
View Leave Information
[My Leave Activity](#)
[Instructions](#)

Other Payroll
Update and view all other payroll self service such as tax data, W-2 forms and direct deposit.
[W-4 and MWR](#)
[W-2 Information](#)
[Direct Deposit](#)
[6 More...](#)

Announcements
Check for information employees need to know.

Need Assistance?
If you have questions or you are having problems with this website
[Problems with website?](#)
[Employee Contacts](#)

Learning
View and maintain learning records and objectives, and browse and search the learning catalog.
[My Learning](#)
[Search Catalog](#)
[Browse Catalog](#)

1 In this example, the **View Paystub** link was selected and the page to view paystubs displays.

Employee Paycheck History

Review your available paychecks below. Select the check date of the paycheck you would

Paycheck Issue Date	Push Button To Select Paycheck	Pay Begin Date	Pay End Date
02/12/2010	<input type="button" value="View Paycheck"/>	01/20/2010	02/02/2010
01/29/2010	<input type="button" value="View Paycheck"/>	01/06/2010	01/19/2010
01/15/2010	<input type="button" value="View Paycheck"/>	12/23/2009	01/05/2010
12/31/2009	<input type="button" value="View Paycheck"/>	12/09/2009	12/22/2009
12/18/2009	<input type="button" value="View Paycheck"/>	11/25/2009	12/08/2009

2

In this example, the **Other Payroll** link was selected and its contents (additional links) display. Next, the **Charitable Deductions** link was selected and the page displays.

Main Menu > State of MN Self Service

Main Menu > State of MN Self Service >

Other Payroll

Update and view all other payroll self service such as tax data, W-2 forms and direct deposit.

- W-4 and MWR**
Input your tax withholdings.
 - W-4 and MWR
 - W-4 Instructions
- W-2 Information**
View and print your W-2 forms.
 - View W-2 Forms
 - Required Disclosures
 - EIC and Box Instruction
 - W-2 Information
- Savings Plans**
Input your savings plans.
 - Input Deferred Cmp/TSA Deductn
 - Savings Plans Instructions
 - MN Deferred Comp Plan Website
 - MnSCU 403b TSA Plan Website
- Charitable Deductions**
Input your charitable deductions.
 - Charitable Deductions
 - Instructions
- Deferred Comp Conv/Mtch**
Input your Deferred Comp Conv/Mtch Option.
 - Deferred Comp Conv/Mtch Option
 - Instructions
- Payroll Forms**
W-4, request for duplicate or corrected W-2, and expense reports.
 - Payroll Calendars
 - W-4
 - W-4MN
 - & More...

Voluntary Deductions

State of Minnesota

Review, add or update your voluntary deductions information.

Voluntary Deductions				
Deduction Type	Start Date	Stop Date	Status	Deduction
Community Shares	12/23/2009	12/21/2010	Current	\$10.00

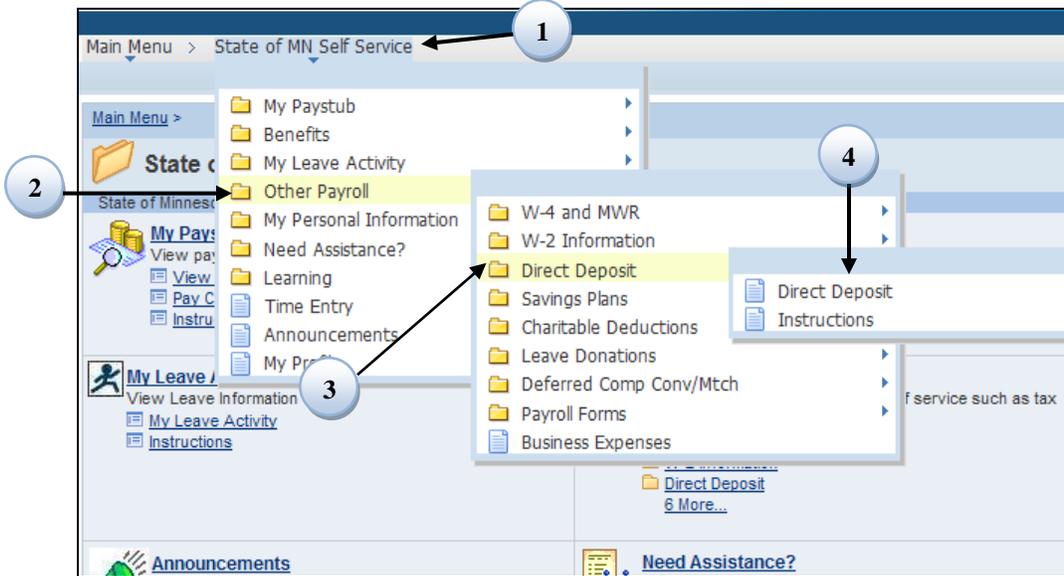
Add Deduction

Designations/Acknowledgements

To Navigate Using the Main Menu

An alternative way to navigate is to use the Main Menu where “floating drop-down menu navigation” is available.

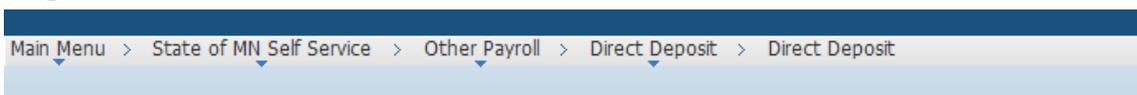
- 1 Start by clicking on **State of MN Self Service**. As you mouse over folders (yellow highlight), the menu cascades to the right, displaying additional options represented by folders and pages.
- 2 In this example, the Other Payroll folder was moused over, producing the cascading menu containing the Direct Deposit folder.



- 3 At any point, you can select a folder and its contents display on the navigation page. In this example, the **Direct Deposit** folder was selected which includes links to the **Direct Deposit** page and **Instructions**. To access the **Direct Deposit** page, click the **Direct Deposit** link.



- 4 Or, you can use the cascading menu to navigate all the way to a particular page. In this example, we navigated all the way to the **Direct Deposit** page using the cascading menu.



Direct Deposit

Employee Name

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	091000019		Percent	100%	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add Account"/>						

To Exit a Self Service Page

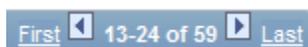
- To go to a different Self Service page, click the Home  link in the upper-right corner of the page and select State of MN Self Service. Navigate to the desired Self Service page.
- To exit Self Service, click the Sign out  link in the upper-right corner of the page.

When You Are Finished Viewing or Updating Information in Self Service

Be sure to sign out by clicking the Sign out  link in the upper-right corner of the page. If you do not sign out and you are using a public computer, the next person may be able to click the back button on the browser and view your information. **It is important to also close all PDF files that opened in separate windows.** If you don't close the PDF files, they remain open and available to the next person using the same computer.

Close the browser window only after you sign out. When the browser window is closed without signing out, the Self Service session continues to be connected for several more minutes before it is terminated. These unnecessary connections reduce available resources for other users.

Buttons and Links Used in Self Service



Use the header bar links and buttons to navigate through multiple records. Click First to see the first record. Click Last to see the last record. Click the arrows to see the next or previous record.



Click the View All link to display additional rows of information.



Click the plus or minus buttons to add or delete additional rows of information.



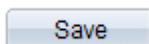
Click the calendar button to view monthly calendars and select a date.



Click the drop-down arrow to display a list of available choices.



Click the magnifying glass to view the values allowed in a field and to select the one you want.



Click the Save button to save the information you have entered.

Notes About Self Service

- When navigating in Self Service, make selections from the navigation page or the Main Menu; do not use the back and forward buttons on your browser.



- Most functions have a link for instructions  near the page you access.
- Many documents such as payroll forms and instructions are available as portable document format (PDF) files. To view or print PDF files in Self Service, you need to have the required version of Adobe Acrobat Reader; see [Self Service Software and Hardware Requirements](#). If required by your agency, check with your technical staff before installing the software on your office computer.
- If you have a question or need assistance with Self Service, refer to [Self Service - Reference](#).