

Self Service Paystubs

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Introduction

Paystub information is available on the Self Service Web site, accessed through the Internet. Data accessed through the Internet is secured by your user ID and password. You can print the paystub information.

There are several significant advantages to paystubs in Self Service:

- You can obtain paystub information on Monday of payday week.
- You can view paystub history; a minimum of eighteen months of history is available.
- You can access paystub information from any PC connected to the Internet – at work, at home or while traveling.
- Your paystub information will not be delayed or lost in the mail.

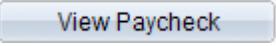
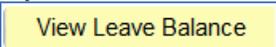
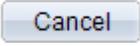
Access Paystub Information

To access paystub information, take the following steps.

TIP! Do *not* use the back and forward buttons on your browser; this could result in losing data you entered. Navigate using the Menu.

Table 1: Steps to Access Paystub Information.

ACTION	RESULT
1. Access the Self Service Web site www.state.mn.us/employee .	State of Minnesota Self Service sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	Self Service page displays.
3. On the menu, select State of MN Self Service.	State of MN Self Service page displays.
4. Select <u>My Paystub</u> .	My Paystub displays.
5. Select <u>View Paystub</u> . Note: If you receive regular pay and business expenses, and your direct deposit distributions specify percentages or balance only (not specific amounts), your business expenses are on a separate paystub. (You will have two paystubs with the same Paycheck Issue Date.) Note: Paystubs prior to those listed on the Employee Paycheck History page have been archived and are not available in Self Service. Contact your human resources or payroll office if you need historical information that has been archived.	The Employee Paycheck History page displays.

ACTION	RESULT
<p>6. To view or print a paystub in PDF Format:</p> <ul style="list-style-type: none"> Select the PDF checkbox  for the desired paycheck issue date. Click the View Paycheck button . To print the paystub in PDF format, use your browser's print function. <p>Note: If your paystub doesn't print correctly, you may have to change the margins in your browser's Page Setup. If your paystub prints too small, unchecking the Shrink To Fit checkbox in Page Setup may help. Page Setup is usually found on the File menu.</p> <ul style="list-style-type: none"> Close the PDF paystub window after viewing and printing. <p>-- OR --</p>	<p>A new window opens, displaying the paystub in PDF format.</p> <p>The paystub will print.</p> <p>The Employee Paycheck History window is still open.</p>
<p>7. To view or print a paystub from the View Paystub page:</p> <ul style="list-style-type: none"> On the Employee Paycheck History page, do NOT select the PDF checkbox. Select the View Paycheck  button for the Paycheck Issue date of the paystub you would like to view. To print a paystub from the View Paystub page do one of the following: <ul style="list-style-type: none"> Click . Click the Print  icon on the browser. Select File > Print on the browser. <p>Note: If your paystub doesn't print correctly, you may have to change the margins in your browser's Page Setup. If your paystub prints too small, unchecking the Shrink To Fit checkbox in Page Setup may help. Page Setup is usually found on the File menu.</p> <ul style="list-style-type: none"> Tip! To view leave activity, click the View Leave Balance  button. <p>To return to the paystub, click the Cancel  button.</p> <ul style="list-style-type: none"> To return to the Employee Paycheck History page, click the View a Different Paycheck  button. 	<p>The View Paystub page displays.</p> <p>The paystub will print.</p> <p>The Leave Activity by Pay Period page displays.</p> <p>The View Paystub page displays.</p> <p>The Employee Paycheck History page displays.</p>

Access Another Self Service Page or Exit

Table 2: Steps to Return to State of MN Self Service Page

ACTION	RESULT
<p>➤ To return to State of MN Self Service page:</p> <ul style="list-style-type: none">• Click the Home Home link in the upper-right corner of the page.- AND -• On the menu, click State of MN Self Service.	<p>Self Service page displays.</p> <p>State of MN Self Service page displays.</p>
<p>➤ To exit Self Service, click the Sign out Sign out link in the upper-right corner of the page.</p>	<p>State of Minnesota Self Service sign in page displays.</p>

Problems and Solutions

Use the following guide to resolve problems. For additional help, contact your agency payroll or human resources office.

Table 3: Guide to Resolve Problems

PROBLEM	SOLUTION
My earnings are incorrect. I should have received overtime.	Contact your supervisor or your payroll office to find out why your earnings are not what you expected.
My withholding information (Federal W4 and State W4) is not correct and is not reflected in the tax amounts shown in the Gross to Net portion of the paystub.	<p>Depending on the timing of changes made to withholding records, the information may not necessarily be the information used to calculate the tax amounts that display.</p> <p>Typically, W-4 information entered by end of day Thursday of the week you turn in your timesheet will be effective on the paycheck you receive the following Friday.</p>
I do not see my year-to-date totals on a historical paystub. Why?	Year-to-date totals do not display on all historical paystubs. Year-to-date totals will be on the latest paystub and the last paystub of the calendar year.
How can I get my final year-to-date totals for a calendar year?	On the Employee Paycheck History page, locate the View Paycheck  button for the last Paycheck Issue Date in December or the last paystub you received for the desired year. That paystub will have the year-to-date balances.
Is it possible to get paystub information that is older than that available in Self Service?	Check with your Payroll or Human Resources office.
My bank statement shows multiple transmissions for my paycheck. Why is the amount split?	<p>Employees who receive business expense reimbursements AND have a direct deposit disbursement set up with ONLY percentages or balance will see the business expenses on a separate paystub. There will be two direct deposit transactions and two paystubs. For example, an employee who receives business expense reimbursements will receive two paystubs with the following direct deposit disbursement:</p> <p style="padding-left: 40px;">Checking account, Percent = 100%</p> <p>Employees who receive business expense reimbursements AND have a direct deposit disbursement with at least one account set up with a dollar amount will have a single transmission and only one paystub. For example, an employee who receives business expense reimbursements will receive only one paystub with the following direct deposit disbursement:</p> <p style="padding-left: 40px;">Savings account, Amount = \$100 Checking account, Percent = 100%</p>