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Self Service

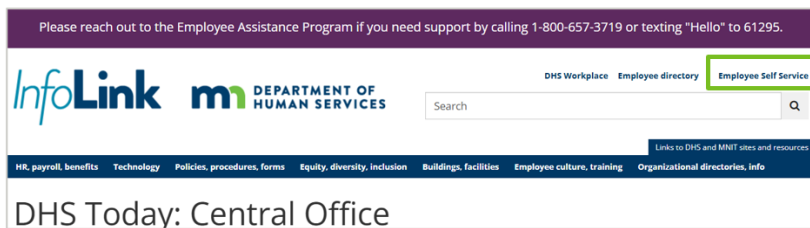
Self-service is used for time-entry and viewing information on pay and other topics.

New employees receive a temporary password in an email from MNIT. When you log in for the first time, you will be directed to create a new password. Note: the password for Self-Service is different from the one used to sign on to your computer. You will be prompted to change your password every 60 days.

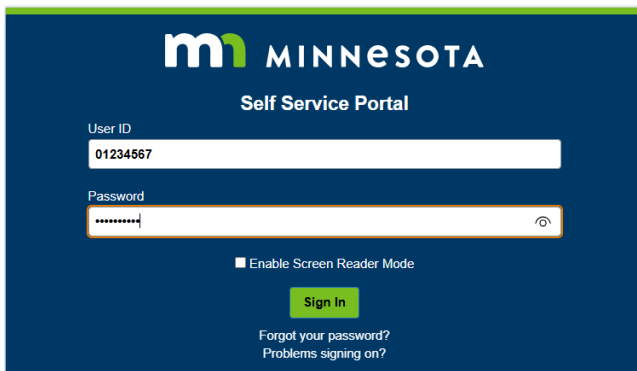
Self Service provides access to a wide variety of topics and functions including time entry, careers, and tax forms among others. This document will only review options that are necessary as you begin your role. Once you are familiar with accessing the Self Service portal, you can explore the other options.

Access Self Service Portal

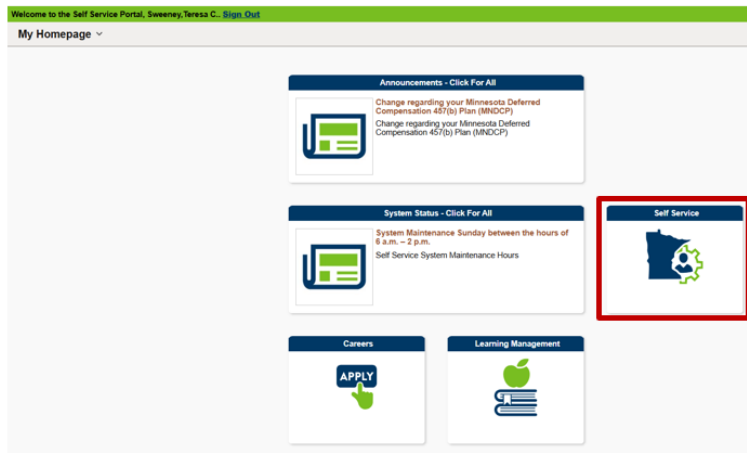
- 1) a) Open [InfoLink](#) on your device.
- b) Select **Employee Self Service** in the upper right.



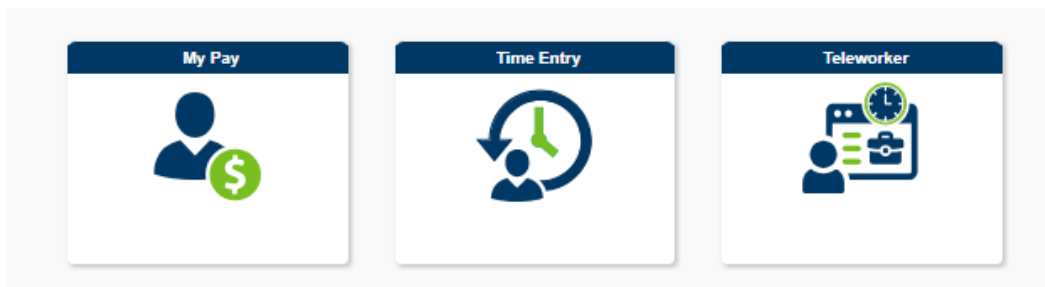
- 2) a) Enter **User ID** number – this is your employee ID number.
- b) Enter your Self Service **password**.
- c) Select **Sign In**.



- 3) Your homepage will display. Select **Self Service**.



Your menu of options will display according to your position. Tiles may not appear in the same order each time you open Self Service.

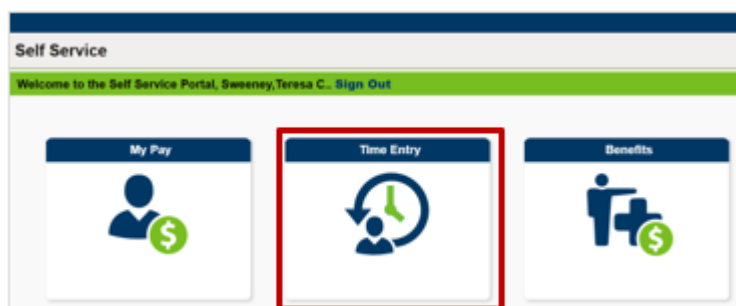


Time Entry

Note: For redeployed non-DHS employees, you will complete your timecard as you normally would, with an additional step. Refer to comments for entering revalidation project time.

Timekeeping is required to be completed for every two-week pay period beginning on Wednesday and ending on Tuesday. The [Statewide Payroll Services Calendar](#) displays pay periods and paydays.

- 1) Select **Time Entry**.



- 2) Enter your hours for the two-week time period.
 - a) Enter hours on the appropriate line:

i) Temporary Staff: Enter all hours for the Earn Code **REG** (prefilled).

Time and Labor

Welcome to the Self Service Portal, Sweeney, Teresa C.. [Sign Out](#)

Time and Labor | Comments

Department: H55G601 OIG-PIO Operations Management Pay End Date: 03/24/2026 Complete?

Name: Sweeney, Teresa C. ID: 01224039 Rcd#: 0 Human Svcs Prog Rep 2

Time Errors Find | View All First 1 of 1 Last

Earn Code	Wed 03-11	Thurs 03-12	Fri 03-13	Sat 03-14	Sun 03-15	Mon 03-16	Tues 03-17	Wed 03-18	Thurs 03-19	Fri 03-20	Sat 03-21	Sun 03-22	Mon 03-23	Tues 03-24	Em Total
REG	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00 REG

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

Self-Service Time Entry Type: Time Only View Leave Activity Validate

To access other pay periods, click [Pay Period Selection](#)

For help with resolving your validation errors contact your supervisor or self-service contact(s).

Name	Telephone	Email Address	Primary?	Comments
			<input checked="" type="checkbox"/>	

Save Refresh

Time and Labor | Comments

ii) Redeployed/Reassigned staff: Select the + symbol to add additional line(s). Enter the appropriate earning code and number of hours worked:

- Reg: hours worked at your home agency
- Reg: hours worked for DHS on the Revalidate 2026 project
- SIK, VAC, etc. as normal if used.

Select **Save** when hours. Verify the total equals your scheduled number of hours.

Earn Code	Wed 03-25	Thurs 03-26	Fri 03-27	Sat 03-28	Sun 03-29	Mon 03-30	Tues 03-31	Wed 04-01	Thurs 04-02	Fri 04-03	Sat 04-04	Sun 04-05	Mon 04-06	Tues 04-07	Em Total
REG	4.00	4.00	8.00			4.00	4.00	8.00	8.00	8.00			4.00	4.00	56.00 REG
REG	4.00	4.00				4.00	4.00						4.00	4.00	24.00 REG

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

b) Enter **Comments**:

i) **For redeployed/reassigned staff**, enter the percentage of time worked for the MN Revalidation 2026 project. If percentage doesn't make sense, enter the actual hours worked on the project.

Time and Labor

Welcome to the Self Service Portal, Sweeney, Teresa C.. [Sign Out](#)

Time and Labor | Comments

Department: H55G601 OIG-PIO Operations Management Pay End Date: 04/07/2026
 Name: Sweeney, Teresa C. ID: 01224839 Rcd#: 0

Comments Find | View All First 1-2 of 2 Last

+ - I worked 50% of my time at DHS completing site visits for MN Revalidation 2026.

Comment + - Any other comments related to SIK time, etc. would also be entered as normal.

Save Refresh

- ii) **For temporary staff**, explain any time not worked as scheduled (example: 2 hours not worked for dentist 3/23). You may not have an entry in comments if there were no exceptions.

Time and Labor

Welcome to the Self Service Portal, Sweeney, Teresa C.. [Sign Out](#)

Time and Labor | Comments

Department: H55G601 OIG-PIO Operations Management Pay End Date: 04/07/2026
 Name: Sweeney, Teresa C. ID:

Comments Find | V

+ - 2 hours not worked for dental appointment 3/23

Save Refresh

- c) Select **Save**. Select **Time and Labor** to return to the timecard.
TEMPORARY STAFF, complete steps d and e and you are done.
REDEPLOYED/REASSIGNED STAFF, go to step f.
- d) When the timecard is ready to submit, select the **Complete?** box.

e) Select **Yes** in the pop-up box to verify your hours are correct.

The screenshot shows the 'Time and Labor' interface. At the top, there is a green banner with the text 'Welcome to the Self Service Portal, Sweeney, Teresa C.. Sign Out'. Below this, there are tabs for 'Time and Labor' and 'Comments'. The main area displays user information: Department: H55G601, OIG-PIO Operations Management, Pay End Date: 03/24/2026, Name: Sweeney, Teresa C., ID: [redacted], Rcd#: 0, and Human Svcs Prog Rep 2. A checkbox labeled 'Complete?' is checked and highlighted with a red box. Below this is a 'Time Errors' section with a search bar and navigation controls. A table shows time entries for various dates from 03-11 to 03-24, with a total of 80.00 REG. A 'Daily Totals' section is also visible. A pop-up message box is overlaid on the interface, containing the text: 'Message', 'I verify the entries are correct. (24050,75)', and 'If your response is "No", the Complete flag will be turned off automatically. If your response is "Yes", your time and labor data will be automatically saved.' The 'Yes' button in the pop-up is highlighted with a red box.

f) Redeployed/reassigned staff enter the Time and Labor Information (Self Service time entry only): You may not have this displayed for the pay period ending 4/3, however you should by the end of the next pay period. If you do not see them, talk to your regular supervisor (not your screening project supervisor).

If you see these fields (green box), enter:

- **Fund: 1000**
- **FinDeptID: H5535358**
- **AppropID: H552545**

Earn Code	Wed 03-25	Thurs 03-26	Fri 03-27	Sat 03-28	Sun 03-29	Mon 03-30	Tues 03-31	Wed 04-01	Thurs 04-02	Fri 04-03	Sat 04-04	Sun 04-05	Mon 04-06	Tues 04-07	Em Total	SpeedChart	Accounting Date	Fund	Fin DeptID	AppropID
REG	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00			4.00	4.00	40.00					
REG	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00			4.00	4.00	40.00			1000	H5535358	H552545

Note: If you are working on the MN Revalidate 2026 project **full time**, Enter the same codes on the lines for VAC and SIK time.

g) When the timecard is ready to submit, select the **Complete?** box.

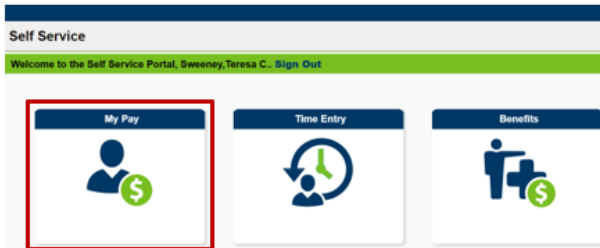
h) Select **Yes** in the pop-up box to verify your hours are correct.

If you have questions or encounter issues, the [Self Service FAQ](#) may be able to help.

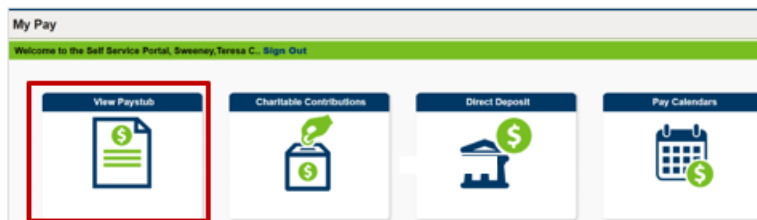
Pay Information

The 'My Pay' option will provide access to your paystubs by pay-period.

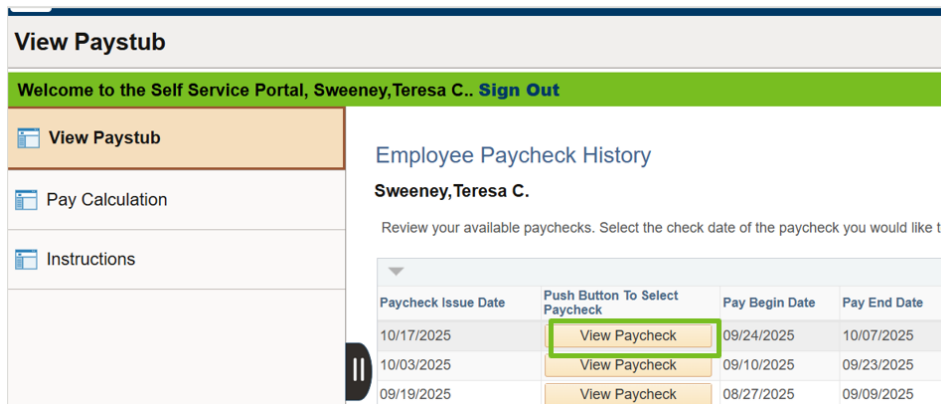
3) Select **My Pay**.



4) Select **View Paycheck**.



5) A list of your paychecks will display. Select **View Paycheck** for the period you want to view and/or print.

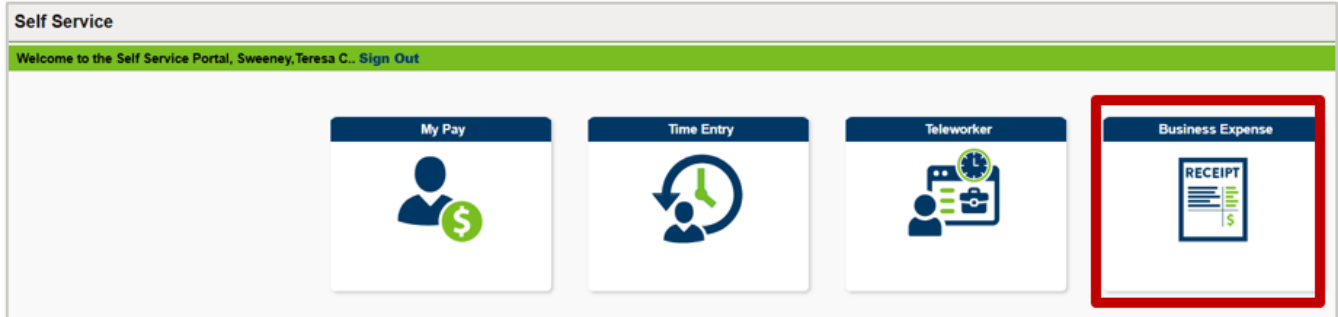


Your paystub will display with information on:

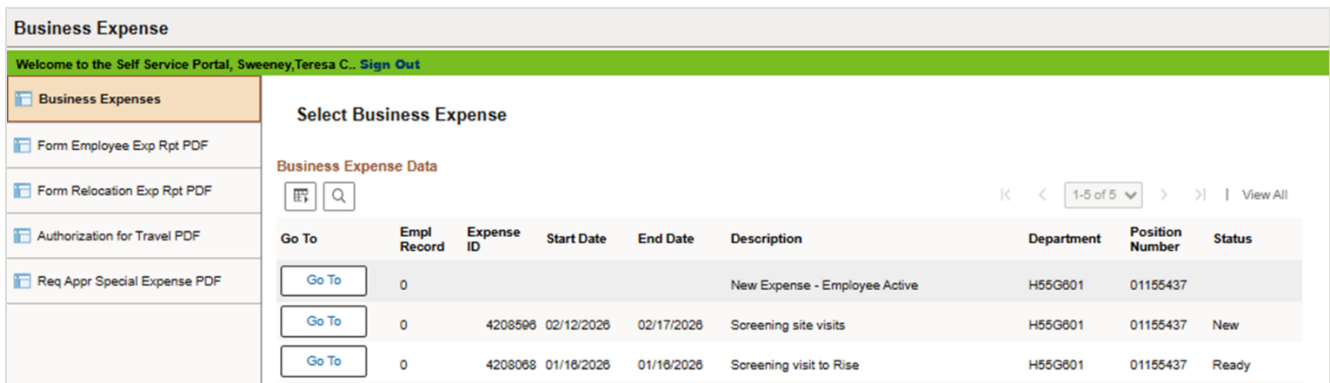
- Withholding status and allowances
- Earnings (description, hours, rate of pay, current amount and YTD)
- Taxes
- Before tax deductions, current and YTD
- After tax deductions, current and YTD
- Net Pay distribution (method, account, amount)
- Agency contact for questions

Expense Reimbursement (Mileage)

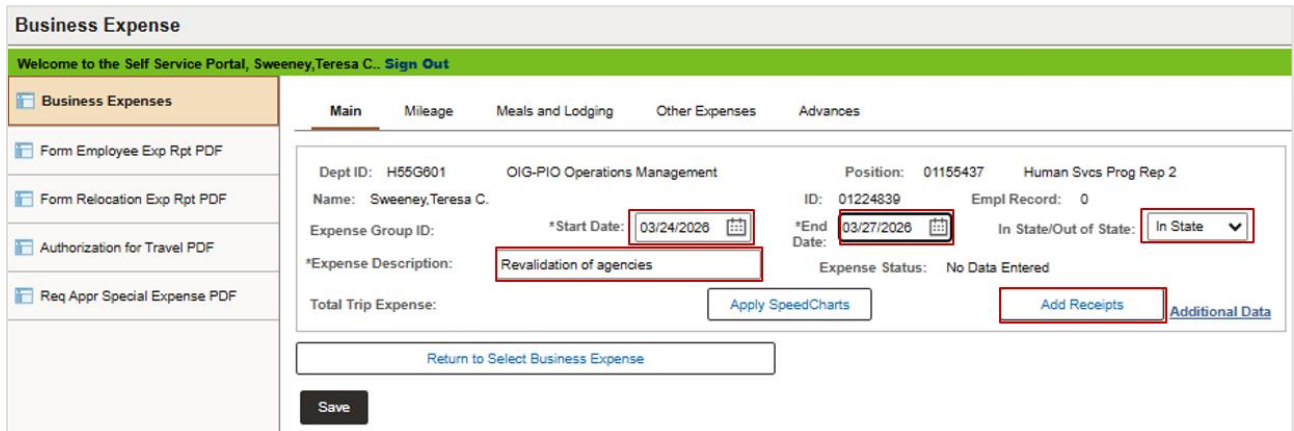
- 1) Follow the directions to Access Self Service, steps 1-3.
- 2) Select **Business Expense**



- 3) Select **Go To** to begin a new request.



- 4) Complete these fields on the Main page:
 - a) **Start Date:** Enter the date of the first reimbursement event (miles, receipt)
 - b) **End Date:** Enter the date of the last reimbursement event (miles, receipt)
 - c) **In State/Out of State:** Select **In State** from the drop-down menu (or Out of State if appropriate)
 - d) **Expense Description:** Enter a short description of the cause of the expense(s)



e) **Add Receipts:** Select **Add Receipts** to open the Receipts window.

The screenshot shows the 'Receipts' window with the following details:

- Dept ID: H55G801, Name: Sweeney, Teresa C., Position: 01155437, Human Svcs Prog Rep 2
- Expense Group ID: 4228450, *Start Date: 03/24/2026, *End Date: 03/27/2026, In State/Out of State: In State
- *Expense Description: Revalidation of agencies, Expense Status: No Data Entered
- Total Trip Expense: [Apply SpeedCharts]

The 'Receipts' table has the following columns: Add, Seq Nbr, Description, Attached File, Attached by, Attached at. The 'Add' button is highlighted. A 'File Attachment' dialog box is open with 'Choose File' and 'Upload' buttons highlighted. A success message 'AddAttachment succeeded (137.27)' is displayed with an 'OK' button highlighted.

f) Select **Add**

g) **Description field:** Enter a description of the receipt (mileage tracker, fuel)

In the pop-up File Attachment box:

h) **Choose File:** Find and select the file/photo on your laptop. The name will display when it is selected.

i) Select **Upload**

j) A pop-up box will display if the upload is successful. Select **OK**.

k) If there is another receipt to upload, select the **+** box and repeat steps h-j.

l) Verify all receipts have been successfully entered.

m) To enter mileage, select the **Mileage** tab

The screenshot shows the 'Mileage' tab with the following details:

- Dept ID: H55G801, Name: Sweeney, Teresa C., Position: 01224839, Human Svcs Prog Rep 2
- Expense Group ID: 4228450, *Start Date: 03/24/2026, *End Date: 03/27/2026, In State/Out of State: In State
- *Expense Description: Site Visit Screenings, Expense Status: New/Not Ready
- Total Trip Expense: [Apply SpeedCharts]

The 'Receipts' table has the following columns: View, Seq Nbr, Description, Attached File, Attached by, Attached at. The 'View' button is highlighted. The table contains one receipt with the following details:

View	Seq Nbr	Description	Attached File	Attached by	Attached at
[View]	0	Mileage tracker	Mileage_Tracking_3.22.xlsx	01224839	03/27/2026 3:43:51PM

1) Complete these fields on the Mileage page:

a) **Earnings Code: MLI**

b) **Date:** Enter the last date mileage was incurred.

c) **Trip Miles:** Enter the number of trip miles for the period being entered.

Trip miles are miles driven between cities. In the metro, most miles will be local if they are within a fairly short distance (Richfield to Bloomington). Bloomington to Plymouth could be considered trip miles.

d) **Local Miles:** Enter the number of local miles for the period being entered.

Local miles are miles driven within, to and from providers in the same city/area and miles driven between provider locations within the same city/area. You may have a mix depending on the locations assigned.

The screenshot shows the 'Mileage' page in a software application. The page has a navigation bar with 'Main', 'Mileage', 'Meals and Lodging', 'Other Expenses', and 'Advances'. Below the navigation bar, there is a form with the following fields: 'Description: Revalidation of agencies', 'Start Date: 03/24/2026', 'End Date: 03/27/2026', and 'In State/Out of State: In State'. There are also buttons for 'Additional Data', 'Default Labor', and 'Apply SpeedCharts'. Below this, there are buttons for 'Check 'Complete' All' and 'Uncheck 'Completed' All'. The main section is titled 'Mileage' and contains a form with 'Earnings Code: mli', 'Amount:', 'Complete?', and 'Approved?'. Below this is an 'Expense Information' section with a search bar and a date field set to '03/27/2026'. A table with the following columns is shown: 'Description', 'Trip Miles', 'Local Miles', 'Mileage rate', and 'Nontaxable Amount'. The table has one row with 'Revalidation of agencies', 35, 54, and empty cells for the other two columns. Below the table is a 'Labor Distribution Information' section with a search bar and a 'Return to Select Business Expense' button. At the bottom, there is a 'Save' button.

NOTE: If you display Labor Distribution Information, complete step e.

e) Enter the Labor Distribution Information:

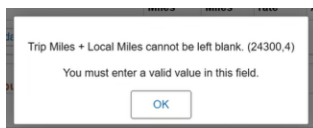
i) Select the carrot to the left of the title

ii) Complete these fields:

- **Fund: 1000**
- **FinDeptID: H5535358**
- **AppropID: H552545**

- 6) If there are additional expenses, select **Save** and go to that section of the instructions. If there are no additional expenses continue with skip step g.

Note: If you receive this error message when you attempt to save, you will need to clear your cache and cookies and re-enter your information. The instructions for how to do the clearing are on the [MN Revalidate 2026 website](#).



- 7) Select **Complete** if no other expenses need to be entered.
- 8) Select **Yes** in the pop-up box attesting all the entries are correct.

Expense Reimbursement (Fuel)

- 1) Follow steps 1-4L to complete the main page and add the receipt.
- 2) Select **Other Expenses**
- 3) Complete these fields on the Other Expenses page:
 - a) **Earnings Code: OEI**
 - b) **Date:** Date of the receipt
 - c) **Description: Fuel for rental car**
 - d) **Amount:** amount of purchase

NOTE: Step e is only required for redeployed/reassigned staff. Temporary staff continue with step f.

- e) Enter the Labor Distribution Information:

- e) Select the carrot to the left of the title
- f) Complete these fields:
 - i) **Fund: 1000**
 - j) **FinDeptID: H5535358**
 - k) **AppropID: H552545**

Main Mileage Meals and Lodging **Other Expenses** Advances

Description: Site Visit Screenings Start Date: 03/24/2026 End Date: 03/27/2026 In State/Out of State: In State
 Total Trip Expense: Expense Status: New/Not Ready [Additional Data](#) [Default Labor](#) [Apply SpeedCharts](#)

To mark all rows complete or unmark all rows previously marked complete, click one of the following:
[Check 'Complete' All](#) [Uncheck 'Completed' All](#)

Other Expenses

+ - Earnings Code: Other-In Amount: 23.85 Complete? Approved?

Expense Information

+ - Date:

Description	Amount		
Fuel for rental car	23.85	+	-

Labor Distribution Information

SpeedChart	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project	Activity
<input type="text"/>	<input type="text"/>	1000	H5535358	H552545	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Select Business Expense](#)

Save

- f) Select **Save** if there are additional expenses to be entered, or **Complete** if there are not.
- g) Select **Yes** in the pop-up box attesting all the entries are correct.

Meal Reimbursement

Travel over 35 miles from your home location qualifies for a meal expense.

- If you are required to leave before 6 am, p to \$11 is the breakfast allowance.
- \$13 is the lunch allowance.
- If you return after 7 pm, \$19 is the dinner allowance.
- The times that you worked must be entered in Self Service to justify the meal allowance. You must make a reimbursement request to receive the amount. Receipts are not required.

- 1) Follow steps 1-4L to complete the main page (if this is not a continuation of an existing entry).
- 2) Select **Meals and Lodging**. Note: If you complete the mileage page, you can select this page from there.

Main Mileage **Meals and Lodging** Other Expenses Advances

3) Complete these fields on the Meals and Lodging page:

- a) **Earnings Code: MEI**
- b) **Date:** Date of meal expense
- c) **Meal Type:** Choose the type from the dropdown menu
- d) **Description: 35 miles from office** and hours worked
- e) If there are more dates, select the + symbol to the left of the date field and repeat b-d.

NOTE: Step h is only required for redeployed/reassigned staff. Temporary staff continue with step i.

h) Enter the Labor Distribution Information: Note: if it was entered in mileage, it will carry forward.

g) Select the carrot to the left of the title

h) Complete these fields:

- **Fund: 1000**
- **FinDeptID: H5535358**
- **AppropID: H552545**

Main Mileage **Meals and Lodging** Other Expenses Advances

Description: Revalidation of agencies Start Date: 03/24/2026 End Date: 03/27/2026 In State/Out of State: In State
Total Trip Expense: Expense Status: New/Not Ready Additional Data Default Labor Apply SpeedCharts

To mark all rows complete or unmark all rows previously marked complete, click one of the following:
Check 'Complete' All Uncheck 'Completed' All

Meals & Lodging

+ - Earnings Code: **MEI** MealNoLgIn Amount: 28.00 Complete? Approved?

Expense Information

+ - Date: 03/24/2026

Meal Type	Description	Amount		
Lunch	35 miles from office 8-4:30	13.00	+	-

+ - Date: 03/28/2026

Meal Type	Description	Amount		
Lunch	35 miles from office 8-4:30	13.00	+	-

Labor Distribution Information

SpeedChart	Accounting Date	Fund	Fin DeptID	AppropID	SW Cost	Sub Acct	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project	Activity	Source Type
		1000	H5535358	H552545								

Return to Select Business Expense

Save

i) Select **Save** if there are additional expenses to be entered, or **Complete** if there are not.

j) Select **Yes** in the pop-up box attesting all the entries are correct.

Vehicle Options

You have the option of using your personal vehicle for site visits or using a rental vehicle from Enterprise.

Personal Vehicle Use

Policy

Only State employees are allowed in the vehicle during business travel. Family members are not allowed to drive or be passengers in vehicles **AT ANY TIME** during business travel.

You may not conduct personal business while using your own vehicles for state business (stop at grocery store, pick up kids from school). This means during hours you are on the clock.

Mileage Reimbursement

When you use your personal vehicle for state business travel you will be reimbursed for mileage according to the shortest distance mileage policy at the 2026 IRS rate (currently 72.5 cents per mile. This rate covers all the costs of operating the vehicle, **including fuel**, maintenance, insurance and depreciation.

The shortest distance rule means mileage can be reimbursed for the lesser of the miles from your home agency or home to the first provider, and from the last provider to the home agency or your home. For redeployed staff, home agency is your normal agency location. For temporary staff, the home agency is 444 Lafayette Rd N, St. Paul.

Mileage between provider site visits is not subject to the shortest distance rule and does not need to be tracked.

To calculate the shortest distance, use your laptop or the map function on your phone to determine the number of miles for each trip. The shortest distance of the two is allowable for reimbursement.

Example of first trip:

Home/Home Agency	First Provider Location	Miles
4800 York Ave S, Minneapolis	26 th Ave N and Nathan Lane, Plymouth	14
444 Lafayette Rd N, St. Paul	26 th Ave N and Nathan Lane, Plymouth	20

14 miles is the shortest distance allowable.

Example of last trip:

Last Provider Location	Home/Home Agency	Miles
2600 Como Ave. SE, Minneapolis	4800 York Ave S, Minneapolis	13
2600 Como Ave. SE, Minneapolis	444 Lafayette Rd N, St. Paul	9

9 miles is the shortest distance allowable.

Mileage Tracking

Mileage tracker sheets are available on the screener website, [Minnesota Revalidate 2026 / Minnesota Department of Human Services](#), or if you do not have access to a printer, email Teresa.Sweeney@state.mn.us and include your mailing address. Tracking is required for mileage reimbursement for a personal vehicle.

The mileage tracking sheet must be attached as a legible photo to the Self Service reimbursement request (see the Self Service directions). Send the photo to your DHS email address and save it to pictures to make it available as an attachment. If your agency does not require it for systems other than Self Service, follow their process.

This is an example of a day's site visits:

Name:	Wilma Flintstone		Home Agency Address:	444 Lafayette Rd N		
Address:	1234 Rosie Rd, Apple Valley, MN 55124			St. Paul, MN 55115		
Date	First Provider Name/Address	Miles to 1st Provider*	Next Provider Name/Address	Miles to next Provider*	Miles from last provider*	Total
03/16/26	ABC Mental Health, 123 Main St., Minneapolis, MN 55440	6	Flintstone's Adult Care, 999 Maywood Dr., Minneapolis, MN 55441	4		12
	Lafayette to 123 Main st. is 10 miles		Roger Dodger's PCA, 111 Astro Dr., Minneapolis, MN 55442	3		3
	567 Devon St. to Lafayette is 6 miles		George Jetson's Transportation, 567 Devon St., Minneapolis, MN 55443	5	6	11
03/16/26	total					26

I recorded the actual mileage as I drove to, from and between provider locations. At the end of the day, I calculated the shortest distance for the 1st and last trips and adjusted my trip home and added the totals.

The circled miles are trip miles. Trip miles are miles traveled between cities. Local miles are miles traveled within the same city and between providers. This is a worksheet and does not have to follow the example exactly, as long as the addresses and miles are legible.

Rental Car

Policy

You may not conduct any personal use of rental vehicles. The DHS contract with Enterprise states “entity’s employees may be personally liable for loss of or damage to vehicles if performing non-state related activities”.

Only State employees are allowed in the vehicle during business travel. Family members are not allowed to drive or be passengers in vehicles **AT ANY TIME** during business travel.

Reserving a Rental Car

Enterprise has a contract with DHS. Use is billed directly to DHS. The required timeframe (daily, weekly, monthly) is on a case-by-case basis. Discuss the amount of time you will need for the rental with your supervisor. Compact, midsize or minivan are allowed vehicle types. **DO NOT** purchase additional insurance.

STEP 1 – RESERVE VEHICLE:

1. Go to: www.enterprise.com
2. Begin reservation (enter location, dates, vehicle)
3. When prompted for billing or corporate account number:
 - Use Customer #: 19A2652
4. Complete reservation

Or 1. Call Enterprise and state: “I am booking under the State of Minnesota / DHS account.”

2. Provide:
 - Billing #: 850768
 - Customer #: 19A2652
3. Confirm with agent (Rental is billed to DHS, no personal payment is required)

STEP 2 – COMPLETE REQUIRED DHS CAR RENTAL FORM 4044:

1. Access the form



DHS-4044.pdf

2. Complete the required entries:
 - Expense Budget: 35358 (unless updated)
 - Driver name + details
 - Dates / destination
3. Submit the form to:
dhs.fod.accountspayable@state.mn.us

STEP 3 – PICK UP VEHICLE

Bring:

- Driver's license
- DHS ID
- Completed rental form

STEP 4 – RETURN VEHICLE WITH A FULL TANK OF GAS

SUPPORT:

Brenda May

Account Clerk Sr. | DHS Financial Operations Division

Minnesota Department of Human Services

540 Cedar Street

Saint Paul, MN 55101

Office: 651-431-3770

Fax: 651-431-7480

mn.gov/dhs

Fuel Options for Rental Cars

Option 1: Request a P-card. A P-card is a fuel charge card. Costs are billed to DHS. No documentation or receipts are required.

- Email Tony Isenberg, tony.isenberg@state.mn.us that you are renting an Enterprise vehicle for the revalidation project and request a P-card.
- CC your supervisor on the email.

Option 2: Pay for gas and complete a reimbursement request in Self Service. A photo of the receipt must be attached.