

## Self Service

### Time Entry and Business Expense Email Notification Receipt to Back-up Manager

For agencies that have elected to receive notification emails for Self Service Time Entry and Business Expenses for selected department IDs, notifications will be sent to a combination of the primary manager, and or, the administrator.

Primary managers will be able to delegate the receipt of the complete emails, when they are out of the office or unavailable, to any back-up manager designated for that department ID.

To set-up the temporary receipt of email notifications to a back-up manager, Self Service Security page for Self Service Time Entry, and on the Manager Business Expense page for Self Service Business Expenses.

#### How to Delegate the Receipt of Timesheet Complete Email Notifications to a Back-up Manager

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To delegate these options, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site: <a href="http://mn.gov/selfservice">http://mn.gov/selfservice</a> .	<b>State of Minnesota Self Service Portal</b> 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.	<b>My Homepage</b> page displays.
3. Select the <b>Self Service</b> tile.	<b>Self Service</b> page displays.
4. Select the <b>My Manager Homepage</b> tile.	<b>My Manager Homepage</b> page displays.
5. Select the <b>Payroll</b> tile. <b>NOTE:</b> verify that the <b>Manager Time Entry Approval</b> page is selected in the navigation collection.	<b>Time and Labor</b> search page displays.
6. In the <b>Department</b> field, type the department ID you want to access.  To look up a department, select the <b>[LOOK UP DEPARTMENT]</b> button next to the field. <ul style="list-style-type: none"><li>• Select the appropriate department ID from the list.</li><li>• Select an employee you wish to delegate access to.</li></ul>	
7. Select the <b>Approval Delegation</b> tab.	The new tab <b>Approval Delegation</b> will now appear as an option.

ACTION	RESULT
<ul style="list-style-type: none"> <li>Approval delegation is by department ID and the following steps would need to be done for each department ID that you are selecting a back-up manager to receive email notifications.</li> </ul>	
8. Select the <b>[APPROVER EMPL ID LOOK UP]</b> button.	A list of available back-up managers will display.
9. Enter the <b>Date From</b> (the first day you are unavailable) and the <b>Date To</b> (last day you are unavailable). <ul style="list-style-type: none"> <li>The email notification will only go to the back-up manager if the back-up manager has <b>accepted</b> the email delegation.</li> <li>Once the <b>Date To</b> specific date has passed, the emails will no longer go to the back-up manager and will continue to go to the primary manager.</li> </ul>	These are the dates you will be unavailable or need the back-up manager to receive email notifications.
10. Enter the reason for requesting the delegation of the back-up manager in the <b>Reason for Delegation</b> field. <ul style="list-style-type: none"> <li>This reason is mandatory and will show up in the automatic email notification to the back-up manager requesting that they accept or deny the request.</li> </ul>	
11. Select the <b>[SAVE]</b> button.	The back-up manager email request will be sent, and the information is saved.

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

## How to Accept or Reject the Delegation of Timesheet Complete Emails

To accept or decline, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site: <a href="http://mn.gov/selfservice">http://mn.gov/selfservice</a> .	<b>State of Minnesota Self Service Portal</b> 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.	<b>My Homepage</b> page displays.
3. Select the Self Service tile.	<b>Self Service</b> page displays.
4. Select the <b>My Manager Homepage</b> tile.	<b>My Manager Homepage</b> displays.

ACTION	RESULT
5. Select the <b>Payroll</b> tile.  <b>NOTE:</b> verify that the <b>Manager Time Entry Approval</b> page is selected in the navigation collection.	<b>Time and Labor</b> search page displays.
6. In the <b>Department</b> field, type the department ID you want to access.  To look up a department, select the <b>[LOOK UP DEPARTMENT]</b> button next to the field. The Look Up Department page displays. Select the <b>[LOOK UP]</b> button for a list of available departments or type part of the department ID and Select the <b>[LOOK UP]</b> button. Select a department. It fills in on the search page.	
7. Select the department from the Search Results displayed.	
8. Select the <b>Approval Delegation</b> tab.  <ul style="list-style-type: none"> <li>The following steps need to be done for each department ID where the primary manager has requested a delegation of the timesheet complete emails.</li> </ul>	The new tab <b>Approval Delegation</b> will now appear as an option.
9. Select <b>Accept</b> or <b>Decline</b> .  <ul style="list-style-type: none"> <li><b>Accepting</b> will send an automatic email notification to the manager stating that you have accepted this delegation.</li> <li>If you select <b>Decline</b>, you will be asked to enter a reason. The reason is mandatory, and an automatic email will be sent to the manager stating that you have declined with the reason stated.</li> </ul>	
10. Select the <b>[SAVE]</b> button.	The information for receipt of back-up manager emails is saved.

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

## How to Delegate the Receipt of Business Expense Complete Email Notifications to a Back-up Manager

To set-up these options, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site: <a href="http://mn.gov/selfservice">http://mn.gov/selfservice</a> .	<b>State of Minnesota Self Service Portal</b> sign in page displays.

ACTION	RESULT
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	<b>My Homepage</b> page displays.
3. Select the <b>Self Service</b> tile.	<b>Self Service</b> page displays.
4. Select <b>My Manager Homepage</b> tile.	<b>My Manager Homepage</b> displays.
5. Select the <b>Payroll</b> tile. <ul style="list-style-type: none"> <li>Additional sections will now appear on the Manager Business Expenses page.</li> </ul> <b>NOTE:</b> verify that the <b>Manager Manager Business Expenses</b> page is selected in the navigation collection	The <b>Select Business Expense</b> page displays.
6. Scroll through and select the department ID in the <b>Delegation by DeptID</b> area from the list. <ul style="list-style-type: none"> <li><b>NOTE:</b> if you have employees in multiple departments, delegation of approval would need to be set on each department ID.</li> </ul>	
7. In the <b>Approver Empl ID</b> field, enter the employee ID of the back-up manager you are requesting to receive notification emails while you are unavailable.	
8. Enter the <b>Date From</b> (the first day you are unavailable) and the <b>Date To</b> (last day you are unavailable). <ul style="list-style-type: none"> <li>The email notification will only go to the back-up manager if the back-up manager has <b>accepted</b> the email delegation.</li> <li>Once the <b>Date To</b> specific date has passed, the emails will no longer go to the back-up manager and will continue to go to the primary manager.</li> </ul>	These are the dates you will be unavailable or need the back-up manager to receive email notifications.
9. Enter a reason in the <b>Reason for Delegation</b> field. <ul style="list-style-type: none"> <li>The reason is mandatory and will be included in the automatic email that is generated to the approver to accept or decline.</li> </ul>	
10. Select the <b>[SAVE]</b> button.	The information for receipt of back-up approver emails is saved.

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

## How to Accept or Reject the Delegation of Business Expense Complete Emails

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To accept or decline, take the following steps.

ACTION	RESULT
1. Access the Self Service Web site: <a href="http://mn.gov/selfservice">http://mn.gov/selfservice</a> .	<b>State of Minnesota Self Service Portal</b> 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.	<b>My Homepage</b> page displays.
3. Select the <b>Self Service</b> tile.	<b>Self Service</b> page displays.
4. Select <b>My Manager Homepage</b> tile.	<b>My Manager Homepage</b> displays.
5. Select the <b>Payroll</b> tile. <ul style="list-style-type: none"><li>Additional sections will now appear on the Manager Business Expenses page.</li></ul> <b>NOTE:</b> verify that the <b>Manager Business Expenses</b> page is selected in the navigation collection.	<b>Select Business Expense</b> page displays.
6. Under the Self Service Manager Delegation by Eligible Business Process section, select <b>Accept</b> or <b>Decline</b> . <ul style="list-style-type: none"><li>Accepting will send an automatic email notification to the manager stating that you have <b>accepted</b> this delegation.</li><li>If you select <b>Decline</b>, you will be asked to enter a reason. The reason is mandatory, and an automatic email will be sent to the primary manager stating that you have declined with the reason stated.</li></ul>	
7. Select the <b>[SAVE]</b> button.	The information for receipt of back-up manager emails is saved.

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## Viewing the Delegation of Back-up Manager for Time Entry and Business Expense Complete Emails

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Agency administrative users can look within SEMA4 to see if email delegations have been entered for a department ID for Self Service Time Entry or for a department ID for Self Service Business Expenses.

**Self Service Time Entry only:** go to <https://www.mn.gov/adminportal> > SEMA4 Tile > Payroll Tile > Time Entry/Labor Distribution Tile > Time Entry Tile > Self Service Time and Labor Page.

1. Enter the Department ID and select the **[SEARCH]** button.
2. Select the department from the list.

3. Select the Approval Delegation tab.
4. If email delegations have been entered for the department ID, they will display here.

**Self Service Manager Delegation by Eligible Business Process**  
Business Process: Time Entry

Delegation Emplid	Name	Date From	Date To	Reason for Delegation	Requested	Accepted	Declined	Reason Why Declined
00022222	Case, Justin	02/25/2025	03/07/2025	Manager out of office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Time and Labor | [Comments](#) | [Dept Status](#) | [Approval Delegation](#)

**Self Service Business Expense and Self Service Time Entry:** go to <https://www.mn.gov/adminportal> > SEMA4 Tile > Payroll Tile > Business Expenses Tile > Self Serv Approval Delegation page.

1. Enter the Department ID and select the [SEARCH] button.
2. If a back-up manager and/or administrator has been delegated, you will see them here.

**Business Expenses**  
Welcome to the Administrative Portal | [Sign Out](#)

**Approval Delegation**

Department: Q100002 Systems & Communications

**Self Service Manager Delegation by Eligible Business Process**  
Business Process: Business Expenses

Delegation Emplid	Name	Approver Empl ID	Name	Date From	Date To	Reason for Delegation	Requested	Accepted	Declined	Reason Why Declined
00022222	Case, Justin	00044444	Bearns, William	02/25/2025	03/07/2025	Manager out of office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[Return to Search](#)

## Questions?

Agency Payroll, HR, and Accounting staff should contact Jody Dahl at MMB [jody.dahl@state.mn.us](mailto:jody.dahl@state.mn.us) and 651-201-8206 for Time Entry, or Courtney Salmon at [courtney.salmon@state.mn.us](mailto:courtney.salmon@state.mn.us) and 651-259-3774 for Business Expenses questions.

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**