State of MN Self Service Information and Activities

JAWS Accessibility

There is an accessibility mode available for those who use assistive technology. This mode changes the layout of the pages to a more linear design that works better with screen readers.

The option to turn on the accessibility mode is available on the My Profile page.
- The 'Screen Reader Accessibility Mode' and 'Automatically Collapse Menu Access' options checkboxes must both be checked. You must sign out of Self Service and sign back in for your changes to take effect.

External Websites

There are a number of Self Service pages that open up a webpage to an external website. Selecting these options within the State of MN Self Service pages will take you to external websites.
- Pre-Tax Accounts
- Benefits Enrollment
- Deferred Comp
- Announcements
- State Employee Express

Resources

JAWS keyboard shortcuts (http://doccenter.freedomscientific.com/doccenter/archives/training/JAWSKeystrokes.htm)
NVDA Keyboard Shortcuts (WebAim.org) (http://webaim.org/resources/shortcuts/nvda)

Accessing Self Service

To access the Self Service Portal, select this link: State of Minnesota Self Service Portal (https://portal.s4web.state.mn.us/psp/por91ssap/SELFSERVICE/ENTP/h/?tab=MN_GUEST)

Enter your username and password in the appropriate form fields. If you are a new employee, your HR representative or supervisor will provide that information.

Once signed in, select the State of MN Self Service link to open the Self Service menu page.

State of MN Self Service

The following sections in this document list the available actions in the State of MN Self Service menu.

NOTE: Not all actions will be available to all users. For example, Time Entry will not be available to former employees, employees whose department doesn’t use Self Service to track timesheets, and some employees out on leave.

My Profile

This page is where you can change your Self Service profile information.
- Password: Change your password or set up a password
- Options to improve screen reader functionality: Set options to improve compatibility with screen reading software.
  - Both the 'Screen Reader Accessibility Mode' and 'Automatically Collapse Menu Access' options checkboxes must be checked.
  - You must sign out of Self Service and sign back in for your changes to take effect.
- Alternate User ID: If you will be temporarily unavailable, you can select an alternate user ID to receive your routings. You can type your alternate user ID or use the Lookup Alternate User ID button.
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- Finally, this is where you can verify the workflow attributes and your business email address.

**My Paystub**

View Paystub information

- View Paystub: Review your available paychecks by selecting the date of the paycheck
- Pay Calculation: Defines how the system determines earnings, deductions, taxes, and net pay to help you understand your paycheck information
- Instructions: Full instructions on viewing your paycheck stub, viewing leave activity and leave balance, and printing your paycheck stubs

**Time Entry**

The time entry page is used to enter your time worked, vacation time, sick time, and other types of compensation. There are two tabs: Time and Labor and Comments.

**Time and Labor**

This section defaults to the current pay period. Use the Pay Period Selection link to change pay periods. Since all available pay periods are included on this page, you may have to read through many rows of data before finding the pay period you are looking for.

Use the Add Row and Delete Row to add or remove a row with a different earn code. Each Earn Code has its own row. The Earn Code lookup button will help you with the three letter codes needed for all types of activity on any given day. These include things such as sick, jury duty, FMLA, etc.

The data on the page will vary depending on your FLSA status.

**Non-Exempt employees:**

If you are a non-exempt employee, your bi-weekly work schedule will be defaulted into the Time & Labor grid with an earnings code of REG (regular). If a state paid holiday falls in the pay period, a HOL (holiday) row and hours are added in by default.

**Exempt Employees**

If you are an exempt employee, there will be no REG row defaulted in reflecting your work schedule. Exempt employees are only required to enter non-regular time such as vacation and sick leave. Both exempt and nonexempt employees will have a HOL (holiday) row defaulted in if a state-paid holiday falls in the pay period.

**How to Enter Time**

1. **Time and Labor Table:** Enter your regular hours worked in the REG row of the Time and Labor Table. To enter other kinds of hours, add a new row and add the three character value to the Earn Code field. Each Earn Code will need its own row. There is not a default earn code for a new row and all hours are defaulted to 0.00. Rows can be added or deleted using the Add Row and Delete Row buttons. Use the Earn Code Lookup button to assist you in finding the proper Earn Code. Keep in mind that search fields in People Tools are case sensitive. If you enter an incorrect Earn Code, you will get an error message.
2. **Daily Total Table:** Below the rows for the different earn codes/days/hours you have entered will be Daily Totals table. Check to make sure the daily totals and grand totals for the time period are correct. Once you have entered your time, you can either save the information to mark completed at a later time or mark it as completed. You must mark your information as completed in order for your manager to approve your time.
3. **Save:** To just save the information without marking it completed you can select the Save button from the Form Field list. The saved information will appear when you once again access your Time Entry page.
4. Completed: Select the Completed check box to indicate you have completed filling out your timesheet. Verify your time entries are correct by selecting the Yes button. Your time and labor data will be automatically saved.

**View Leave Activity**

If you would like to review your leave activity information, you may select the View Leave Activity from the Links list. You can view leave activity by pay period or by your plan. Types of leave may include Sick, Vacation, Floating Holiday (personal day) or Military.

**Comments**

This is the place to include comments as needed. For instance, if you have selected sick leave, you may include the reason for your absence (e.g. doctor's appointment). The comments may also be used by supervisors if completing time entry in your absence.

**Benefits**

Links to insurance information and enrollment.

- Benefits Summary: Review a summary of current, past or future benefit enrollments.
- Dependent Coverage: Review a summary of your dependents benefits coverage.
- Benefits Enrollment: Enroll in benefits
- 1095-C-Consent: Select to receive the ACA 1095-C statements electronically
- View Form 1095-C: Employee form 1095-C

**My Leave Activity**

In addition to accessing leave information from the Time Entry page, you can access it directly from this page.

- My Leave Activity: Review activity and leave balances for leave types such as vacation and sick.
- Instructions: Instructions on how to access and understand the Leave Activity page

**Other Payroll**

Update and view all other payroll self-service data, such as tax information, W2 forms and direct deposit.

- W-4 and MWR: Input your tax withholdings
  - W-4 and MWR
  - W-4 Instructions
- W2 Information: View and print your W-2 forms
  - View W-2 Forms
  - Required Disclosures
  - EIC and Box Instruction
  - W-2 Information
  - W-2 Instructions
- Direct Deposit: Input your direct deposit
  - Direct Deposit: Add or update your direct deposit information
  - Instructions
- Savings Plan: Input your savings plan
  - Input Deferred Cmp/TSA Deductn: Input Deferred Comp/Tax Sheltered Annuity (403b) Deductions
  - Savings Plans Instructions: For adding, changing, or stopping your deferred comp (457) or tax sheltered annuity (403b) deductions in Self Service
  - MN Deferred Comp Plan Website: Links to external MN State Deferred Comp Plan website
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- Minnesota State 403b Tax Sheltered Annuity (403b) external plan website
  - Charitable Deductions: Input your charitable deductions
    - Charitable Deductions
    - Instructions
  - Leave Donations: Input your leave donation
    - Input your leave donations
    - Instructions
    - Recipient Flyers
  - Deferred Comp Conv/Match
    - Input your Deferred Comp Conversion/Match Option
    - Instructions
  - Payroll Forms
    - Payroll Calendars
    - W-4
    - W-4MN
    - Form MWR
    - W-2 Duplicate/Corrected
    - Direct Deposit
    - Authorization for Travel
    - Direct Deposit Exception
    - SEMA4 Employee Expense Report
    - Selection of Deferred Comp Opt
    - Relocation Expense Report
- Business Expense

My Personal Information

Use this page to update all personal information including:

- Skills Profile: Enter licenses and certificates
- Personal Information Summary: Review a summary of your personal information
- Home and Mailing Address: Review and update your home and mailing addresses
- Phone Numbers: Add or update phone numbers, or specify your primary phone number
- Email Addresses: Add or update your email addresses
- Emergency Contacts: Add or update your emergency contact information
- Notify Human Resources: If you have a name change or marital status change, you must contact your Human Resource office. Agency contacts are listed here
- Instructions: How to use My Personal Information
- Complete and Submit I-9 Form: Complete and submit an electronic based I-9 Form
- Ethnic Groups: Add or update ethnic groups, or specify your primary ethnic group
- Veteran Status: Add or update protected veteran status, and identify classifications of which you belong to
- Disability: Add or update disability status
- Gender: Select your gender
- Private Data Statement: Notice of intent to collect private data from employees
- Pandemic Availability: Respond to pandemic availability question
- Driver’s License: Complete the Vehicle Use Agreement
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Careers
This will open the Job Search page for employees to search and apply for jobs.

Interview Team Activity
Review applicants that have been routed to you. There are five pages:
- Routing Response: Review applicant information and enter response
- Evaluate Open Ended Questions: Evaluate answers to open ended questions
- Interview Calendar: Calendar of scheduled applicant interviews
- Interview Team Schedule: View interview team schedule
- ARL Claimers Only: For layoff use only

Announcements
Check for information employees need to know. Note that this will take you to a page outside of Self Service

First Report of Injury
Links for supervisors or workers’ compensation coordinators to report work related injuries or incidents.
- First Report of Injury: Link for supervisors or workers’ compensation coordinators to report work related injuries or incidents
- Injury Reporting Checklist: Use this checklist to guide you through the process of filing and managing a workers’ compensation claim for your employee

Need Assistance?
If you have questions or you are having problems with this website:
- Problems with website?
- Employee Contacts

Enterprise Learning Mgmt (ELM)
- Enterprise Learning Mgmt (ELM): This will open the Learning Home page.
- Instructions: This will take open a new browser window with instructions on how to navigate in ELM.

New Hire/Rehire Activity Guide
Newly hired and rehired employees enter information here before their first day of work. Selecting this link opens a new browser tab to the New Hire/Rehire Activity Guide.

Manager Tasks
- Manager Time Entry Approval
- Employee Leave balances
- Manager Business Expenses

If you need this in an alternative format, contact your supervisor.