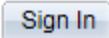
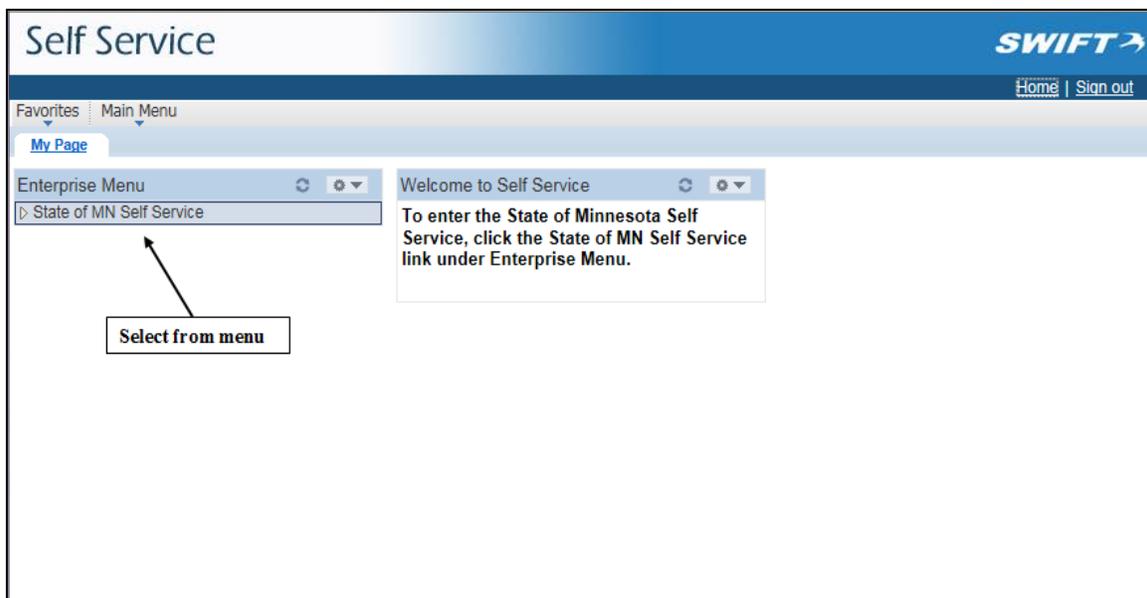


How to Access and Navigate in Self Service

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.

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.

The screenshot shows the 'State of MN Self Service' navigation page. The 'My Paystub' section is highlighted with a red circle labeled '1', and the 'Other Payroll' section is highlighted with a red circle labeled '2'.

- (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
05/15/2015	<input type="button" value="View Paycheck"/>	04/22/2015	05/05/2015
05/01/2015	<input type="button" value="View Paycheck"/>	04/08/2015	04/21/2015
04/17/2015	<input type="button" value="View Paycheck"/>	03/25/2015	04/07/2015
04/03/2015	<input type="button" value="View Paycheck"/>	03/11/2015	03/24/2015
03/20/2015	<input type="button" value="View Paycheck"/>	02/25/2015	03/10/2015
03/06/2015	<input type="button" value="View Paycheck"/>	02/11/2015	02/24/2015

- (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.

The image shows two screenshots from a web application. The left screenshot is a menu titled "Other Payroll" with a sub-header "Update and view all other payroll self service such as tax data, W-2 forms and direct deposit." It contains several categories with links:

- W-4 and MWR**: Input your tax withholdings. Links: W-4 and MWR, W-4 Instructions.
- W-2 Information**: View and print your W-2 forms. Links: View W-2 Forms, Required Disclosures, EIC and Box Instruction & More...
- Savings Plans**: Input your savings plans. Links: Input Deferred Comp/TSA Deductn, Savings Plans Instructions, MN Deferred Comp Plan Website, MNSCU 403b TSA Plan Website.
- Charitable Deductions**: Input your charitable deductions. Links: Charitable Deductions, Instructions. (An arrow points from this link to the right screenshot.)
- Deferred Comp Conv/Mtch**: Input your Deferred Comp Conv/Mtch Option. Link: Deferred Comp Conv/Mtch Option Instructions.
- Payroll Forms**: W-4, request for duplicate or corrected W-2, direct deposit and expense reports. Links: Payroll Calendars, W-4, W-4MN, & More...

The right screenshot is the "Voluntary Deductions" page for the State of Minnesota. It includes the text "Review, add or update your voluntary deductions information." Below this is a table with the following structure:

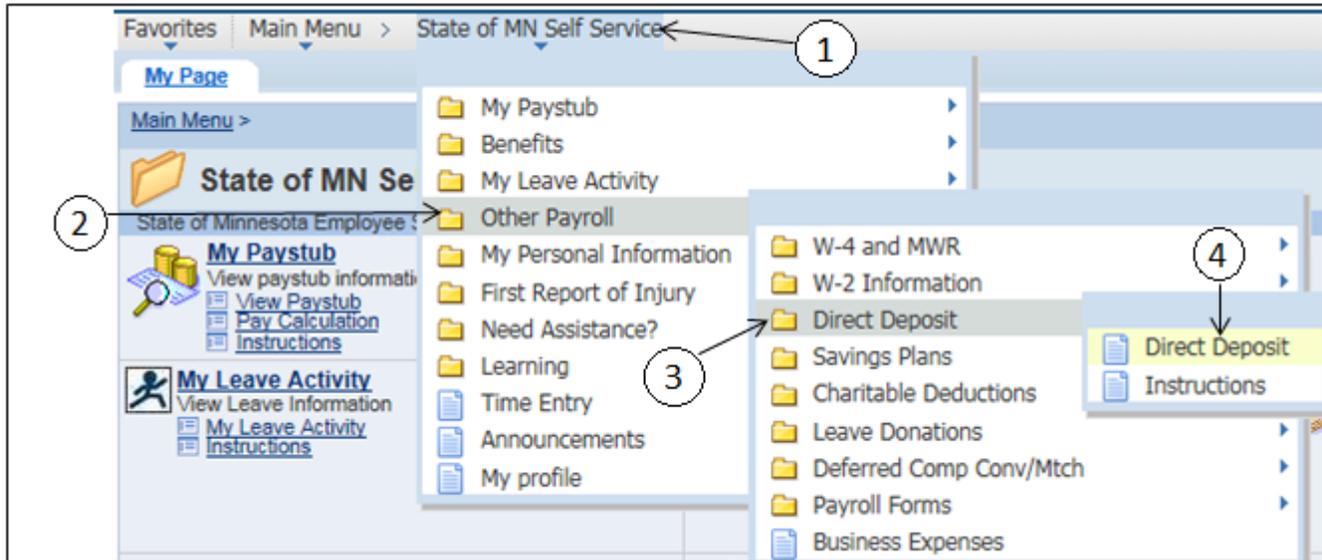
Voluntary Deductions			
Deduction Type	Start Date	Stop Date	Status

Below the table are two buttons: "Add Deduction" and "Designations/Acknowledgements".

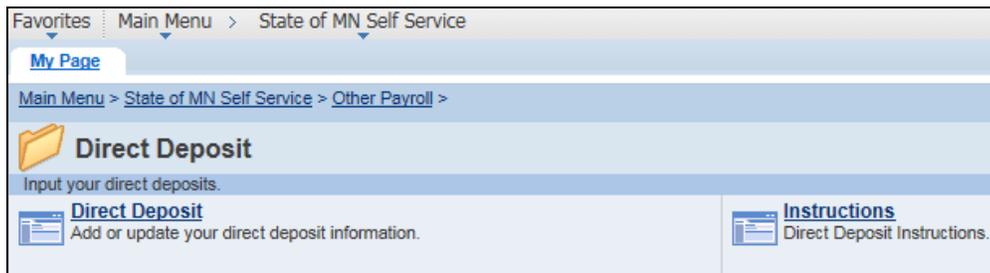
To Navigate Using the Main Menu

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

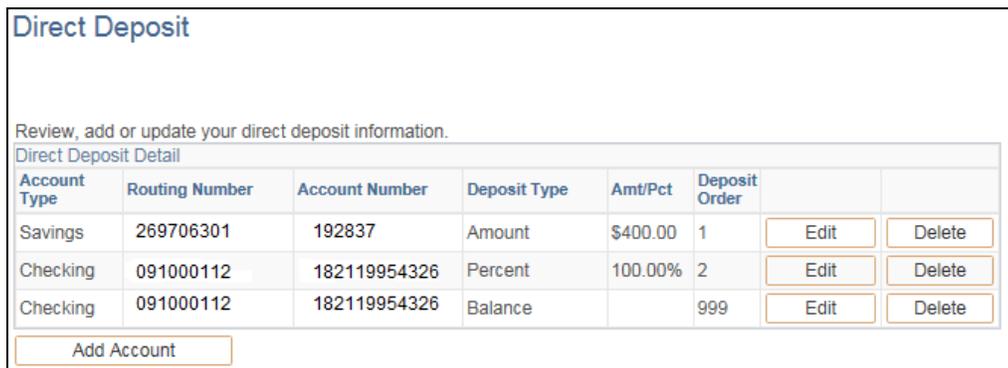
- (1) Start by clicking on **State of MN Self Service**. If you click on a folder in that drop down menu, the yellow highlighted menu item cascades to the right displaying additional options represented by folders and pages.
- (2) In this example, the Other Payroll folder was selected, producing the 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.



To Exit a Self Service Page

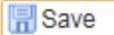
- To go to a different Self Service page, click the Home [Home](#) link in the upper-right corner of the page and select State of MN Self Service. Navigate to the desired Self Service page.
- To exit Self Service, click the Sign out [Sign out](#) link in the upper-right corner of the page.

When You Are Finished Viewing or Updating Information in Self Service

Be sure to sign out by clicking the Sign out [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

Button or Link	Function
	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.
	Click the pencil to edit a record.
	Click the trash can to delete a record.
	Click the checkbox associated with the pen to acknowledge agreement, and attach your electronic signature.

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 - FAQ](#).