

Self Service Paystubs

Contents

Introduction	1
Access Paystub Information	1
Access Another Self Service Page or Exit	5
Problems and Solutions.....	5

Introduction

Paystub information is available on the Self Service Portal, accessed through the Internet. Data accessed through the Internet is secured by your user ID and password. You can also 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.

Steps to Access Paystub Information.

Action	Result
1. Access the Self Service Portal: https://mn.gov/employee	Self Service Portal 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 Portal Homepage displays.
3. On the Self Service Homepage, select the Self Service tile	Self Service Landing page displays.
4. Select the My Pay tile.	My Pay tiles display.

Action	Result
<p>5. Select the View Paystub tile.</p> <p>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.)</p> <p>Note: Paystubs prior to those listed on the Employee Paycheck History page have been archived and are not available in Self Service. Contact your human resources or payroll office if you need historical information that has been archived.</p>	<p>The Employee Paycheck History page displays.</p>
<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 to see a PDF view of your Paycheck. Select 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. Close the PDF paystub window after viewing and printing. <p>-- OR --</p> </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. 	<p>The View Paystub page displays.</p>

Action	Result
<ul style="list-style-type: none"> To print a paystub from the View Paystub page do one of the following: <ul style="list-style-type: none"> Select the [PRINT] link. Select 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"> To return to the Employee Paycheck History page, select the [VIEW A DIFFERENT PAYCHECK] button. <p>TIP! To view leave activity, select the [HOME] button and go to the Benefits tile and then select the My Leave tile.</p>	<p>The paystub will print.</p> <p>The Employee Paycheck History page displays.</p> <p>The Leave Activity by Pay Period page displays.</p>

Action	Result
<p>TIP: Select the links and buttons on the navigation headers to view additional paychecks.</p> <p>NOTE: To download your paycheck history to an Excel file, select the [DOWNLOAD TO EXCEL] grid button. A new window opens, and you are prompted to open or save the ps.xls file.</p>	<ul style="list-style-type: none"> • <u>View All</u> - Displays all available paychecks • [SHOW PREVIOUS ROW] arrow button - Displays the previous group of paychecks • [SHOW NEXT ROW] arrow button - Displays the next group of paychecks • <u>First</u> - Displays the first group of paychecks • <u>Last</u> - Displays the last group of paychecks • [DOWNLOAD TO EXCEL] grid button- Downloads paycheck history to an Excel file • <u>Find</u> – Opens a popup search window • If the links or buttons are gray, the option is not available

Access Another Self Service Page or Exit

Steps to Return to State of MN Self Service Page

Action	Result
To return to Self Service Landing page : <ul style="list-style-type: none">Select the [HOME] button in the upper-right corner of the page.- AND -On the menu, select the Self Service tile.	Self Service Homepage displays. Self Service Landing page displays.
To exit Self Service, select the [SIGN OUT] link in the upper-left corner of the page.	Self Service Portal sign in page displays.

Problems and Solutions

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

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 W-4 and State W-4) is not correct and is not reflected in the tax amounts shown in the Gross to Net portion of the paystub.	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. 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.
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 available in Self Service?	Check with your Payroll or Human Resources office.

Problem	Solution
<p>My bank statement shows multiple transmissions for my paycheck. Why is the amount split?</p>	<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</p> <p style="padding-left: 40px;">Checking account, Percent = 100%</p>