



Employee Self Service

Welcome to Minnesota State University Moorhead. Since MSUM is an agency of the State of Minnesota, the Department of Finance processes your payroll after it has been entered here on campus. As a cost saving measure, and to take advantage of available technology, paycheck information is only available via a secure site on the web. The following is information you will need to have to view and print paycheck or advice stub details. Paycheck information is typically available the Monday before payday.

How to Access Employee Self Service

1. Access the Internet.
2. Go to the web address www.state.mn.us/employee
The State of **Minnesota Employee Self Service** sign in page will appear.
3. On the Sign In page, type your User ID and Password; then press Enter or click
 - The user ID is your 8-digit employee ID. Be sure to type the leading zeros.
 - When you first go to the Sign In page, the system will assign you a password by clicking on **"If you've forgotten your password, click here"**. After obtaining your new password, you must then go back to the Sign In page and proceed to "sign-on." After entering your employee self-service page with your ID and assigned password, there is an area that allows you to create your own personal password. (NOTE: Your password must be at least eight characters.)
 - You can get your Employee ID from your HR or Payroll office.
4. Several choices are available to you on the State of Minnesota Employee Self Service page. Click the link for the information you wish to view.

Announcements - Click here for important announcements for employees. Check this page frequently to view the latest announcements.

View Pay stubs - View your current and prior earnings statements.

Other Payroll - Access Payroll forms such as W-4 and MWR, W-2, reprint request, direct deposit and expense forms. Also, input your charitable deductions and purchase U.S. Savings Bonds.

My Personal Information - Review and edit your home address, phone numbers, email address, and emergency contact information. Also, notify your Human Resource Office if you have a name or marital status change.

Benefits - Link to additional Employee benefit web sites:

Benefits Summary - Review your current and historical benefits information.

State Employee Express - Review Health/Dental care information.

Dependents and Beneficiaries - Review personal information and benefits coverage for your dependents and beneficiaries.

Benefits Enrollment - only visible for employees who have a self-service as the result of being a new hire or experiencing an employment condition change. This link is also visible during open enrollment.

Flexible Spending Accounts - Review Dependent Care, Health/Dental and Transit Expense Account information.

Change Password - Change your current password.

How to Access Your Pay Stub Information

1. Click **View Paystubs** to view your most recent pay stub or direct deposit statement.
2. To print, click the print button on your Internet browser toolbar.
If your document does not print correctly, you may have to change the margins in your browser's page setup screen. Page setup is usually found by clicking File on the Browser menu.
3. Click **Paycheck Selection** for a prior pay period.
4. You may view another portion of the Self Service site by clicking **Employee Self Service Home Page**.
5. When you are finished viewing your pay stub information, you may exit Self Service by clicking on the menu bar at the top of the page.
Be sure to **Sign Out**. 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 pay stub.