

## Vacation Donation Instructions

1. Log into the State of Minnesota Employee Self-Service website:

[www.state.mn.us/employee](http://www.state.mn.us/employee)

**\*\*Your user ID is your 8 digit State ID number.**

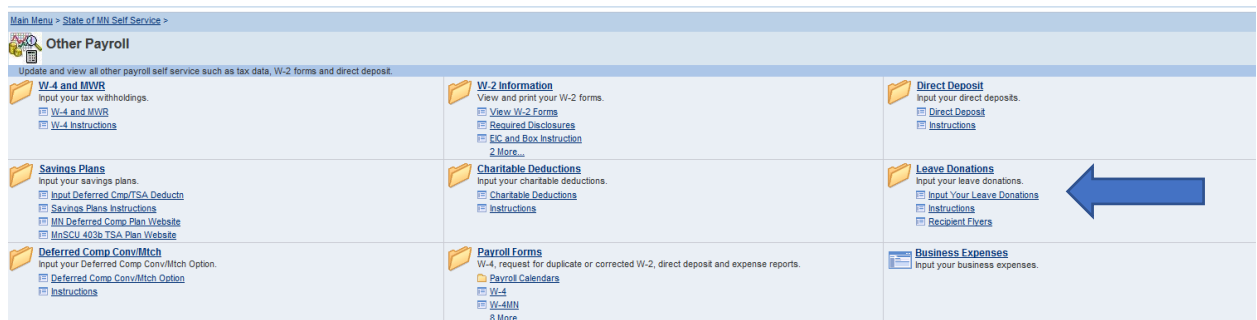
- If you do not know your State ID, please visit [Employee Home](#) and login with your Star ID and password.
- Click on “My Jobs” tab. Your State ID is found on the top right hand side and labeled “SEMA4 Employee ID.”

If you do not remember your password for Self Service, please follow the instructions through the “Forgot Your Password?” link below the login information.

2. Once logged in under Main Menu select State of MN Self Service and then “Other Payroll”



3. Next, click on “Leave Donations”




4. Select “Input Your Leave Donations”

- Click on the small magnifying glass next to the "Reserve Bank" Field to open a list of recipient names.

**New Donation**

Donation Type: ☒ Hours ☐ Value

Reserve Bank:  

Donated Hours:




Fiscal Year: 2018

Bank Limit: 0.00

Hours: 0.00

Remaining Hours: 0.00

**Employee Donations**

View All  First  1 of 1  Last

	Fiscal Year	Type	Donation Date	Empl Record	Title	Hours	Process Date	Reversal?	Reversal Date	Cancel Donation?	Cancel Date
1				0				<input type="checkbox"/>		<input type="checkbox"/>	

If you wish to process a donation for another appointment go to: [Select Employment Record Number.](#)

- Click on a name. The name will appear in the Donation Box
- Enter number of hours you wish to donate and save.