

Pay Stub Information

Employees, whether on direct deposit or receiving a paycheck, access their paycheck/advice stub information through the Internet. No paper advice is mailed and the format of the paycheck is postcard size, similar to the format used for state tax rebate checks. No check stub information is on the paycheck. The information can be accessed from any computer anywhere.

Security

The paycheck stub information is secure. The Web site you access uses the latest Internet security software. Information going between your PC and the database is protected at the highest level. The Web server, which presents the information to you, is separated by a firewall from the application server, which controls the pay stub data and the security clearance information. Your user ID and password protect access to the data, and the data passed back and forth is encrypted.

In addition, when you view the paycheck stub, your social security number, employee ID and home address will not display.

View Your Pay Stub Information

1. Access the Internet. Use only Microsoft Internet Explorer.
2. Go to the Web address **<http://www.state.mn.us/employee>**. The State of Minnesota Employee Self-Service page will appear.
3. On the Sign In page, type your User ID and Password; then press Enter or click Sign In.

The User ID is your 8-digit Employee ID. Be sure to type the leading zeros.

If you do not know your State Employee ID, call the HR Office at 952/487-8269 or 952/487-8266, or 952/487-8268.

Your initial Password is the last four digits of your Social Security Number.

4. Click View Advices/Checks. Your most recent pay stub will appear. Remember, that only the most current pay stub has year-to-date information.
5. You have an option to change your initial password (i.e. the last four digits of your Social Security Number set for you by the state). Please remember that it is a case sensitive. If you forgot your new password, click on the "Did you forget your password" link on the State of Minnesota Self-Service page and follow the instructions.

When you are finished viewing your pay stub information.....

Print Your Stub Information

1. If you have Internet Explorer 5.0 or higher, you can print by using File, Print. Or
2. Use a print Screen Utility. Or
3. Copy and paste the pay stub into a word processing application (e.g. Word), then print. (Formatting may be necessary.) Or
4. Copy and past the pay stub into a text editor (e.g. Notepad), then print. (Formatting may be necessary.)

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.