

Contents

Self Service.....1

 Access Self Service Portal1

 Time Entry.....2

 Pay Information.....4

Self Service

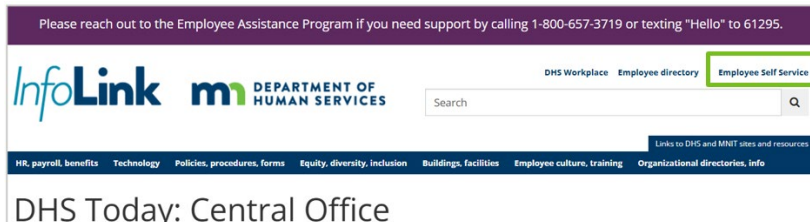
Self-service is used for time-entry and viewing information on pay and other topics.

New employees receive a temporary password in an email from MNIT. When you log in for the first time, you will be directed to create a new password. Note: the password for Self-Service is different from the one used to sign on to your computer. You will be prompted to change your password every 60 days.

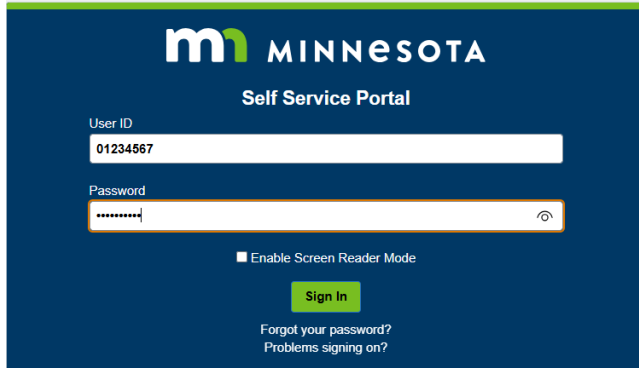
Self Service provides access to a wide variety of topics and functions including time entry, careers, and tax forms among others. This document will only review options that are necessary as you begin your role. Once you are familiar with accessing the self service portal, you can explore the other options.

Access Self Service Portal

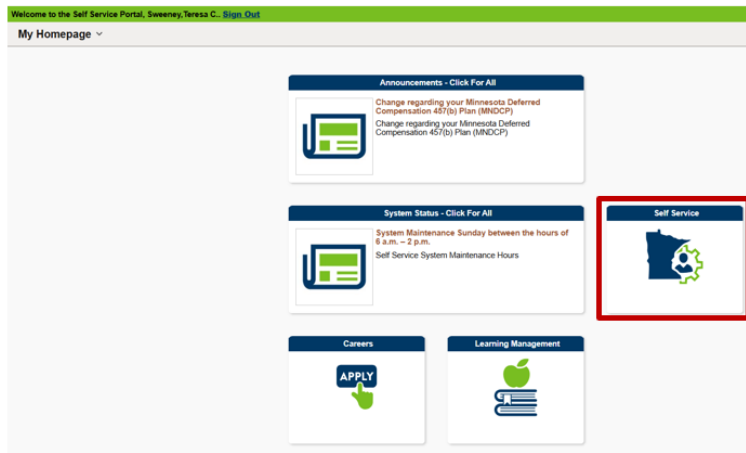
- 1) a) Open [InfoLink](#) on your device.
- b) Select **Employee Self Service** in the upper right.



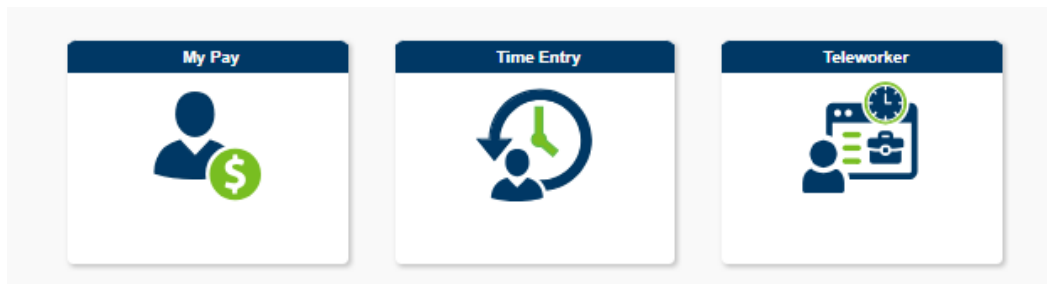
- 2) a) Enter **User ID** number – this is your employee ID number.
- b) Enter your Self Service **password**.
- c) Select **Sign In**.



3) Your homepage will display. Select **Self Service**.



Your menu of options will display according to your position. Tiles may not appear in the same order each time you open self service.



Time Entry

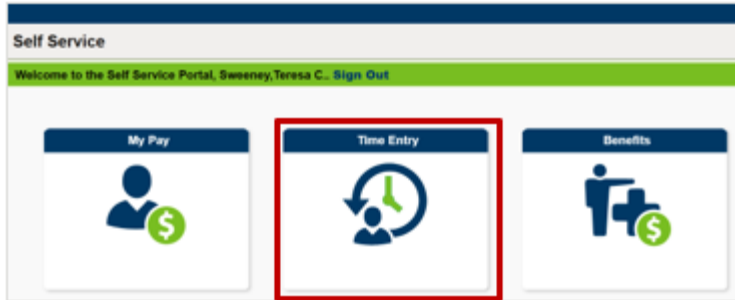
Note: For redeployed non-DHS employees, you will complete your timecard as you normally would, with an additional step. Refer to comments for entering revalidation project time.

Timekeeping is required to be completed for every two-week pay period beginning on Wednesday and ending on Tuesday.

1) Select **Time Entry**.

Self Service/MN Revalidate 2026

03/2026



- 2) Enter your hours for the two-week time period.
 - a) Enter regular hours for the Earn Code **REG** (prefilled).

Time and Labor

Welcome to the Self Service Portal, Sweeney, Teresa C.. [Sign Out](#)

Time and Labor | Comments

Department: H55G601 OIG-PIO Operations Management Pay End Date: 03/24/2026 Complete?
 Name: Sweeney, Teresa C. ID: 01224839 Rcd#: 0 Human Svcs Prog Rep 2

Time Errors Find | View All First 1 of 1 Last

Time & Labor	Find	First	1 of 1	Last														
+	-	REG	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	80.00	REG

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

Self-Service Time Entry Type: **Time Only** [View Leave Activity](#) [Validate](#)

To access other pay periods, click [Pay Period Selection](#)
 For help with resolving your validation errors contact your supervisor or self-service contact(s).

Name	Telephone	Email Address	Primary?	Comments
			<input checked="" type="checkbox"/>	

[Save](#) [Refresh](#)

Time and Labor | Comments

Select **Save** when hours. Verify the total equals your scheduled number of hours.

- b) Enter **Comments**:
 - i) **For redeployed/reassigned staff**, enter **Executive Order Implementation—Minnesota Revalidate** and the total hours worked on the project in the Comments section.
 - ii) **For temporary staff**, explain any time not worked as scheduled (example: 2 hours not worked for dentist 3/23)

Time and Labor

Welcome to the Self Service Portal, Sweeney, Teresa C.. [Sign Out](#)

Time and Labor | Comments

Department: H55G601 OIG-PIO Operations Management Pay End Date: 03/24/2026
 Name: Sweeney, Teresa C. ID: d#: 0

Comments Find | View All First 1 of 1 Last

+ - Executive Order Implementation—Minnesota Revalidate 22 hours
 2 hours not worked for dentist appt. 3/23 (example for temporary staff)

Save Refresh

- c) Select **Save**. Select **Time and Labor** to return to the timecard.
- d) When the timecard is ready to submit, select the **Complete?** box.
- e) Select **Yes** in the pop-up box to verify your hours are correct.

Time and Labor

Welcome to the Self Service Portal, Sweeney, Teresa C.. [Sign Out](#)

Time and Labor | Comments

Department: H55G601 OIG-PIO Operations Management Pay End Date: 03/24/2026 Complete?
 Name: Sweeney, Teresa C. ID: 01224839 Rcd#: 0 Human Svcs Prog Rep 2

Time Errors Find | View All First 1 of 1 Last

Time & Labor | Find | 1 of 1 Last

Earn Code	Wed 03-11	Thurs 03-12	Fri 03-13	Sat 03-14	Sun 03-15	Mon 03-16	Tues 03-17	Wed 03-18	Thurs 03-19	Fri 03-20	Sat 03-21	Sun 03-22	Mon 03-23	Tues 03-24	Em Total
REG	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00 REG

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total

Message

I verify the entries are correct. (24050,75)

If your response is "No", the Complete flag will be turned off automatically. If your response is "Yes", your time and labor data will be automatically saved.

Yes No

Save Refresh

Time and Labor | Comments

If you have questions or encounter issues, the [Self Service FAQ](#) may be able to help.

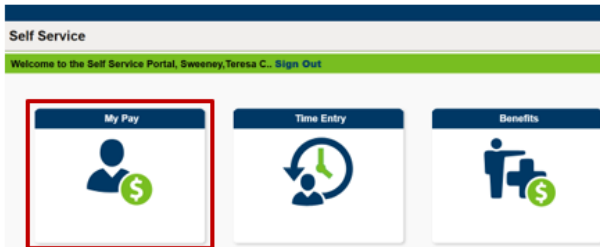
Pay Information

The 'My Pay' option will provide access to your paystubs by pay-period.

Self Service/MN Revalidate 2026

03/2026

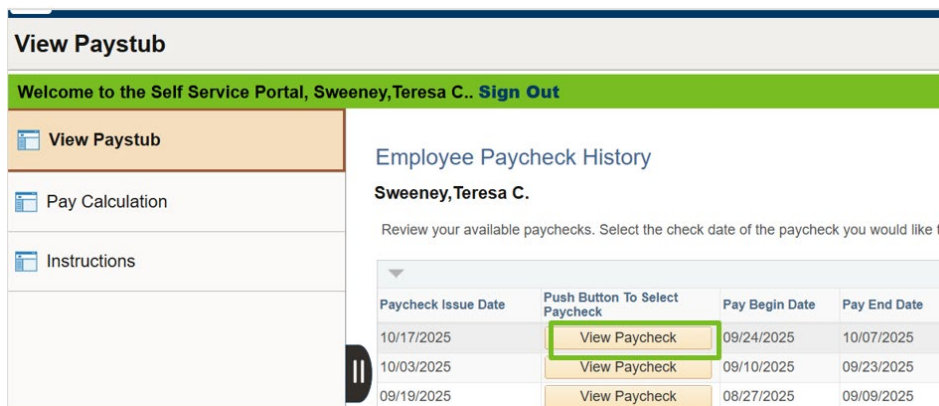
3) Select **My Pay**.



4) Select **View Paycheck**.



5) A list of your paychecks will display. Select **View Paycheck** for the period you want to view and/or print.



Your paystub will display with information on:

- Withholding status and allowances
- Earnings (description, hours, rate of pay, current amount and YTD)
- Taxes
- Before tax deductions, current and YTD
- After tax deductions, current and YTD
- Net Pay distribution (method, account, amount)
- Agency contact for questions

