

Information Regarding W-4's, Direct Deposit and Paystubs

The following information is accessed through the State of Minnesota self-serve website www.state.mn.us/employee. Your employee ID number (different from your Tech ID) is typically available from either Human Resources or Payroll on the Monday of the first pay period end date following the receipt of your paperwork, or your first day of employment; whichever is later. Your password is initially set up as the last four digits of your social security number. When you login for the first time, you will be required to create a new password that is at least eight characters and is case sensitive. Passwords expire every 90 days. After you are finished on the self-serve website, don't forget to logout using the *Sign Out* button on the top right corner.

To Set Up Your W-4:

Sign into the self-serve website. Select the *Other Payroll*, and then select *W-4 and MWR*. If you need help, select the *Do not Submit* button at the bottom of the page, and then select the *Instructions* button under *W-4 and MWR*. If you need additional assistance, please contact Payroll.

To Set up Your Direct Deposit:

All State of Minnesota Employees are required to sign up for 100% direct deposit under Minnesota Statue 16A.17, subd 10. There are a very limited number of exceptions to this law; please contact Payroll or Human Resources if you feel you may qualify for an exception. To set up your direct deposit, sign into the self-serve website, select *Other Payroll*, and then *Direct Deposit*. If you need help, select the *Instructions* button under *Direct Deposit*. If you need additional assistance, please contract Payroll.

To Access Your Paystub:

Sign into the self-serve website. Select *View Paystubs*. Employees (except faculty and administrators) are also able to access their leave balances through this page by selecting the *View Leave Balance* button at the top of the paystub. You can also view pervious paystubs by selecting the *Paycheck Selection* button. To return to the home page, select *Employee Self Service Home Page* button at the top of the paystub page.

Other Services Available:

From the Home Page, you can check for announcements, access the State Employee Express page, view your employee benefits, view and update your Personal Information and change your password. From the Home Page, under *Other Payroll*, you will be able to access your W-2 at the end year, set up charitable deductions, access payroll forms, set up retirement savings plans, and set up your Deferred Compensation Conversion or Match. Anoka Ramsey employees are not set up to use the self-serve Business Expenses.

Leave Balances for Faculty and Administrators:

Leave balances for faculty and administrators are available on the Anoka Ramsey website at www.AnokaRamsey.edu. Click the heading *Faculty and Staff*, then *Human Resources*, and then *Faculty and Administrator Leave Balances*. Your login will be your Tech ID which can be obtained from the Records Department along with your PIN. Click the *Employee* tab on the top of the page, and then *Leave Accruals (faculty/admin)* from the side menu. If you need assistance, contact Payroll.

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