To View Your Pay Details via eTimesheet

Go to https://eservices.minnstate.edu/employee/public/
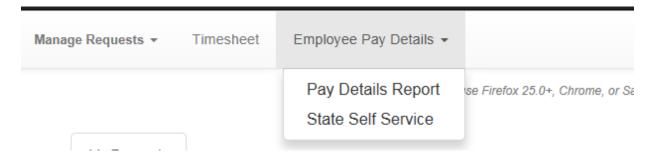*For optimal performance, use Firefox 25.0+, Chrome, or Safari. If using IE 8 or older, some functionality will not be available.*

Please login to continue.

The '*' indicates a required field.

* StarID:		**Forgot StarID?**
* Password:		**Forgot Password?**
Institution:	[⌄]	
Display Name:	☐	Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.
	Login	

Log in with your StarID and Password.
Once logged in you will see your Employee Home page. Click on eTimesheet

Employee Home

Dashboard	My Profile	My Jobs	My Settings

Employee Applications

eTimesheet - Request, review, or approve employee time and leave

Faculty - Faculty Application

Security Administration - Requesting and approving ISRS security requests

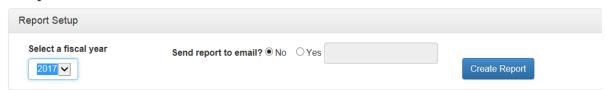Tuition Waiver - View and request employee tuition waiver

MnSCU ISRS

Manage Requests ▾   Timesheet   Employee Pay Details ▾

Click the arrow next to Employee Pay Details

Manage Requests ▾   Timesheet   Employee Pay Details ▾

Pay Details Report   se Firefox 25.0+, Chrome, or Sa
State Self Service

Click on Pay Details Report

Pay Details

Report Setup

Select a fiscal year   **Send report to email?** ● No   ○ Yes [   ]   [Create Report]
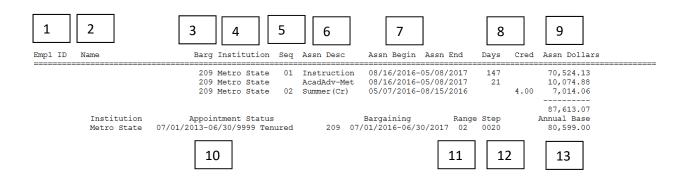
2017 ▾

- Choose the fiscal year you would like to view.
    - o Example: Credit based summer assignments are in Fiscal Year 2017
    - o Duty days are divided by Fiscal Year
- If you would like the report emailed to you, click "yes" and enter your email address
- If you would like to view the report on line, leave "no" marked
- Click "Create Report" (please be patient, it make take a minute to complete)

1	2		3	4	5	6		7		8	9

Empl ID	Name	Barg	Institution	Seq	Assn Desc	Assn Begin	Assn End	Days	Cred	Assn Dollars
		209	Metro State	01	Instruction	08/16/2016	05/08/2017	147		70,524.13
		209	Metro State		AcadAdv-Met	08/16/2016	05/08/2017	21		10,074.88
		209	Metro State	02	Summer(Cr)	05/07/2016	08/15/2016		4.00	7,014.06

										87,613.07

	Institution	Appointment Status		Bargaining	Range	Step	Annual Base
	Metro State	07/01/2013-06/30/9999 Tenured	209	07/01/2016-06/30/2017	02	0020	80,599.00

10		11	12	13

In the top section of the report you will find the following:
1. Your Employee ID (ex. 12345678)
2. Your Name (ex. Bunyan, Paul)
3. The Bargaining Unit (The Identification Number of your Bargaining Unit)
   - Ex. 209 – IFO; 218 = not in a bargaining unit; 211 – MSUAASF)
4. The institution
   - If you are teaching at more than one institution, each institution will be listed
5. The sequence associated with an assignment
   - i.e. your academic year assignment, summer credit based, summer duty days, etc.
   - If the sequence is blank, the line corresponds with the sequence above that line
6. The Assignment Description
7. The Assignment Begin and End Dates
8. Number of days OR credits per assignment
   - Per the IFO contract Article 10, Section D, Subd. 1
9. The Assignment Dollar amount
10. The Appointment Status
11. Salary Range
12. Salary Step
13. Annual Base Salary

| 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |

CHECK DETAILS

Pay Period Begin/End	Check Date	Institution	FY	Seq	Scheduled	Paid	Paid FYTD	Balance
05/07/2016-05/17/2016		Metro State	2017	02	790.32			87,613.07
05/18/2016-05/31/2016		Metro State	2017	02	987.90			87,613.07
06/01/2016-06/14/2016		Metro State	2017	02	987.90			87,613.07
06/15/2016-06/28/2016		Metro State	2017	02	987.90			87,613.07
06/29/2016-06/30/2016		Metro State	2017	02	197.58			87,613.07
07/01/2016-07/12/2016		Metro State	2017	02	790.32			87,613.07
07/13/2016-07/26/2016		Metro State	2017	02	987.90			87,613.07
07/27/2016-08/09/2016		Metro State	2017	02	987.90			87,613.07
08/10/2016-08/23/2016		Metro State	2017	02	395.16			
		Metro State	2017	01	1,859.98			
		Total			2,255.14			87,613.07
08/24/2016-09/06/2016		Metro State	2017	01	3,099.96			87,613.07
09/07/2016-09/20/2016		Metro State	2017	01	3,099.96			87,613.07
09/21/2016-10/04/2016		Metro State	2017	01	3,099.96			87,613.07
10/05/2016-10/18/2016		Metro State	2017	01	3,099.96			87,613.07
10/19/2016-11/01/2016		Metro State	2017	01	3,099.96			87,613.07
11/02/2016-11/15/2016		Metro State	2017	01	3,099.96			87,613.07
11/16/2016-11/29/2016		Metro State	2017	01	3,099.96			87,613.07
11/30/2016-12/13/2016		Metro State	2017	01	3,099.96			87,613.07
12/14/2016-12/27/2016		Metro State	2017	01	3,099.96			87,613.07
12/28/2016-01/10/2017		Metro State	2017	01	3,099.96			87,613.07
01/11/2017-01/24/2017		Metro State	2017	01	3,099.96			87,613.07
01/25/2017-02/07/2017		Metro State	2017	01	3,099.96			87,613.07
02/08/2017-02/21/2017		Metro State	2017	01	3,099.96			87,613.07
02/22/2017-03/07/2017		Metro State	2017	01	3,099.96			87,613.07
03/08/2017-03/21/2017		Metro State	2017	01	3,099.96			87,613.07
03/22/2017-04/04/2017		Metro State	2017	01	3,099.96			87,613.07
04/05/2017-04/18/2017		Metro State	2017	01	3,099.96			87,613.07
04/19/2017-05/02/2017		Metro State	2017	01	3,099.96			87,613.07
05/03/2017-05/16/2017		Metro State	2017	01	3,099.96			87,613.07
05/17/2017-05/30/2017		Metro State	2017	01	3,099.96			87,613.07
05/31/2017-06/13/2017		Metro State	2017	01	3,099.96			87,613.07
06/14/2017-06/27/2017		Metro State	2017	01	3,099.96			87,613.07
06/28/2017-07/11/2017		Metro State	2017	01	3,099.96			87,613.07
07/12/2017-07/25/2017		Metro State	2017	01	3,099.96			87,613.07
07/26/2017-08/08/2017		Metro State	2017	01	3,099.96			87,613.07
08/09/2017-08/14/2017		Metro State	2017	01	1,239.98			87,613.07

Ex. Seq 02 $395.16, refers to the summer assignment

Seq 01 $1,859.98 refers to the Instruction assignment

10/25/2019 KCM

In the main section of the report you will find the following:

14. Pay period Begin and End dates
    - MMB Payroll Calendar 2019
    - MMB Payroll Calendar 2020
15. Check Date (date you receive the check)
16. The Institution
17. Fiscal Year
18. The sequence is associated with your assignment and corresponds with #5 on the previous page
    - See example in side box above
19. What amount is Scheduled to be paid
20. What amount was actually paid
21. How much you have been paid to date in the *fiscal year*
    - This amount will increase each pay period
22. This keeps a running total of remaining dollars **to be paid** in the *fiscal year*
    - ***This amount will decrease each pay period***

PLEASE NOTE: Depending on the number of credits and the start and end date of an assignment, your bi-weekly amount will vary during the pay periods that have less than 10 days. Example: Your assignment begins on 8/27 and ends on 12/03, is for 4 credits then your normal bi-weekly is $836.06 based on 7.1 payroll periods to total $5,936.00. The gross for your first check would be $501.64 (6/10 of a pay period) and the gross for your last check would be $418.03 (5/10 of a pay period). All of the checks in between would be the normal $836.06.