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

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
Click the arrow next to Employee Pay Details

Click on Pay Details Report

- Choose the fiscal year you would like to view.
  - Example: Credit based summer assignments are in Fiscal Year 2017
  - 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 may take a minute to complete)
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

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Begin/End</th>
<th>Check Date</th>
<th>Institution</th>
<th>FT</th>
<th>Seq</th>
<th>Scheduled</th>
<th>Paid</th>
<th>Paid FTTE</th>
<th>Remaining</th>
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<td>05/18/2016</td>
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<td>2017</td>
<td>02</td>
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</tbody>
</table>

Ex. Seq 02 $395.16, refers to the summer assignment
Seq 01 $1,859.98 refers to the Instruction assignment
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.