



# New Employee Orientation



## Employee Self-Service

- Office of Human Resources -

2023 - 2024

# Employee Self-Service (ESS)

View this deck in presentation mode to access videos and links.

The MSU self-service portal provides employees with access to their information including personal data, payroll, compensation, benefits information and the leave request system.

Log in to the Oracle PeopleSoft Human Resource Management System (HRMS) using your system-issued User ID and Password.

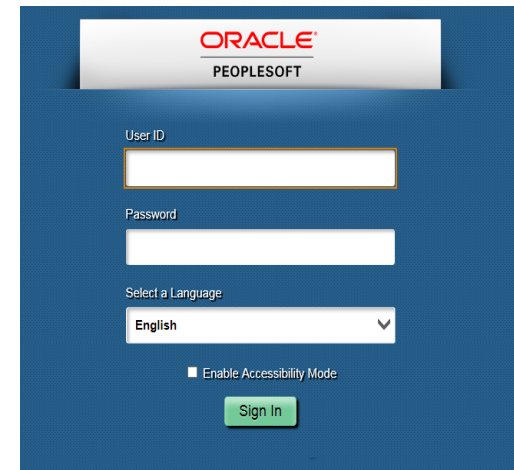
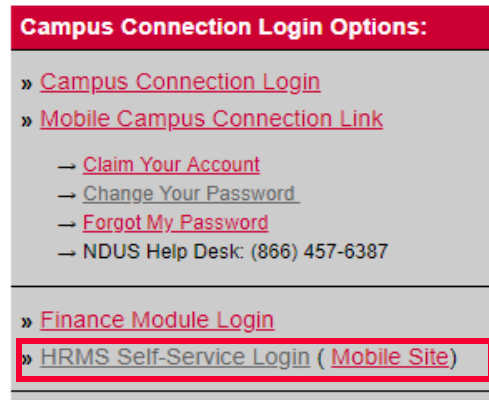
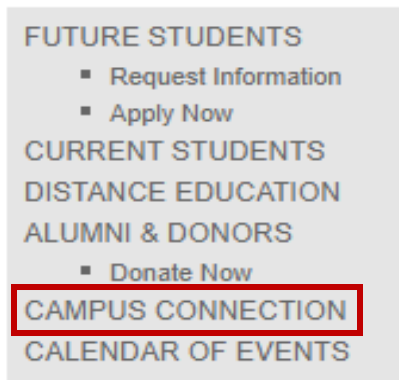


If you have any questions, please contact the Payroll & Benefits Office at ext. 3334 / 3225 or email [kristen.striha@minotstateu.edu](mailto:kristen.striha@minotstateu.edu).

# Employee Self-Service



To access the self service portal, click on “campus connection” located on the left-hand bar of most MSU pages. Select “[HRMS Self-Service Login](#)”.



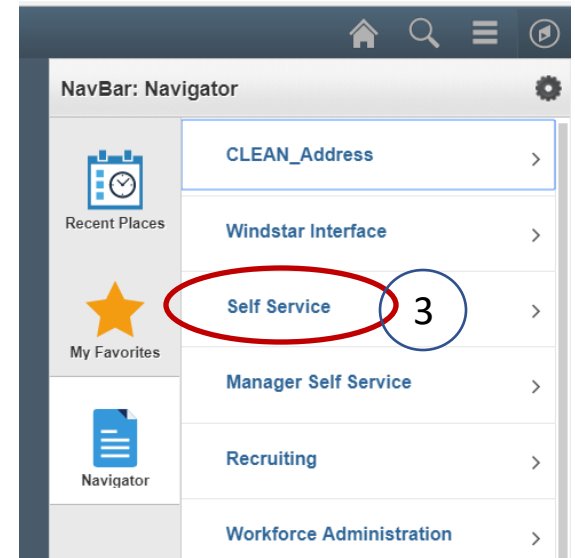
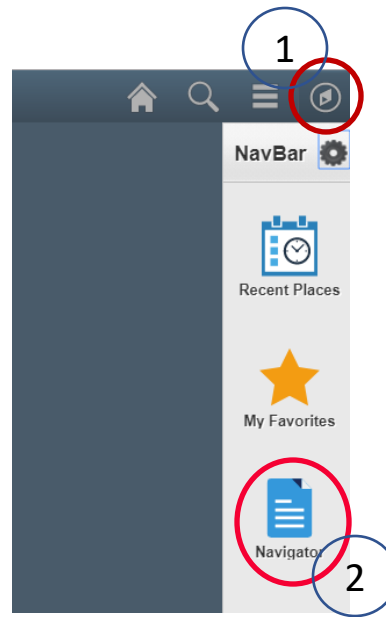
If you have a problem with your User ID and/or password, please call the NDUS help desk at 701-777-6305 (press #0). You can also contact the NDUS help desk at [ndus.helpdesk.edu](https://ndus.helpdesk.edu) to submit a help ticket. For any other technical issues, please contact the MSU help desk at [helpdesk@minotstateu.edu](mailto:helpdesk@minotstateu.edu) or call ext. 4444.



# Employee Self-Service (cont.)



The image shows the Oracle PeopleSoft login page. At the top, the Oracle logo and 'PEOPLESOFT' are displayed. Below this, there are three input fields: 'User ID' (with a yellow border), 'Password', and 'Select a Language' (with a dropdown menu set to 'English'). There is also a checkbox for 'Enable Accessibility Mode' and a green 'Sign In' button.

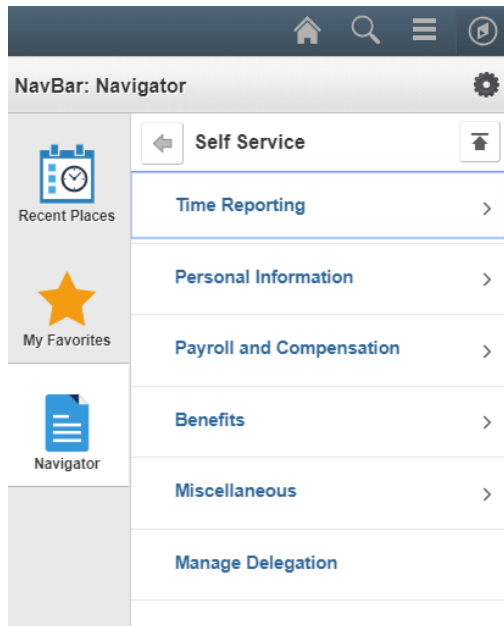


Login using your case sensitive User ID  
and password



# Employee Self-Service (cont.)

Example of some of the categories you will find under each self-service link.  
Click on any of the links to view or update your information.



## Personal Information

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Ethnic Groups
- Form I-9
- Veteran Status
- Disability
- Name Change - Preferred
- Life Event Change
- Data Privacy

## Payroll and Compensation

- View Paycheck
- Voluntary Deductions
- Direct Deposit
- My Total Rewards
- Compensation History
- W-4 Tax Information
- State W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent
- NDW-R Form

## Benefits

- Affordable Care Act Form
- Benefits Summary
- Flexible Spending Accounts
- Leave Balances
- 1095-C Consent
- View Form 1095-C
- Holiday Calendar

# Absence Management

**Absence Management** is a module in HRMS self-service used by all employees who earn leave to **view leave balances** and **request time off**. This applies to all types of leave: Annual, Sick, Dependent Sick, Comp Time, Jury Duty, Military and Funeral. (For leave programs and details, please refer to your staff handbook.)

An absence can be requested for an event that occurred in the past (e.g. a sick day) or for an event to occur in the future, such as annual leave. All absences should be entered by the employee, and approved by the supervisor, no later than the end of the pay period in which the absence occurs.

## View your leave balance

Navigation: Main Menu > Self Service > Benefits > Absence Balances > View Leave Balance

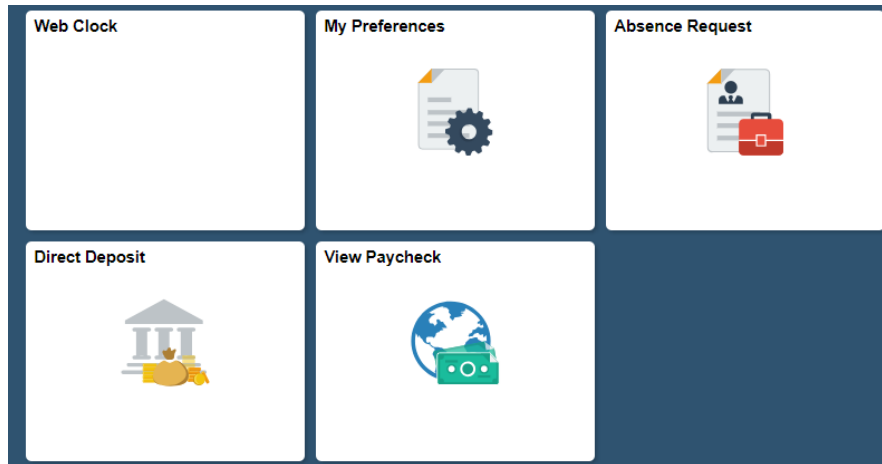
The image displays three sequential screenshots of the HRMS self-service interface, illustrating the navigation path to view leave balances. Each screenshot has a red box around the target menu item and a blue circle with a number indicating the step.

- Screenshot 1:** Shows the main menu with 'Self Service' highlighted in a red box and circled with a blue circle containing the number '1'. A red circle also highlights the user profile icon in the top right corner of the header.
- Screenshot 2:** Shows the 'Self Service' menu with 'Benefits' highlighted in a red box and circled with a blue circle containing the number '2'.
- Screenshot 3:** Shows the 'Benefits' menu with 'Absence Balances' highlighted in a red box and circled with a blue circle containing the number '3'.

# Absence Management (cont.)

**Absence Management** - An absence can be requested for an event that occurred in the past (e.g. a sick day) or for an event to occur in the future, such as annual leave. All absences should be entered by the employee, and approved by the supervisor, no later than the end of the pay period in which the absence occurs.

Navigation: Home Page > Absence Request > Absence Detail > Submit



**Absence Detail** ?

\*Start Date :  BY

End Date :  BY

\*Absence Name :

Partial Days :

Duration :  Hours

---

**Additional Information**

Start Time:

---

**Comments**

Requestor Comments :

[Go To](#) [View Absence Request History](#) [View Absence Balances](#)

# Paycheck / W2

## To View and/or Print Your Paycheck

1. Log in to HRMS
2. Go to Main Menu
3. Select Self Service
4. Go to Payroll and Compensation
5. Click View Paycheck
6. Find the date in the left column that corresponds with the paycheck you wish to view. Click the **View Paycheck** link to open the paystub.  
*Tip:* In order to view the PDF file, you may need to disable your browser's popup blocker.
7. Optional: If desired, use the print icon in the top right corner to print the paycheck.

## To View and/or Print Your W-2

1. Log in to HRMS
2. Go to Main Menu
3. Select Self Service
4. Go to Payroll and Compensation
5. Next choose View W-2/W-2C Forms
6. Find the date in the left column that corresponds with the W-2 you wish to view. Click the **Year End Form** link to open the W-2.  
*Tip:* In order to view the PDF file, you may need to disable your browser's popup blocker.
7. Optional: If desired, use the print icon in the top right corner to print the paycheck.