

Self Service My Leave Activity

Contents

Introduction	1
Access leave activity and view leave balances in My Leave Activity	2
Access leave activity from View Paystub	4
Access leave activity from Time Entry	6
Access employees' leave activity in My Manager Homepage– manager/supervisor users	6

Introduction

Use the My Leave Activity component in Self Service to view leave activity and balances for the current and previous pay periods.

Leave balances are updated on a biweekly and an annual basis.

- Leave balances are updated once each **biweekly** pay period. This occurs during payroll processing, on the weekend following the pay period end date. All the hours that you use, earn, donate, convert or have adjusted during the pay period just ended are applied to your ending leave balance from the prior pay period. You will see your leave balances updated *only after weekend processing is complete*.
- Some leave is updated **annually**.
 - Floating holidays are added to eligible employees' leave balances at the beginning of each fiscal year or the beginning of each calendar year, for some employees.
 - Military leave (15 days) is added to the leave balances of all employees. Some employees are eligible to use this leave; many are not.
 - Vacation balances that have not been below the maximum during the fiscal year are reduced to the maximum at the end of each fiscal year. For some bargaining units or compensation plans, these balances are reduced at calendar year end.

Leave activity can be accessed from three places in Self Service:

1. My Leave – Employees can access their leave activity from Self Service found by selecting the Benefits tile.
2. My Pay – Most employees can access their leave activity from Self Service by selecting the My Pay tile, and then selecting the View Paystub tile.
3. Time Entry – Employees and managers who use Self Service Time Entry can also access leave activity from the Self Service Time Entry pages.
4. My Manager – Managers and supervisors who approve Self Service Time Entry can access leave activity for the employees in the department(s) they are authorized to approve.

Access Leave Activity and View Leave Balances in My Leave Activity

ACTION	RESULT
1. Access the Self Service website https://mn.gov/selfservice .	Self Service Portal sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	My Homepage page displays.
3. Select the Self Service tile.	Self Service page displays.
4. Select the Benefits tile.	Benefits page displays.
5. Select the My Leave tile.	My Leave page displays.
6. Select the tab Leave Activity By Plan at the top of the page.	The Leave Activity By Plan page displays multiple pay period activity by leave type.
<p>7. Select the links and buttons on the navigation headers to view additional pay periods or leave types.</p> <p>NOTE: Leave information prior to what is available on the Leave Activity By Pay Period and Leave Activity By Plan pages has been archived and is not available in Self Service. Contact your human resources or payroll office if you need historical information that has been archived.</p>	<ul style="list-style-type: none"> • [SHOW NEXT ROW] button displays the next row of data. • [SHOW PREVIOUS ROW] button displays the previous row of data. • <u>First</u> - displays the first row of data • <u>Last</u> - displays the last row of data • <u>View All</u> - displays all rows of data <p>If the links or buttons are gray, the option is not available.</p>
<p>8. Field Information:</p> <p>Leave Activity By Pay Period tab:</p> <ul style="list-style-type: none"> • Leave Accrual Date: The date used when calculating length of service to determine leave earned for the pay period. • Last Pay Period Leave Was Accrued: The most recent pay period for which the system processed leave. • Pay Period: The pay period end date during which the rows of leave information occurred. • Plan Type: The type of leave, such as vacation or sick leave. • Adjusted?: If Y displays under this heading, a subsequent adjustment was processed for the pay period, causing leave to be recalculated. 	

ACTION	RESULT
<ul style="list-style-type: none"> • Beginning Balance: The number of hours for the specified plan type as of the beginning of the specified pay period. • Units Earned: Indicates the number of leave hours earned for the specified plan type and pay period. • Units Taken: Indicates the number of leave hours taken by the employee for the specified plan type and pay period. • Other: If a value displays in this column, the detail for that value is found on the Leave Activity By Plan page. Find the same leave type and pay period on the Leave Activity By Plan page. One or more of the following columns display the amount(s) included in Other: Units Lost, Units Adjusted, Paid Off Units, Dntd Pool (vacation donation of hours), Dntd Value (vacation donation of value), Cnv Dfrd (leave converted to deferred compensation), and Credit Balance. These columns display only if they have a value and continue to display until all rows with values in the column are archived. • Ending Balance: Leave balance, for the specified plan type at the end of the specified pay period. The Ending Balance is calculated by subtracting any leave taken, lost, donated, converted to deferred compensation, or paid off during the current pay period, and then adding the number of units earned. <p>NOTE: Floating Holiday, Alternate Holiday and Military leave display days. For example, a 1 means one day. The other leave types display hours. For example, an 8 means eight hours.</p> <p>NOTE: Fifteen days of military leave are added to employee leave balances each year. Eligible employees may use these days. At the end of each year, unused days are “lost”, and fifteen new days are added. Most employees don’t use these days.</p> <p>Additional fields found on the Leave Activity By Plan tab:</p> <ul style="list-style-type: none"> • Current Balance: The ending balance as of the Last Pay Period Leave Was Accrued date. 	

ACTION	RESULT
<ul style="list-style-type: none"> • Contract Maximum (vacation row): Leave accumulation must be reduced to this amount or less once during each fiscal year (or calendar year for some employees). • Current Year Minimum Balance (vacation row): The lowest leave balance for the current year. • PPE Date: The pay period end date during which this row of leave information occurred. <p>One or more of the following columns display the amount(s) identified in the Other column on the Leave Activity By Pay Period page: Units Lost, Units Adjusted, Paid Off Units, Dntd Pool (vacation donation of hours), Dntd Value (vacation donation of value), Cnv Dfrd (leave converted to deferred compensation), and Credit Balance. These columns display only if they have a value and continue to display until all rows with values in the column are archived.</p>	

To Exit

ACTION	RESULT
<p>When you are finished with Leave Activity By Plan page, choose one of the following:</p> <ul style="list-style-type: none"> • To return to Self Service Landing page: <ul style="list-style-type: none"> ○ Select the [HOME] button in the upper-right corner of the page. ○ - AND - ○ On the menu, select the Self Service tile. • To exit Self Service, select the [SIGN OUT] link in the upper-left corner of the page. 	<p>Self Service Homepage displays.</p> <p>Self Service Landing page displays.</p> <p>Self Service Portal sign in page displays.</p>

Access Leave Activity from View Paystub

Your paystub is available in Self Service, you can also access your leave activity from your View Paystub tile.

ACTION	RESULT
<p>1. Access the Self Service website https://mn.gov/selfservice.</p>	<p>Self Service Portal sign in page displays.</p>

ACTION	RESULT
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	My Homepage page displays.
3. Select the Self Service tile.	Self Service Landing page displays.
4. Select the My Pay tile.	My Pay page displays.
5. Select the View Paystub tile.	The Employee Paycheck History page displays.
6. Uncheck the [PDF] checkbox for the Paycheck Issue date of the paystub you would like to view.	PDF check box unchecks.
7. Select the [VIEW PAYCHECK] button for the Paycheck Issue date of the paystub you would like to view.	The View Paystub page displays.
8. Select the [VIEW LEAVE BALANCE] button.	The Leave Activity By Pay Period page displays all leave types by pay period.
9. Select the tab Leave Activity By Plan at the top of the page.	The Leave Activity By Plan page displays multiple pay period activity by leave type.
10. See steps 7 and 8 on page 2 for information on navigating and field definitions on the leave balance pages.	
11. Select the [CANCEL] button to return to the View Paystub page.	The View Paystub page displays.

Access Leave Activity from Time Entry

If you use Self Service time entry, you can also access your leave activity from your Time and Labor page.

ACTION	RESULT
1. Access the Self Service website https://mn.gov/selfservice .	Self Service Portal sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	My Homepage page displays.
3. Select the Self Service tile.	Self Service Landing page displays.
4. Select the Time Entry tile.	The Time and Labor page displays.
5. Select the [VIEW LEAVE ACTIVITY] button.	The Leave Activity By Pay Period page displays all leave types by pay period.
6. Select the tab Leave Activity By Plan at the top of the page.	The Leave Activity By Plan page displays multiple pay period activity by leave type.
7. See steps 7 and 8 on page 2 for information on navigating and field definitions on the leave balance pages.	
8. Select the [CANCEL] button to return to the Time and Labor page.	The Time and Labor page displays.

Access Employees' Leave Activity in My Manager Homepage– Manager/Supervisor Users

If you approve Self Service time entry, you can access leave activity for the employees in the department(s) you are authorized to approve.

ACTION	RESULT
1. Access the Self Service website https://mn.gov/selfservice .	Self Service Portal sign in page displays.
2. Sign in with your user ID and password. New employees obtain sign-in instructions from your Human Resources or Payroll office.	My Homepage page displays.
3. Select the Self Service tile.	Self Service Landing page displays.
4. Select My Manager Homepage tile.	My Manager tiles display.
5. Select Payroll tile.	My Manager task options display.
6. Select Employee Leave Balances.	The Leave Activity page displays. All employees in all the departments the manager/supervisor is

ACTION	RESULT
	authorized to approve are in one list sorted by employee name.
7. Locate the employee whose leave activity is needed and select the [VIEW LEAVE ACTIVITY] button for that employee.	The Leave Activity By Pay Period page displays all leave types by pay period.
8. Select the tab Leave Activity By Plan at the top of the page.	The Leave Activity by Plan page displays multiple pay periods activity by leave type.
9. See steps 7 and 8 on page 2 for information on navigating and field definitions on the leave balance pages.	
10. Select the [CANCEL] button to return to the Leave Activity page.	The Leave Activity page displays.
<p>NOTE: There is a [VIEW LEAVE BALANCE] button on each employee's Time and Labor page in each department you are authorized to approve. Select this button on any employee's page to view their leave balances.</p>	
<p>11. When you are finished viewing employee leave information, choose one of the following:</p> <ul style="list-style-type: none"> • To approve employee time entry, Manager Time Entry Approval. • Exit Self Service. 	The Time and Labor page displays.

To Exit

ACTION	RESULT
<p>When you are finished, choose one of the following:</p> <ul style="list-style-type: none"> • To return to Self Service Landing page: <ul style="list-style-type: none"> ○ Select the [HOME] button in the upper-right corner of the page. ○ - AND - ○ On the menu, select the Self Service tile. • To exit Self Service, select the [SIGN OUT] link in the upper-left corner of the page. 	<p>Self Service Homepage displays.</p> <p>Self Service Landing page displays.</p> <p>Self Service Portal sign in page displays.</p>