



# EMPLOYEE SELF SERVICE INSTRUCTIONS

The Employee Self Service (ESS) site provides access to view and update your information. You can view and print your paystubs and W-2s and update your direct deposit information and other personal information, such as your address.

Access is available for current employees and employees who left employment within the last 30 days.

This document covers the tools within the ESS application. There are also other informational documents available via the hyperlinks in the “Helpful Links” box at the bottom of the login page.

## Accessing ESS:

- Internal Access (within Met Council network):  
On MetNet, choose **Employee Resources > Employee Self Service** or use URL below.
- External Access (outside Met Council network): <https://pspess.metc.state.mn.us>

A screenshot of the Employee Self Service (ESS) login page. At the top is the Metropolitan Council logo. Below it, the title "Employee Self Service" is centered. A message states "ESS is for current Council employees." followed by "Log in using your Met Council Microsoft account." A large blue "Sign In" button is centered. Below the button is a checkbox labeled "Enable Screen Reader Mode". At the bottom is a "Helpful Links" section with a list of links: "Employee Self Service Instructions", "How to turn off Pop-up Blockers on Internet Browser", "Frequently Asked Questions (FAQ's)", "Data Practices Notice", and "ESS Support Contacts".

## IMPORTANT:

**It is your responsibility to protect your information by keeping your login information private. Do not share your login information or allow the browser to save your password when using a shared device. Always log out of ESS when you're done using it.**

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## Login Information

### Username / Password

ESS uses your Met Council Microsoft account (your work email address and password). Even if you don't have access to the Met Council email system (Outlook), your user ID will look like an email address.

When you are not on the Council network, multi-factor authentication (MFA) is used when accessing ESS. MFA requires two steps to log in: in addition to entering your user ID and password, an additional step (i.e. a text or call for a security code) must be completed.

### Login Help

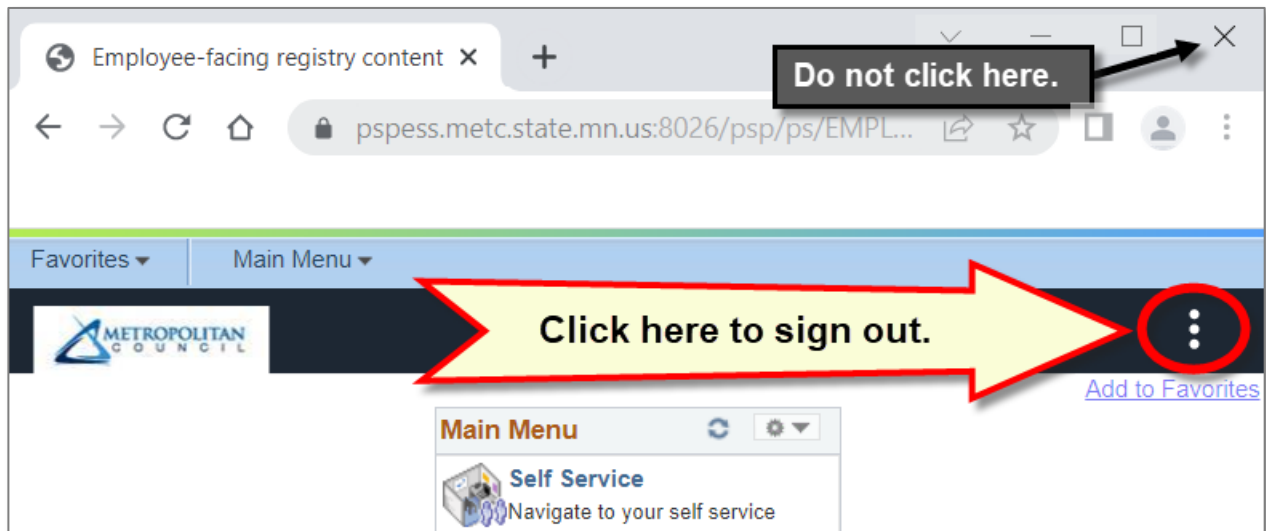
If you are unable to log in, contact the Service Desk at **651-602-1498** or [ServiceDesk@metc.state.mn.us](mailto:ServiceDesk@metc.state.mn.us).

All other questions about ESS should be directed to [ESS.HRIS@metc.state.mn.us](mailto:ESS.HRIS@metc.state.mn.us).

### Logging Out

To log out, click on the three vertical dots  located at the far right side of the screen.

Do not click the "X" in the far upper right corner of the window to close the window before signing out.



**If the screen is idle for five minutes, you will be automatically logged out.**

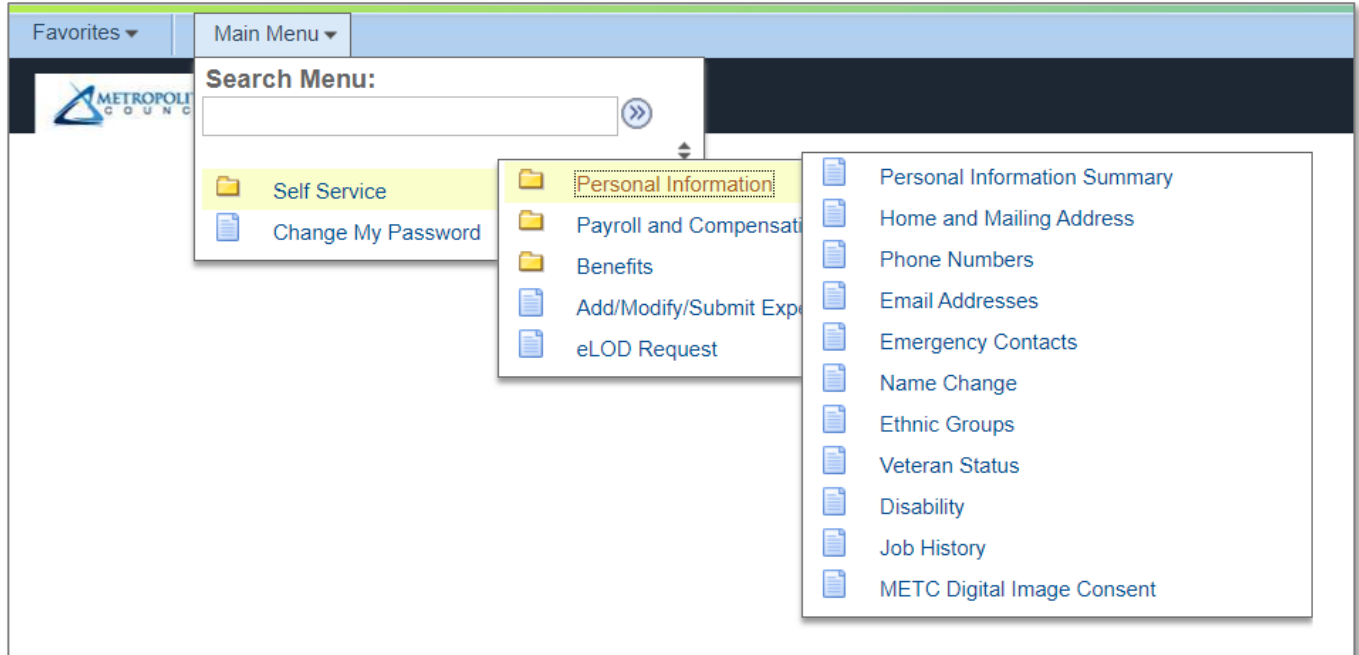
### Access post-employment

Former employees have access to ESS for 30 days after leaving employment in order to view their last pay stub. Before leaving employment, you should ensure your address is up to date. Your final W-2 will be mailed to that address. If your address changes after you leave employment, contact Payroll to provide a current address: 651-602-1620 or [Payroll@metc.state.mn.us](mailto:Payroll@metc.state.mn.us).

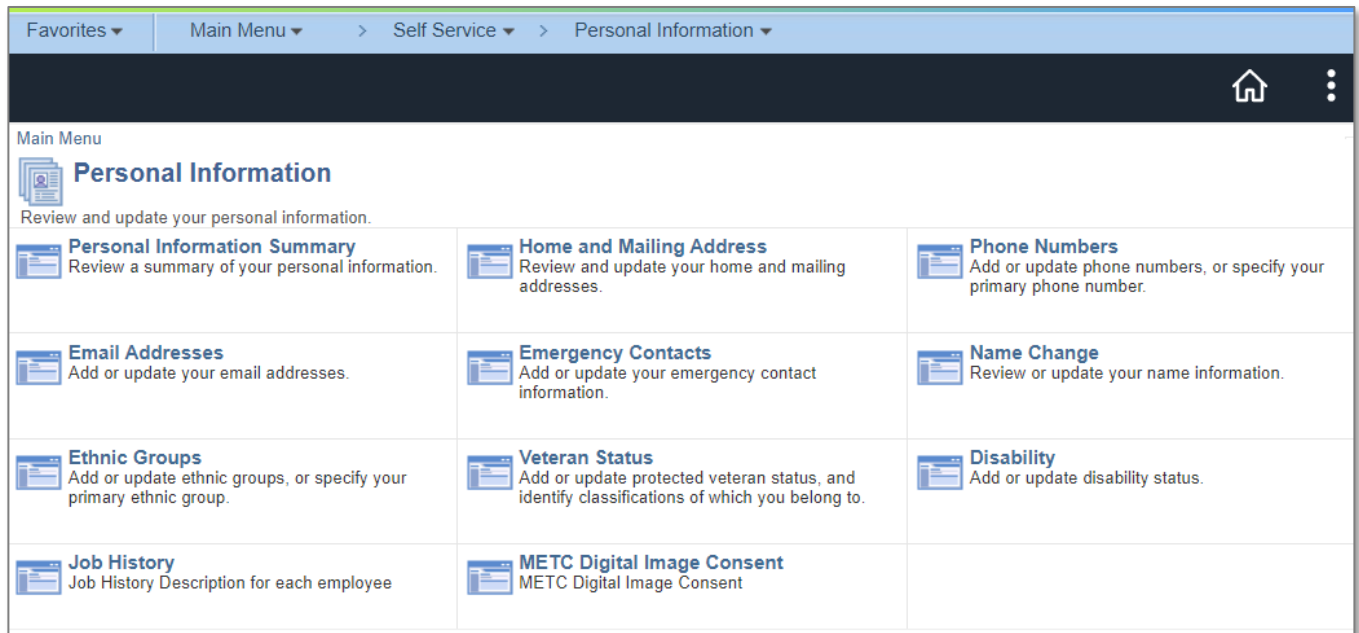
## Personal Information

You can view and update your address, phone numbers, email addresses, emergency contacts, name, veteran status, disability identification, and digital image consent. You can review ethnic group and job history.

*Personal Information menus when selected from Main Menu at the top:*





*Personal Information menus when selected from the Main Menu box on the home page:*




## Personal Information Summary

The Personal Information Summary displays on a single screen many of the sections available in the Personal Information menu.

**Employee Information such as Salary and Grade are displayed at the bottom of the screen.**

Collapse a section by clicking the  next to it; expand a section by clicking the  next to it. Use *Expand All* or *Collapse All* at the upper right to expand or collapse all sections.

### Personal Information Summary



**Chris Employee**  
Job Title  
Actions ▾

Expand All Collapse All

▶ Name

▶ Home/Mailing Addresses

▶ Phone Numbers

▶ Emergency Contacts

▶ Email Addresses

▶ Ethnic Groups

Employee Information

Gender

Example

Date of Birth

mm/dd/yyyy

Military Status

Example

Original Start Date

mm/dd/yyyy

Salary Grade

A

Step

99

Step Description


Example

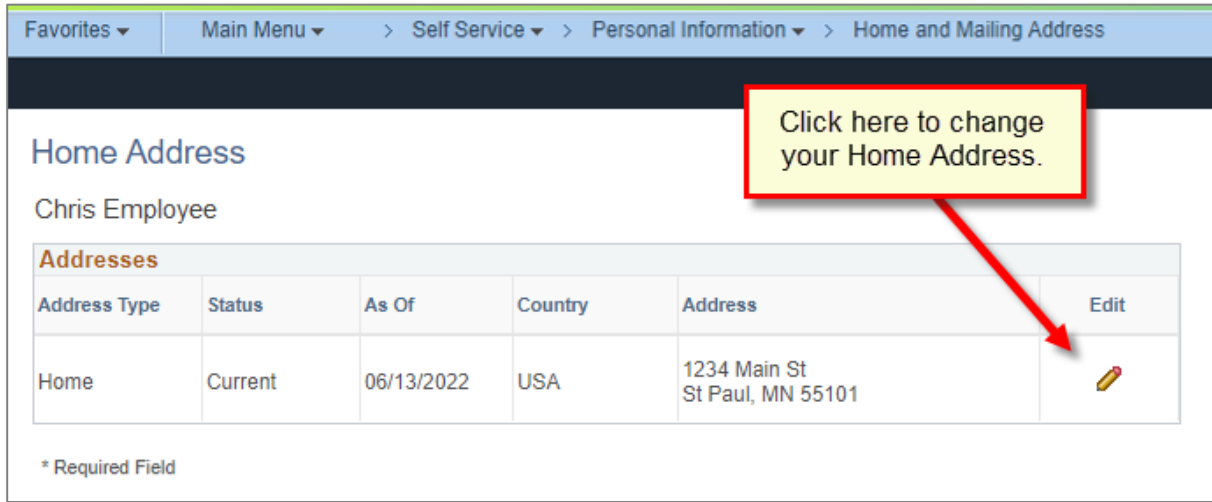
Position

Example


Contact the Human Resources department if any of your Employee Information is incorrect.

## Home Address

Click on the  icon in the “Edit” column to update your address.



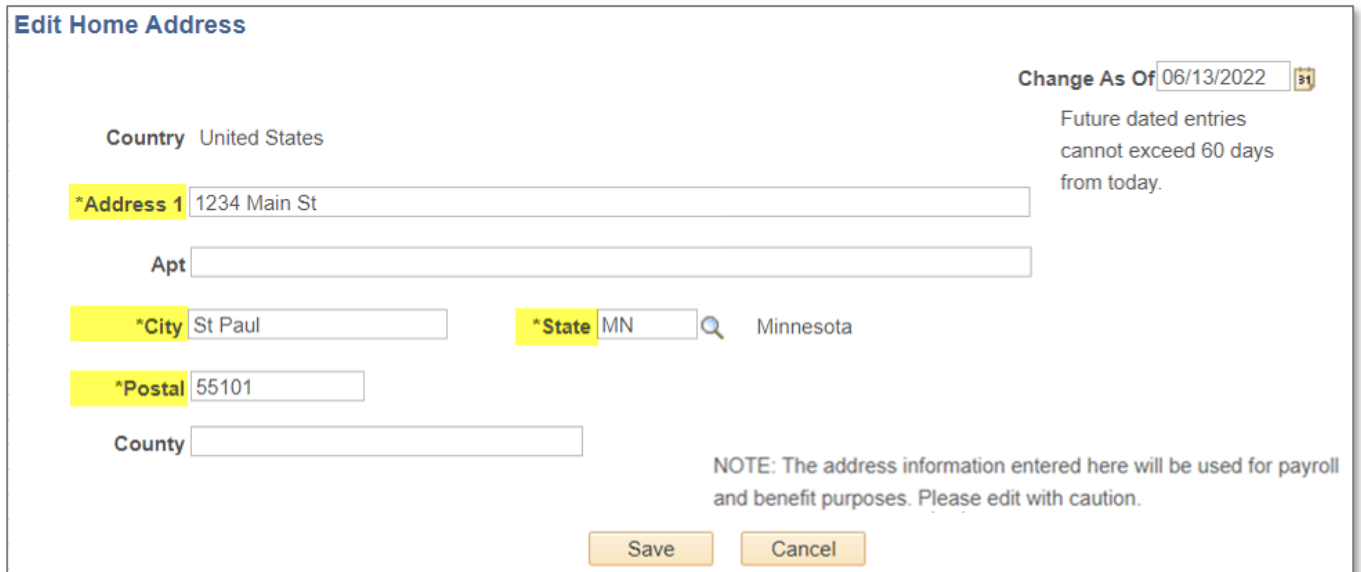
The screenshot shows the 'Home Address' page for 'Chris Employee'. It features a table with the following data:

Address Type	Status	As Of	Country	Address	Edit
Home	Current	06/13/2022	USA	1234 Main St St Paul, MN 55101	

A red box highlights the 'Edit' column with the text: 'Click here to change your Home Address.' A red arrow points from this box to the pencil icon in the 'Edit' column.

\* Required Field

Enter your new address and the date you would like it to become effective and click Save.



The 'Edit Home Address' form contains the following fields and options:

- Country:** United States
- Change As Of:** 06/13/2022 (with a calendar icon)
- \*Address 1:** 1234 Main St
- Apt:** (empty field)
- \*City:** St Paul
- \*State:** MN (with a search icon and 'Minnesota' text)
- \*Postal:** 55101
- County:** (empty field)

NOTE: The address information entered here will be used for payroll and benefit purposes. Please edit with caution.

Buttons: Save, Cancel

Future dated entries cannot exceed 60 days from today.


\*Street, City, State, and Postal (zip) are **required fields**.

**!!→ The address entered here is used for payroll and benefit purposes.**

Note: If an address entry is linked to an Emergency Contact, you will not be able to delete it until *after* you have updated the contact's information.

Before leaving employment, be sure to review your address and verify it is up to date. This address will be used to mail your final W-2. If your address changes after you leave employment, contact Payroll to provide a current address (651-602-1620 or [Payroll@metc.state.mn.us](mailto:Payroll@metc.state.mn.us)).




## Phone Numbers

- Change a phone number by typing over the existing number.
- Add a phone number by clicking the **Add Phone Number** button.
- Delete a phone number by clicking the  trashcan icon in the “Delete” column.

### Phone Numbers

**Pat Employee**

Enter your phone numbers.


Phone Type	*Telephone	Extension	Preferred	Delete
Personal Cell	<input type="text" value="651/123-4567"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Home	<input type="text" value="612/765-4321"/>	<input type="text"/>	<input type="checkbox"/>	
Work	<input type="text" value="651/602-1234"/>	<input type="text"/>	<input type="checkbox"/>	

Add Phone Number  
Save

- \* Phone number must have 10 digits.
- \* One phone number must be marked as **Preferred**.

Note: If a phone number entry is linked to an Emergency Contact, you will not be able to delete it until *after* you have updated the emergency contact's information.



## Email Addresses

- Change an email address by typing over the existing email address.
- Add an email address by clicking the **Add Email Address** button. Choose “Work” or “Home” for the Email Type when adding an additional email address.
- Delete an email address by clicking on the  icon in the “Delete” column.

Please note that the email address marked "preferred" will be used for system generated notifications and may be passed to other Metropolitan Council applications/systems (example: the "preferred" email address is being passed to the LearnCenter).

### Email Addresses

**Pat Employee**



*Email Type	*Email Address	Preferred	Delete
Home	<input type="text" value="Pat.Empl1@gmail.com"/>	<input type="checkbox"/>	
Work	<input type="text" value="Pat.Employee@metc.state.mn.us"/>	<input checked="" type="checkbox"/>	

Add Email Address  
Save

- \* One email address must be marked as **Preferred**.

**!!→ The “Preferred” email address will be used for system-generated notifications such as alerts about direct deposit changes.**







## Emergency Contacts

- Update an existing contact by clicking on the  icon in the “Edit” column.
- Add an additional contact by clicking the **Add Emergency Contact** button.
- Delete a contact by clicking on the  icon in the “Delete” column.

### Emergency Contacts

Pat Employee

#### Emergency Contacts

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
Chris Employee	Spouse	<input checked="" type="checkbox"/>		
John Doe	Sibling	<input type="checkbox"/>		
Sally Smith	Parent	<input type="checkbox"/>		

Add Emergency Contact

Save

*\*One contact must be marked as the **Primary Contact**.*

When adding a new contact, you must select “Relationship to Employee” from the drop-down menu.

If the contact has the same address or phone number as you, check the box for “Contact has same...” and select the address/phone type. If the “Contact has same...” boxes are left unchecked, there will be fields in the sections below for entry of your contact’s address/phone information.

#### Address and Telephone

\*Contact Name

Chris Employee

\*Relationship to Employee

Spouse

☒ Contact has the same address as the employee

Address Type

Home

☐ Contact has the same telephone number as the employee

#### Address

Country

United States

Address

567 Oak St  
St Paul, MN 55101

#### Phone

Telephone

952-123-4567

Extension

Note: If an emergency contact is marked as having the same address or phone as you, you will not be able to delete that entry on the main address or phone pages until *after* the contact is updated.

## Name Change

!!→ The database will not be updated with your new name until you provide documents verifying the change to Human Resources.

Change the effective date if desired. Click on **Edit Name** button.

### Name Change

Pat Smith

Note: You will be required to send proof of the name change to Human Resources.

Email documents or direct questions to the following individuals:




ES/RA - [esra@metc.state.mn.us](mailto:esra@metc.state.mn.us)

Transit - [transit@metc.state.mn.us](mailto:transit@metc.state.mn.us)

The database will not be updated with your name change until you have provided Human Resources with documents verifying the change.

Click **Submit** after you have entered your new name.

**Current Name**  
Pat Smith

**New Name**  
Date Change Will Take Effect   Future dated entries cannot exceed 60 days from today  
\*Name Format    
**Edit Name**   
Name Pat Smith

Update the name fields and click **OK**.

### Name

**English Name Format**  
Prefix   
First Name   
Middle Name   
Last Name   
Suffix   
Display Name Pat Jones  
Formal Name Pat Jones  
Name Jones,Pat M  
**Refresh Name**

**OK** **Cancel**

Then click **Submit** button.

**Current Name**

Pat Smith

**New Name**

Date Change Will Take Effect  Future dated entries cannot exceed 60 days from today

\*Name Format

Name Pat Jones

\* Required Field

!!→ The database will not be updated with your new name until you provide documents verifying the change to Human Resources.

## Ethnic Group

This section of the menu is view-only and cannot be edited. To update your Ethnic Group designation, contact the appropriate Human Resources contact listed on this screen.

**Ethnic Groups**

Your Name

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Multiple Ethnic Groups may be selected from the following list (one must be designated as "primary"):  
American Indian/Alaskan Native, Asian, Native Hawaiian/Pacific Islander, Black/African American, Hispanic/Latino, and White.

Direct any Ethnic Group designation questions to:  
Council Wide Jan. Dethlefs 612-345-7100 [Jan.Dethlefs@metc.state.mn.us](mailto:Jan.Dethlefs@metc.state.mn.us)

To update the system with Ethnic Group designation(s), please contact:  
ES/RA [Jan.Dethlefs@metc.state.mn.us](mailto:Jan.Dethlefs@metc.state.mn.us)  
Transit [Jan.Dethlefs@metc.state.mn.us](mailto:Jan.Dethlefs@metc.state.mn.us)

Ethnic Groups	
Description	
White	

## Veteran Status

This section of the menu enables you to voluntarily self-identify veteran status.

### Veteran Status

Pat Employee

▼ Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-888-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

☐ I belong to the following classifications of protected veterans (choose all that apply):

☐ Disabled Veteran

☐ Recently Separated Veteran

☐ Active Duty Wartime or Campaign Badge Veteran

☐ Armed Forces Service Medal Veteran

☐ I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

☒ I am a veteran but NOT a protected veteran as described above.

☐ I am NOT a veteran.

Military Discharge Date

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

## Disability

This section of the menu enables you to voluntarily self-identify a disability.

Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

Pat Employee

**Why are you being asked to complete this form?**

In our efforts at outreach, hiring, and providing equal opportunity to qualified people with disabilities, we would like you to help us measure how well we are doing. Please tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. All data collected is subjected to the protections of the Minnesota Government Data Practices Act and any other related regulations or statutes.

Please note:

- If you are applying for a job, the answer that you provide will not have any effect on your candidacy.
- As an employee of the Council, your answer will not affect you.

Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without consequence if you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you:

- 1) have a physical or mental impairment that substantially limits one or more major life activities\*
- 2) have a record of such an impairment
- 3) are regarded as having such an impairment

\*Major life activities may include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working, as well as the operation of major bodily functions.

Please select one of the options below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Your NameToday's Date

**Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. To request an accommodation, call:

HR Manager	(651-602-1393)	ES and RA employees
Staffing Supervisor	(612-349-7071)	Transit employees

Submit

If you choose to submit a selection, you will receive confirmation that the submission was successful.

Disability

Submit Confirmation





☒ The Submit was successful.

OK

Note: Your selection will not remain visible after you exit and return to this page.

## Job History

This section of the menu is view-only.

JOB HISTORY	
Your Name	
Job Information	
Personalize   Find     First  1-10 of 10 	
Effective Date	Position
12/25/2021	Senior Account Specialist
12/26/2020	Senior Account Specialist
12/28/2019	Senior Account Specialist

## Digital Image Consent

You can consent to have your digital image (your badge picture) displayed within Council communications and systems. Please see the screen in ESS for more information and to authorize or rescind your consent.

METC Digital Image


Digital Image Consent

DATA PRACTICES -

In accordance with the Minnesota Government Data Practices Act (MGDPA), the Metropolitan Council is required to inform you of your rights as they pertain to the Council's use of private personnel data. Private personnel data is information about you collected by the Council which is not generally accessible to the public. A digital image of you is private personnel information. You previously provided consent for the Council to display a digital image of you on the Council ID card (badge). The Council intends to also display the digital image in the Metropolitan Council communications and other business systems such as, but not limited to: Skype for Business, Outlook, MetNet MySite and Human Resource Management Systems. By authorizing the Council to display your digital image in this manner, you are voluntarily waiving certain privacy rights under the MGDPA. Authorizing the Council to display your digital image in this manner is completely voluntary and you may refuse such use at any time. If you have further questions, please contact the Human Resources Data Practices Designee at (651)602-1448.

By clicking the "Authorize" button, I certify that I have read and understand the information regarding my rights under the Minnesota Data Practices Act. I hereby authorize the Metropolitan Council to use my digital image for Council business, such as:

- Council Communications
- Skype for Business
- Outlook
- MetNet MySite

Date Change will take effect 06/03/2019  Future dated entries cannot exceed 60 days from today.

☒ Authorize

Authorize. As of the effective date above, I authorize the Metropolitan Council to use my digital image for business purposes outlined above. I realize this authorization will remain in effect until I rescind the authorization by clicking the "Rescind" button below (with a new effective date).

☐ Rescind

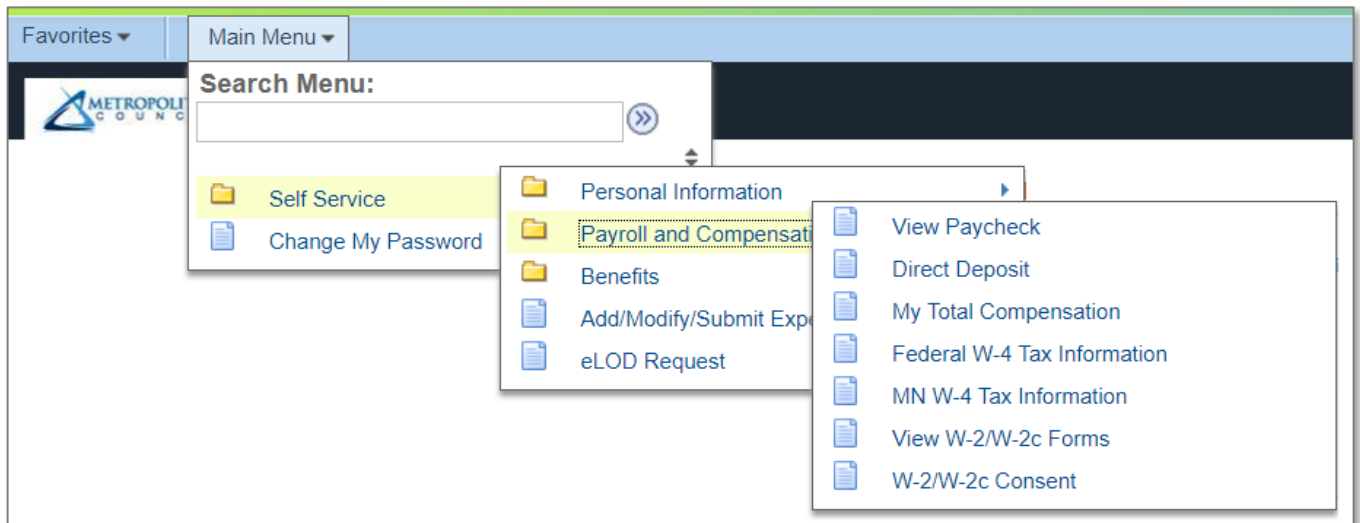
Rescind. As of the effective date above, I rescind my prior authorization to allow the Metropolitan Council to use my digital image for Council business purposes outlined above. I realize the rescission will remain in effect until I authorize again by clicking the "Authorize" button above (with a new effective date).

Save

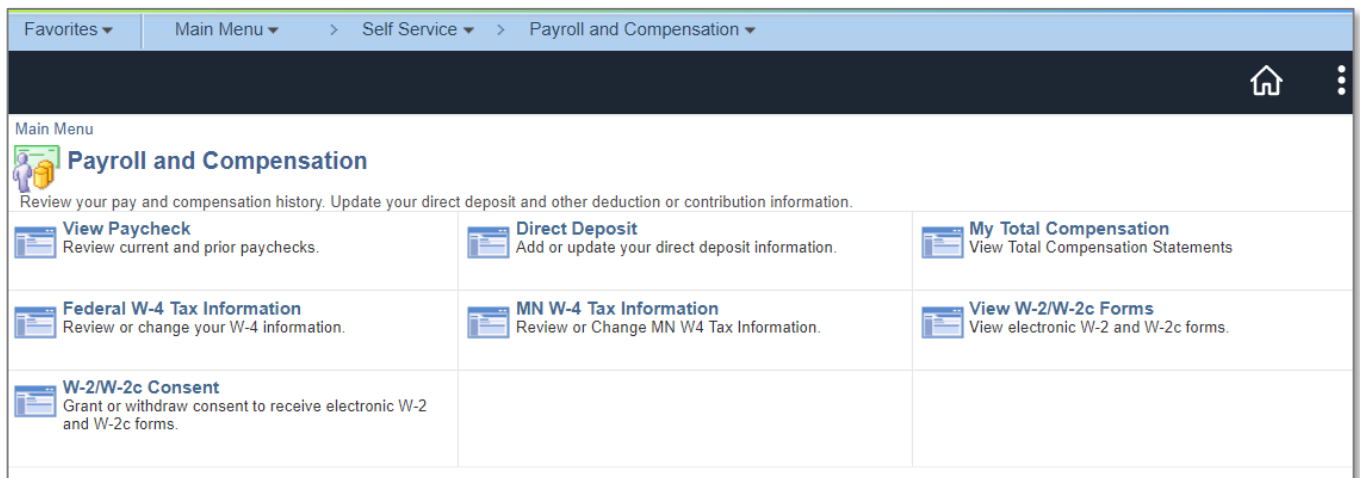
## Payroll and Compensation

This menu section is where you can view and print your paycheck, update your direct deposit information, view your compensation summary, update your W-4, and view and print your W-2.

*Payroll and Compensation menus when selected from Main Menu at the top:*



*Payroll and Compensation menus when selected from the Main Menu box on the home page:*



## View Paycheck

To view a paycheck, click on the blue [View Paycheck](#) hyperlink in the row you want to view.

View Paycheck							
Pat Employee							
Review your available paychecks. Select the check date of the paycheck you would like to review.							
Select Paycheck				Personalize   Find   View 100   First 1-8 of 222			
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
06/30/2017	<a href="#">View Paycheck</a>	Metropolitan Council	06/03/2017	06/16/2017	\$1234.56	51586	<input checked="" type="checkbox"/>
06/16/2017	<a href="#">View Paycheck</a>	Metropolitan Council	05/20/2017	06/02/2017	\$1234.56	47253	<input checked="" type="checkbox"/>
06/02/2017	<a href="#">View Paycheck</a>	Metropolitan Council	05/06/2017	05/19/2017	\$1234.56	42980	<input checked="" type="checkbox"/>

If the most recent check is not displayed at the top of the list, click the column header “View Paycheck” to re-sort the list (you may have to click twice to bring the most recent to the top).

### Example Paycheck:

Metropolitan Council 390 Robert Street North St. Paul, MN 55101-1805		Pay Group: MRA-Metro Regional Admin Pay Begin Date: 12/13/2008 Pay End Date: 12/26/2008	Business Unit: RGADM Advice #: Advice Date: 01/09/2009																																																			
Pat A Employee 1234 Main Street St. Paul, MN 55101		Employee ID: 12345 Department: Location: Job Title:	TAX DATA: Federal MN State Marital Status: Single Single Allowances: 0 0 Addl. Pct: Addl. Amt:																																																			
<table border="1"> <thead> <tr> <th colspan="6">HOURS AND EARNINGS</th> </tr> <tr> <th>Description</th> <th>Rate</th> <th>Current Hours</th> <th>Earnings</th> <th>YTD Hours</th> <th>YTD Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular Pay</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Holiday (General)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL:</b></td> <td></td> <td>80.00</td> <td>1,220.12</td> <td>160.00</td> <td>2,468.30</td> </tr> </tbody> </table>		HOURS AND EARNINGS						Description	Rate	Current Hours	Earnings	YTD Hours	YTD Earnings	Regular Pay						Holiday (General)						<b>TOTAL:</b>		80.00	1,220.12	160.00	2,468.30	<table border="1"> <thead> <tr> <th colspan="3">TAXES</th> </tr> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td></td> <td></td> </tr> <tr> <td>Fed MED/EE</td> <td></td> <td></td> </tr> <tr> <td>Fed OASDI/EE</td> <td></td> <td></td> </tr> <tr> <td>MN Withholding</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL:</b></td> <td>299.82</td> <td>607.72</td> </tr> </tbody> </table>		TAXES			Description	Current	YTD	Fed Withholding			Fed MED/EE			Fed OASDI/EE			MN Withholding			<b>TOTAL:</b>	299.82	607.72
HOURS AND EARNINGS																																																						
Description	Rate	Current Hours	Earnings	YTD Hours	YTD Earnings																																																	
Regular Pay																																																						
Holiday (General)																																																						
<b>TOTAL:</b>		80.00	1,220.12	160.00	2,468.30																																																	
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## Direct Deposit

New employees should enter their direct deposit information in Employee Self Service (ESS) promptly after beginning employment to ensure there are not delays in receiving their paycheck.

If an employee does not wish to participate in direct deposit, they will be issued a debit card. The employee must complete the enrollment form available on Payroll's MetNet site. To access the form on MetNet, select EMPLOYEE RESOURCES and then Payroll. From the menu on the left, choose "Payroll Debit Card."

→ For questions about using Employee Self Service: [ESS.HRIS@metc.state.mn.us](mailto:ESS.HRIS@metc.state.mn.us)

→ For questions about payroll and compensation: [Payroll@metc.state.mn.us](mailto:Payroll@metc.state.mn.us) or 651-602-1620

Key points:

- The initial entry will default to *Deposit Type* **Balance of Net Pay** with a *Deposit Order* of **999**. This required row ensures that an employee's entire paycheck is deposited. You will not be able to remove this row or change the Deposit Type or Order, but the banking information can be updated later if needed.
- It is important to keep your email address current in ESS because changes to your direct deposit information trigger an email alert from the system to the primary email address saved in ESS.
- Changes to your direct deposit entries can only be made once a day. After making changes, the Edit and Add options will be grayed out. This happens to ensure Payroll can properly process change submissions.

**Direct Deposit**

Your Name \_\_\_\_\_

Review, add or update your direct deposit info

**Direct Deposit Details**

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Savings	123006800	1122334455	Amount	\$500.00 1		
Checking	091000022	9988776655	Balance of Net Pay	999		

[Add Account](#)

The **Routing Number** and **Account Number** can be obtained from your personal check. Along the bottom of the check there are three groups of numbers. The first group is the 9-digit routing number; the second group is the account number; the third group is the check number.

*Do NOT use a number listed on a deposit slip.*

Your Name \_\_\_\_\_ **1234**

Your Address \_\_\_\_\_

DATE \_\_\_\_\_

PAY \_\_\_\_\_ \$ \_\_\_\_\_

ORD \_\_\_\_\_ DOLLARS

Your Bank Name \_\_\_\_\_

MEMO \_\_\_\_\_

1: 123456789 1: 0123456789 \* 1234

To add your initial Direct Deposit account, click the **Add Account** button.

Add Account

Enter the following:

- Routing Number
- Bank Name
- Account Number
- Retype Account Number
- Account Type (select from dropdown)

The *Deposit Type*, *Amount or Percent*, and *Deposit Order* fields cannot be changed.

Direct Deposit

Add Direct Deposit

Your Name

Complete the fields and then click the Submit button.

Your Bank Information

\*Routing Number

Bank Name

Distribution Instructions

\*Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order

Submit

\* Required Field

Note: The Deposit Order **999** is for the *Balance of Net Pay* entry and cannot be changed. For additional direct deposit entries, use 1, 2, 3 and so on. They will be processed in sequential order with the 999 entry being processed last.

If you'd like your paycheck to be distributed to more than one account, click the **Add Account** button for each additional bank account you'd like to add.

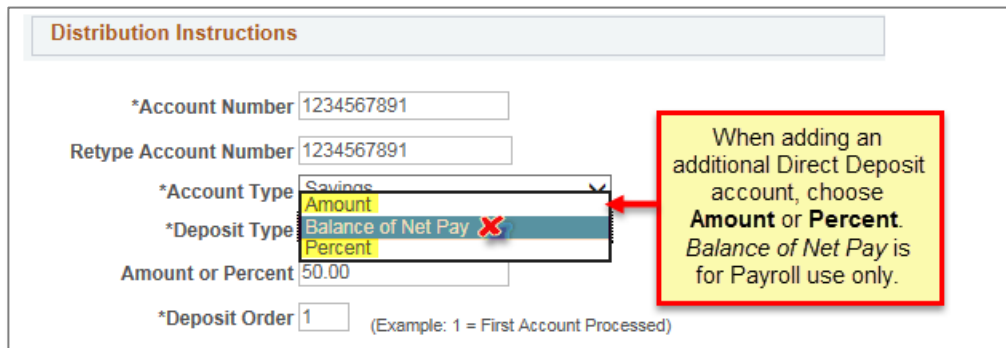
Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	091000022	9988776655	Balance of Net Pay	999		

Add Account

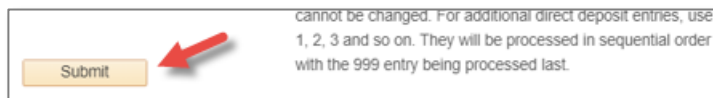
For additional entries, you must choose a *Deposit Type*, *Amount or Percent*, and a *Deposit Order*.



The screenshot shows a form titled "Distribution Instructions". It contains the following fields: "\*Account Number" with value "1234567891", "Retype Account Number" with value "1234567891", "\*Account Type" with a dropdown menu showing "Savings", "Amount", "Balance of Net Pay" (highlighted with a red 'X'), and "Percent", "\*Deposit Type" with a dropdown menu showing "Amount", "Balance of Net Pay" (highlighted with a red 'X'), and "Percent", "Amount or Percent" with value "50.00", and "\*Deposit Order" with value "1". A callout box with a red border and yellow background points to the "Balance of Net Pay" option in the "\*Deposit Type" dropdown. The callout text reads: "When adding an additional Direct Deposit account, choose **Amount** or **Percent**. *Balance of Net Pay* is for Payroll use only."

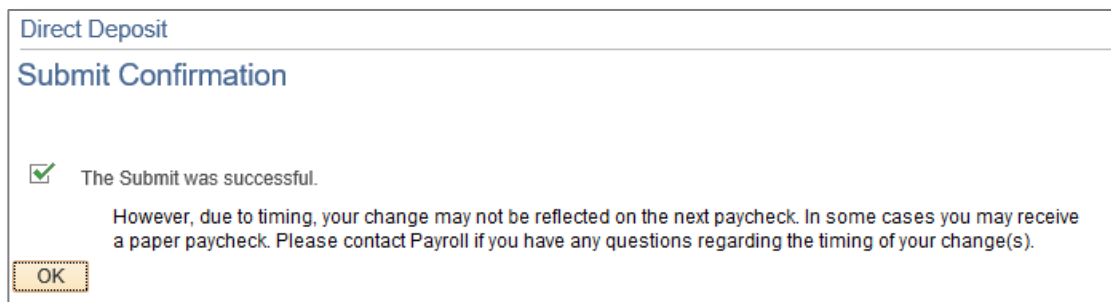
If you are adding only one additional account, enter 1 for the Deposit Order. If you are adding more than one account, add Deposit Order numbers of 1, 2, 3, and so on.

After completing an entry, click the **Submit** button.



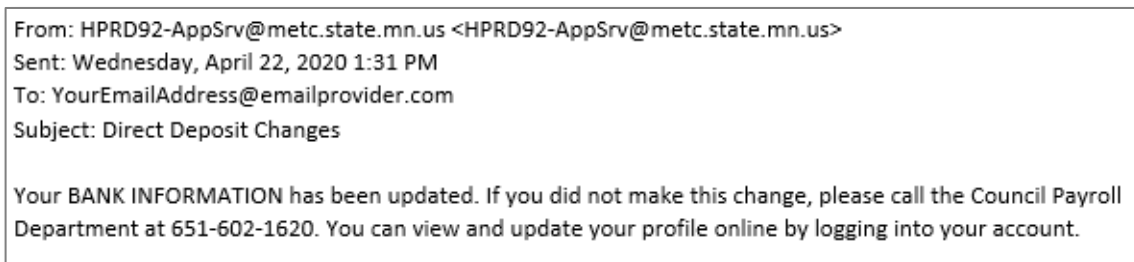
The screenshot shows a "Submit" button with a red arrow pointing to it. To the right of the button is a warning message: "cannot be changed. For additional direct deposit entries, use 1, 2, 3 and so on. They will be processed in sequential order with the 999 entry being processed last."

You will see the message below after clicking Submit. Click the **OK** button.



The screenshot shows a "Direct Deposit Submit Confirmation" message. It includes a green checkmark icon and the text: "The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck. In some cases you may receive a paper paycheck. Please contact Payroll if you have any questions regarding the timing of your change(s)." Below the message is an "OK" button.

!!→ The system will send an email to the primary email address saved in ESS any time your Direct Deposit choices are changed. Therefore, it is important to keep your email address up to date in ESS.



The screenshot shows an email notification. The header information is: "From: HPRD92-AppSrv@metc.state.mn.us <HPRD92-AppSrv@metc.state.mn.us>", "Sent: Wednesday, April 22, 2020 1:31 PM", "To: YourEmailAddress@emailprovider.com", and "Subject: Direct Deposit Changes". The body of the email states: "Your BANK INFORMATION has been updated. If you did not make this change, please call the Council Payroll Department at 651-602-1620. You can view and update your profile online by logging into your account."

After making a change to your direct deposit bank account, whether you see it on the next paycheck depends on the timing of your change compared to the timing of the payroll process. Contact Payroll if you have questions.

## My Total Compensation

The *My Total Compensation* screen provides a way for employees to see their personal total compensation. Total compensation information is available by year beginning with 2018.

The screen defaults to the Summary view and will display only the Compensation types applicable to the employee. Click on the tabs to view more information about each item shown in the summary. Alternatively, click on [Expanded View](#) at the upper right and the information from the tabs will display vertically down the screen.

**Especially Prepared for Pat Employee**

COMPENSATION PERIOD 01 January 2019 - 31 December 2019 TOTAL COMP NRC/NRU

This is your Total Compensation statement for the statement period. As you review the statement, you will see that your benefits costs are a shared partnership between you and your employer. The source of the compensation data is on your last paystub of the year which can be accessed in Employee Self Service. All amounts are shown in US Dollar currency.

► View Summary Chart

**Summary** | Cash Compensation | HEALTH CARE SAVINGS | BENEFITS | LEAVE ACCRUAL

This is the Summary section of your statement where you will find earnings and benefits summary amounts.

Item	Employer Pays	Your Contribution	Employer Provided
Cash Compensation	41,234.500000	0.000000	0.000000
HEALTH CARE SAVINGS	0.000000	345.000000	0.000000
BENEFITS	1,234.000000	1,234.000000	0.000000
LEAVE ACCRUAL	0.000000	0.000000	567.000000
<b>Summary Total</b>	<b>42,468.500000</b>	<b>1,579.000000</b>	<b>567.000000</b>

There is also a printer-friendly option available in the upper right.

**Especially Prepared for Your Name**

Comp Period 01 January 2018 - 31 December 2018

This is your Total Compensation statement for the statement period. As you review the statement, you will see that your benefits costs are a shared partnership between you and your employer.

[Printer Friendly Version](#) [Expanded View](#)

**Especially Prepared for Your Name**

**Comp Period:** 01 January 2018 - 31 December 2018

This is your Total Compensation statement for the statement period. As you review the statement, you will see that your benefits costs are a shared partnership between you and your employer.

All amounts are shown in US Dollar currency.

**Summary**

This is the Summary section of your statement where you will find earnings and benefits summary amounts.

Item	Company Pays	Your Contribution	Company Provided
COMPENSATION	10,000.00	0.00	0.00
HEALTH CARE SAVINGS	0.00	100.00	0.00
BENEFITS	100.00	0.00	0.00
LEAVE ACCRUAL	0.00	0.00	1,000.00
<b>Summary Total</b>	<b>10,100.00</b>	<b>100.00</b>	<b>1,000.00</b>

## W-4 Tax Information

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. You can file a new Form W-4 any time your tax situation changes or you choose to have more or less tax withheld.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Log into ESS to see more information on the W-4 pages.

### Federal W-4 Tax Information page

**W-4 Withholding Certificate**

Your Name  
Metropolitan Council

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. You can file a new Form W-4 any time your tax situation changes or you choose to have more or less tax withheld.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**Note: If you complete a 2020 Federal Form W-4, you must complete Minnesota Form W-4MN to determine the proper amount to withhold for Minnesota income tax.**

Go To: [Self Service > Payroll and Compensation > MN W-4 Tax Information](#)

**Step 1: Personal Information**

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](#).

Address  
1234 Main St  
City, MN 55101

**Filing Status**

☒ Single or Married filing separately  
☐ Married filing jointly (or Qualifying widow(er))  
☐ Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your capacity, see instructions for Form W-4 on the IRS website.

(c) Extra Withholding

**Claim Exemption from Withholding**

I claim exemption from withholding for the year 2020 and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

☐ Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

### MN W-4 Tax Information page

**W-4 Tax Information**

Your Name  
Metropolitan Council

You must provide a completed Form W-4MN, Minnesota Employee Withholding Allowance/Exemption Certificate, if you:

- Claim fewer Minnesota withholding allowances than federal allowances on a 2019 or prior year Form W-4
- Claim more than 10 Minnesota withholding allowances
- Request additional Minnesota withholding to be deducted each pay period
- Claim to be exempt from Minnesota income tax withholding. (Employees must meet one of the requirements listed in section 2 of Form W-4MN.)

**Beginning with the year 2020, if you have completed an updated Federal Form W-4 and have not completed a Form W-4MN, we must withhold Minnesota state tax at the single filing status with zero allowances.**

**State Tax Data**

**Section 1 - Determining State Allowances**

State MN ☒ Resident

\*State Marital/Tax Status

State Withholding Allowances

Additional Amount

**Section 2 - Exemption from State Withholding**

☐ I meet the requirements and claim exempt from both federal and Minnesota income tax withholding.

☐ Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding because I had no Minnesota income tax liability last year, I received a refund of all Minnesota income tax withheld, AND I expect to have no Minnesota income tax liability this year.

☐ My spouse is a military service member assigned to a military location in Minnesota, my domicile (legal residence) is in another state, AND I am in Minnesota solely to be with my spouse.

☐ I am an American Indian living and working on a reservation.

☐ I am a member of the Minnesota National Guard or an active duty U.S. military member and claim exempt from Minnesota withholding on my military pay.

☐ I receive a military pension or other military retirement pay as calculated under U.S. Code, title 10, sections 1401 through 1414, 1447 through 1455, and 12733 and I claim exempt from Minnesota withholding on this retirement pay.

I certify that all information provided in Section 1 or Section 2 is correct. I understand there is a \$500 penalty for filing a false Form W-4MN.

Submit

Upon successful submission, a confirmation screen appears.

**Submit Confirmation**

☒ The Submit was successful.  
However, due to timing, your change may not be reflected on the next paycheck.

OK

If you have questions, contact Payroll at 651-602-1620 or [Payroll@metc.state.mn.us](mailto:Payroll@metc.state.mn.us).

Note: The ESS change is immediate in the payroll system. However, due to the timing of check processing, the update may not be captured on the next paycheck following a change. Please monitor your paystub to verify your taxes reflect your selections going forward.

## W-2/W-2c Forms

This page allows current employees to view and print their W-2s. Employees who do not provide consent will not be able to view their W-2s electronically. Please see the next section for how to consent.

Note: Access to view W-2s online is not available after leaving employment. Your final W-2 will be mailed to your address. If your address changes after you leave employment, contact Payroll to provide a current address (651-602-1620 or [Payroll@metc.state.mn.us](mailto:Payroll@metc.state.mn.us)).

The W-2 can be printed or viewed when selecting the hyperlink [Year End Form](#).

View W-2/W-2c Forms

Your Name

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form					Personalize	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	
2021	MET	W-2	01/19/2022	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>	

Example:

Form W-2 Wage and Tax Statement 2008			
a. Employee's social security Number 123-45-6789		OMB No. 1545-0008	1 Wages, tips, other comp 30328.07
b. Employer's Identification Number 41-6008898		3 Social security wages 31708.77	2 FED income tax withheld 3792.65
c. Employer's name, address, and ZIP code METROPOLITAN COUNCIL 390 ROBERT STREET NORTH ST. PAUL MN 55101-1805		4 Social Security tax withheld 1965.94	5 Medicare wages and tips 31708.77
		6 Medicare tax withheld 459.78	7 Social security tips
		8 Allocated tips	9 Advance EIC payment
		10 Dependent care benefits	11 Nonqualified plans
d. Employee's first name & initial last name PAT A EMPLOYEE 1234 MAIN STREET SAINT PAUL MN 55113		12a See instruction box 12 C I 13.08	
e. Employee's address, and ZIP code		12b I	
15. State Employer's State ID No MN 8034628		16. State wages, tips, etc. 30328.07	17. State income tax 1628.72
18 Local wages, tips, etc.		19. Local income tax	20. Locality name
13. <input type="checkbox"/> Statutory Employee <input checked="" type="checkbox"/> Retirement Plan <input type="checkbox"/> Third-Party Sick Pay		14 Other Union 372.96 Pension 1380.70	

Department of the Treasury-Internal Revenue Service  
This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

This copy can be used as:  
Copy B To be filed with the Employee's FEDERAL Tax Return  
Copy C for the EMPLOYEE'S RECORDS (See Notice to Employee)  
Copy 2 To be filed with the Employee's State, City or Local Tax Return

## W-2/W-2c Consent

IRS regulations require that an employee must first consent to receive their W-2 electronically; this consent page meets the IRS requirements. Employees who do not provide consent will not be able to view their W-2s electronically.

Note: After you leave employment, your final W-2 will be mailed; it will not be available to view in ESS. To request a copy of your W-2, contact Payroll at 651-602-1620 or [Payroll@metc.state.mn.us](mailto:Payroll@metc.state.mn.us).

Be sure to carefully review the message on this page before providing your consent. To consent, check the box and click the **Submit** button.

**W-2/W-2c Consent Form**

Pat Employee

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

You must complete this consent form to receive/view your W-2 forms electronically. By consenting, you can view all years of your W-2 and you can print them in an IRS acceptable format for tax filing purposes. If you do not consent, Payroll will print a paper W-2 and send it to you in the mail. The electronic version of the W-2 will be available earlier in January than the paper W-2.

After you submit your consent, it will remain valid until you withdraw consent. Withdrawals must be submitted to Payroll in writing with signature and employee ID included. A form is available on the Payroll Web page within METNET. Once a withdrawal is processed, you will no longer be able to view your W-2's electronically.

**Your Current Status** No consent received.

☐ Check here to indicate your consent to receive electronic W-2 and W-2c forms.

**Submit**

A confirmation screen will be displayed:

**Submit Confirmation**

✓ The Submit was successful.

**OK**

Completed consent:

W-2/W-2c Consent Form

Pat Employee

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Once you have given consent, it will remain valid until you withdraw consent. Withdrawals must be submitted to Payroll in writing with signature and employee ID included. A form is available on the Payroll Web page within METNET. Once a withdrawal is processed, you will no longer be able to view your W-2's electronically.

Your Current Status   Consent received.

After you submit your consent, it will remain valid until you withdraw your consent. Withdrawals must be submitted to Payroll in writing with your signature and employee ID included. The withdrawal form is on Payroll's MetNet page under *Payroll Forms*.

Benefits

Benefits Summary

This section of the menu is view-only. If you have questions, please contact the Benefits staff at the phone number or email address displayed on the screen.

Favorites ▾Main Menu ▾ > Self Service ▾ > Benefits ▾ > Benefits Summary

Benefits Summary

Your Name

If you have any questions on your current benefits below, contact the Benefits department:

Phone651-602-1601

Email[benefits@metc.state.mn.us](mailto:benefits@metc.state.mn.us)

Benefits-One Line

Benefits Staff

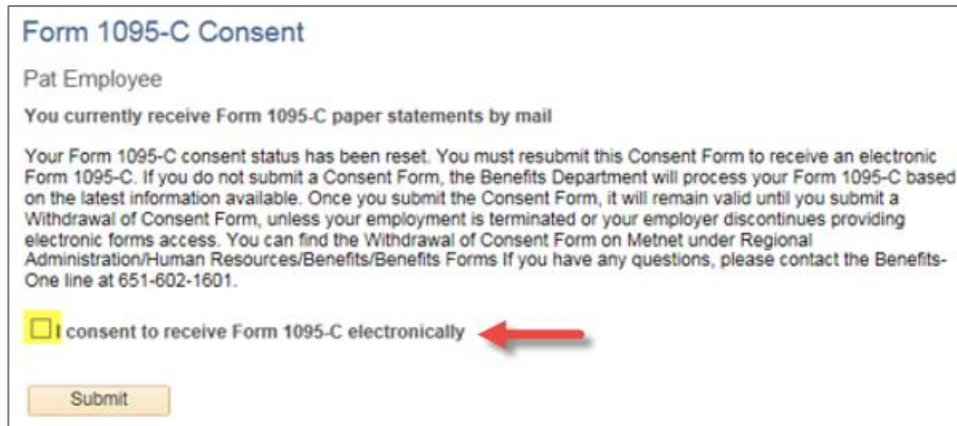
If you've made medical, dental, vision, LTD, life or FSA benefit elections or changes recently, they may not be reflected here. For current benefit elections and information, go to:  
[metro council.org/benefitsenrollment](https://metro council.org/benefitsenrollment)

10/17/2022

Type of Benefit	Plan Description	Coverage or Participation
Medical	Medical - Distinctions FT	Employee Only
Dental	Dental - Full Time	Employee Only

## 1095-C Consent

To be able to view your 1095-C forms electronically, you must first provide consent. Click the box for ***I consent to receive Form 1095-C electronically*** and click the **Submit** button.



**Form 1095-C Consent**

Pat Employee

You currently receive Form 1095-C paper statements by mail

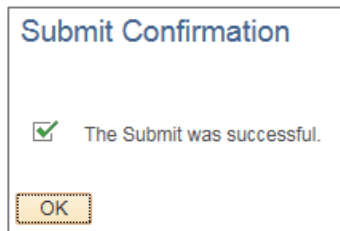
Your Form 1095-C consent status has been reset. You must resubmit this Consent Form to receive an electronic Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the latest information available. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer discontinues providing electronic forms access. You can find the Withdrawal of Consent Form on Metnet under Regional Administration/Human Resources/Benefits/Benefits Forms. If you have any questions, please contact the Benefits-One line at 651-602-1601.

☒ I consent to receive Form 1095-C electronically

☐ I do not consent to receive Form 1095-C electronically

Submit

A confirmation screen will be displayed:

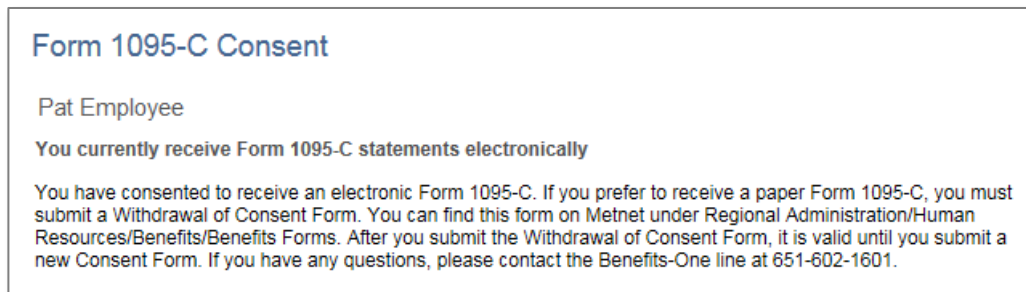


**Submit Confirmation**

☒ The Submit was successful.

OK

*Completed Consent:*



**Form 1095-C Consent**

Pat Employee

You currently receive Form 1095-C statements electronically

You have consented to receive an electronic Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. You can find this form on Metnet under Regional Administration/Human Resources/Benefits/Benefits Forms. After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form. If you have any questions, please contact the Benefits-One line at 651-602-1601.

Submit

Note: After you leave employment, your final 1095-C will be mailed to you; it will not be available electronically.

## View Form 1095-C

This section of the menu displays the forms only after you consent to receiving the 1095-C electronically.

Favorites ▾

Main Menu ▾

> Self Service ▾


> Benefits ▾

> View Form 1095-C

View Form 1095-C

Your Name

View Form 1095-C

Personalize | 

Calendar Year	ALE Member	Issue Date	Form ID	Sequence	Form Status	Tax Form	Filing Instructions
2021	Metropolitan Council	02/28/2022	1095-C	0	Original	Tax Form	Filing Instructions
2020	Metropolitan Council	02/26/2021	1095-C	0	Original	Tax Form	Filing Instructions
2019	Metropolitan Council	03/19/2020	1095-C	0	Original	Tax Form	Filing Instructions

Example:

☐ VOID ☐ CORRECTED OMB No. 1545-02251

2016 Form 1095-C

Employer Provided Health Insurance Offer and Coverage

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Department of the Treasury - IRS

**Part I** APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.  
Metropolitan Council  
390 Robert Street North  
St. Paul MN 55101-1805  
651/602-1000  
▶ Do not attach to your tax return. Keep for your records. Information about Form 1095-C and its separate instructions is at [www.irs.gov/form1095c](http://www.irs.gov/form1095c).  
EMPLOYEE'S name, address, ZIP/postal code & country  
Pat Employee  
1234 Main Street  
Saint Paul MN 55101  
APPLICABLE LARGE EMPLOYER'S identification number (EIN)  
41-6008898  
EMPLOYEE'S social security number (SSN)  
XXX-XX-6789

**Part II** Employee Offer of Coverage  
14 Plan Start No. (Enter 2-digit no.): 00  
15 Offer of Coverage (enter required code) 1E  
16 Employee Required Contribution (see instructions) \$ 12.00  
17 Section 4980H(a) Safe Harbor and Other Relief (enter code, if applicable) 2C  
Jan \$ 0.00 2C  
Feb \$ 0.00 2C  
Mar \$ 0.00 2C  
Apr \$ 0.00 2C  
May \$ 0.00 2C  
June \$ 0.00 2C  
July \$ 0.00 2C  
Aug \$ 0.00 2C  
Sept \$ 0.00 2C  
Oct \$ 0.00 2C  
Nov \$ 0.00 2C  
Dec \$ 0.00 2C

**Part III** Covered Individuals If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.  

(a) Name of covered individual(s)	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 mos.	(e) Months of coverage												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17 Pat Employee	XXX-XX-6789	01/01/1980	X													
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L1095CAL118

Form 1095-C (2016)

Note: After you leave employment, your final 1095-C will be mailed to you.

## Expenses

### Add / Modify / Submit Expenses

This section of the menu is for submission of expenses for reimbursement.

The information in this section is also available as a stand-alone guide on MetNet. Navigate to *Councilwide Services > Finance & Operations* and choose the expense option from the menu on the left. The MetNet page also contains guides for managers and administrative assistants.

If an administrative assistant completes an expense form on your behalf, you must log into ESS to review it and then submit it to your manager.

To create and submit a new expense reimbursement request, select the **Add a New Value** tab.

The screenshot shows the 'METC Modify/Submit Expenses' page. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'Self Service', and 'Add/Modify/Submit Expenses'. Below the tabs, the page title 'METC Modify/Submit Expenses' is displayed. A message says: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this message are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is circled in red. Below the buttons is a 'Search Criteria' section with a dropdown menu. Below the dropdown menu is a 'Search by:' section with a dropdown menu set to 'Expense ID' and a text input field for 'begins with'. There is also an 'Include History' checkbox. At the bottom are 'Search' and 'Advanced Search' buttons.

Complete the form fields.

Note: Some fields are pre-populated as a courtesy after an Expense Type is chosen (such as the account number); it is your responsibility to verify the accuracy of the information prior to submission.

The screenshot shows the 'Add/Modify Expenses' form. At the top, there are tabs: 'Add/Modify Expenses' and 'Attach additional documents'. Below the tabs, there is a header section with fields: 'Expense ID' (17R12345000), 'Unit' (RGADM), 'Creation Date' (10/18/2017), 'Approval Date' (A), 'Empl ID' (12345), 'Pay Group' (MRA), 'Submitted Date', and 'Expense Status'. Below the header is the 'Expense Description' field (B). Below the description is the 'Expense Details' table. The table has columns: 'Line Number', '\*Expense Type', 'Description', 'Trans Date', 'Receipt', 'Receipt Total', 'Mileage', 'Acct', 'Fund', 'Dept ID', 'Program', 'Class', 'Project', 'Attach', and 'View Attach'. The first row of the table has values: '1', '1', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J'. Below the table is the 'Expense Line Total' section with fields: 'Mileage Total', '@', 'Per Mile', 'Calc Rate', 'Expense Total by Expense ID' (K). At the bottom, there is a 'Declaration Statement' section and a 'Submit' button.

Descriptions of the fields shown above follow on the next page.

*	Field	Explanation
A	Expense ID	Automatically populates with a system-assigned unique ID.
	Unit	Automatically populates.
	Creation date	Automatically populates.
	Approval Date	Blank initially - a date will display after your manager approves the request.
	Empl ID	Automatically populates with your badge/employee number.
	Pay Group	Automatically populates.
	Submitted Date	Blank initially - a date will display after you click the <b>Submit</b> button.
	Expense status	Displays the progress of your request.
B	Expense Description	Enter a title that summarizes your expense request, e.g. "June Expenses," "March 15 Policy Conference," "Mileage 5/20/16-6/30/16."
C	Expense Type	Choose a type from the dropdown menu. The account string fields will be populated based on this selection.
D	Description	Enter enough detail to clearly describe each expense item.
E	Trans Date	Date you incurred the expense(s).
F	Receipt	Check this box if you are attaching a receipt.
G	Receipt Total	<b>This field is required for all Expense Types except mileage.</b> If the expense is for something subject to an amount limit (i.e. safety footwear), enter no more than the maximum allowed even if the receipt is for more than that amount.
H	Mileage	Enter the total miles traveled if requesting mileage reimbursement (leave blank if the line is <i>not</i> for mileage).
I	Acct, Fund, Dept ID, Program, Class, Project	These fields automatically populate. The Acct is associated with the expense type and the rest of the account string is determined by Payroll's default account string for the employee. <b>NOTE: These fields may be changed; check with your manager to ensure the any changes you make are appropriate.</b> It is not recommended to change the Acct because it is related to the type of expense.
J	Attach	Click the <b>Attach</b> button to attach receipts/supporting documentation.
K	Expense Line Total	Automatically populates based on your entries.
	Mileage Total	
	Expense Total by Expense ID	

To enter more than one expense, use the plus button. To remove an expense, use the minus button.

Expense Details														
		Line Number	*Expense Type		Description	Trans Date	Receipt	Receipt Total	Mileage	Acct	Fund	Dept ID	Program	Class
1	+	1	M		Mileage	Travel betw 390 Robert & Mpls	10/16/2017		20.00	5401	100	11710	040	000
2	+	2	PA		Parking	MCC ramp	10/16/2017		10.00	5401	100	11710	040	000
3	+	3	R		Registration Fees/Prof Dev	Registration	10/16/2017		25.00	5411	100	11710	040	000
4	+	4												
Expense Line Total:		\$35.00												
Expense Total:		\$45.70												

Attach supporting documentation using the **Attach** button. If you need to attach additional documents, use the *Attach additional documents* tab. When attaching additional documents, enter the Line Number the additional document is associated with and a Description, then click the **Attach** button to the right.

- Attachment file names cannot exceed 25 characters and should use only alpha characters A-Z, digits 0-9, and special characters \_ (underscore) and - (hyphen).
- Attachment file types can be PDF, GIF, PNG, JPEG, JPG, TIFF, and BMP

Add/ Modify Expenses **Attach additional documents**

Expense ID 17R12345000

Enter the line number and description from the Add/Modify tab to attach additional documents

Line Number	Description	Attach	View Attach	Delete Attach	Attached File
1		<b>Attach</b>	View Attach	Delete Attach	

Read the **Declaration Statement** and then check the declaration box.

Submit the form by clicking the **Submit** button. This sends a notification email to your supervisor.

Add/ Modify Expenses **Attach additional documents**

Expense ID 17R12345000 Unit RGADM Creation Date 10/18/2017 Approval Date  
 Empl ID 12345 Pay Group MRA Submitted Date Expense Status Saved

Expense Description Oct 16th Policy Conference

**Expense Details**

	Line Number	*Expense Type	Description	Trans Date	Receipt	Receipt Total	Mileage
1	1	M	Mileage	Travel betw 390 Robert & Mpls	10/16/2017		
2	2	PA	Parking	MCC ramp	10/16/2017	10.00	
3	3	R	Registration Fees/Prof Dev	Registration	10/16/2017	25.00	
4	4	B	Books	Policy book	10/16/2017	30.00	

Expense Line Total: \$65.00

Mileage Total 20.00 @ \$0.535 Per Mile = Calc Rate \$10.70 Expense Total by Expense ID \$75.70

**Declaration Statement**  
☒ I have read the declaration statement (You must read the declaration statement )

**Submit**

After clicking **Submit**, a message window confirms the submission.

Message

Your expense report has been submitted. (30000,90)

OK

You can track progress on a submitted expense by selecting the **Find an Existing Value** tab and clicking the **Search** button. The statuses are visible on the search screen. Select an Expense ID by clicking on the Expense ID and then view the **Audit Trail** tab.

The screenshot shows the 'METC Modify/Submit Expenses' screen. The 'Find an Existing Value' tab is selected, and the 'Search' button is highlighted. The 'Search Results' table shows a list of expense entries. A red arrow points from the 'Expense ID' '21A123451001' in the search results to the 'Audit Trail' tab, which is also highlighted. The 'Audit Trail' tab shows a table with columns: User ID, Name, Expense ID, DateTime Created, and Expense Status.

User ID	Name	Expense ID	DateTime Created	Expense Status
1 12345	Your Name	21A123451001	05/12/22 8:49:35.000000AM	Submitted to Mgr
2 11222	Your Manager	21A123451001	05/12/22 9:08:12.000000AM	Submitted to AP
3 EXAMPLE	MT Accounts Payable	21A123451001	05/12/22 9:09:58.000000AM	Submitted to Payroll

Note: If your request was denied because it needs changes or corrections, you should change the existing denied Expense ID form. **Do not create a new form for the denied expense.**

Go to the **Add/Modify/Submit Expenses** screen. On the **Find an Existing Value** tab, click the **Search** button. Double-click on the denied Expense ID number to be updated and re-submitted. Make the necessary changes and then click the **Submit** button to resubmit it.

## eLOD Request

### eLOD Request

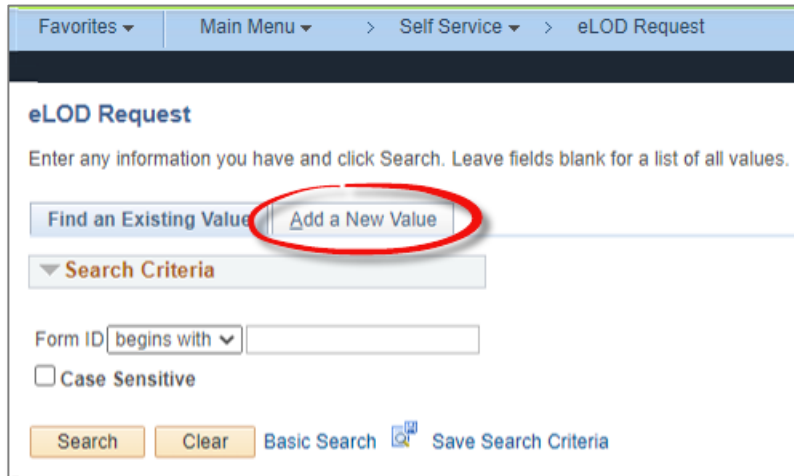
This menu is for submission of an electronic Learning and Development request for external training.

For more information on completing an eLOD form, see the LOD section of the Human Resources page on MetNet. The LOD page on MetNet contains links to guides for employees, managers, and administrative assistants.

Note:

- **Supporting documentation is required** and must include cost, description, date, program hours, and vendor information (name, address, etc.). Only PDF, GIF, JPG, JPEG, TIF, TIFF, BMP, and PNG can be attached.
- For training outside the metro area, **the Out of Area Form must be completed and approved before** the eLOD form is submitted.

To create and submit a new eLOD request, select the **Add a New Value** tab.



Complete the form fields and attach the supporting documentation, then click the *Submit to Supervisor* button. Your manager will receive an email notification. When your manager responds to the request, you will receive an email from the system.

If an administrative assistant completes a form on your behalf, you must log into ESS to review it and then submit it to your manager.

You can check the status of your form by using the *Find an Existing Value* tab and clicking *Search* to bring up all your forms.

Note: If your request was denied because it needs changes or corrections, you should change the existing denied eLOD Request form. **Do not create a new form for the same training.**

Go to the **eLOD Request** screen. On the Find an Existing Value tab, click the **Search** button. Double-click on the denied eLOD form to open it. Make the necessary changes and then click the **Submit** button to resubmit the request.

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## Questions and assistance

### Login issues

For login issues, contact the Service Desk at:

- **651-602-1498** (extension 1498) or [ServiceDesk@metc.state.mn.us](mailto:ServiceDesk@metc.state.mn.us)

### ESS application questions or issues

For questions about using the ESS application or issues related to information found within ESS, contact the ESS Help Desk at:

- [ESS.HRIS@metc.state.mn.us](mailto:ESS.HRIS@metc.state.mn.us)

*The ESS Help Desk's normal business hours are 8:00am to 4:30pm Monday through Friday (except holidays).*

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END.