

**Procedure Number: 560.3**

**Procedure: Employee Self Service - MYINFO**

**Effective Date: (01/2014)**

**Revision Date:**

**Approved by: LeAnn Anderson, Director Financial Services and Payroll**

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**PROCEDURE:**

- I. Go to the MyInfo Logon and Click on **Enter Secure Area**.
  - A. User Login screen
    1. Enter your **User ID** (Employee ID or Social Security Number) and **PIN** and click **Login**
  - B. Welcome screen
    1. Click on **Employee Services tab** at top of page **or** on **Employee Information link**
  - C. Employee Services screen links to the following information:
    1. Time Sheet
    2. Pay Information
    3. Tax Forms
    4. Time Off Current Balances and History
  
- II. To exit the website, click **Exit** in upper right corner to log out, and then close your web browser.