



Procedure Number: 560.3

Procedure: Employee Self Service - MyMSUB

Effective Date: 01/2014

Revision Date: 10/2025

Responsible Party: Administration & Finance/Financial Services & Payroll

PROCEDURE:

1. Go to the [MyMSUB](#) and login with your **NetID** and **Password**.
 - a. Welcome Screen
 - i. Click on **Employee Dashboard & Profile** on the **Employee Services** card.
 - b. Employee Dashboard & Profile links to the following information:
 - i. Timesheet
 - ii. Pay Information
 - iii. Tax Forms
 - iv. Time off Current Balances and History
2. To exit the website, click on the photo next to your name and select **Sign Out**.