PROCEDURE:

I. Go to the Mylnfo 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.