

EMPLOYEE SELF SERVICE – MYINFO LOGON

Go to the [MyInfo](#) Logon and Click on **Enter Secure Area**.

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

If you have any questions regarding **Employee Self Service - MYINFO**, please contact Financial Services/Payroll Office at 657-2131 or email FinancialServices@msubillings.edu.