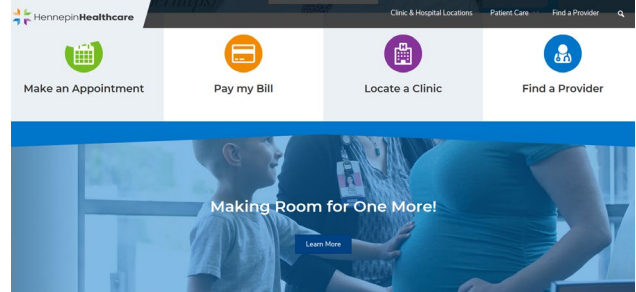


Instructions to View your Timesheets/Pay Statements & Print W-2

1. Go to <http://www.hennepinhealthcare.org/>



2. At the bottom right of the page (purple section), click “Employee Resources”
Then you will see this page:

Appointment Scheduling: 612-873-7373

Pharmacy: 612-873-2233

The following links are for current employees of Hennepin Healthcare. Login required.

- AtStaff**
AtStaff is the staffing, reporting and scheduling system used for Nursing and the Clinical Laboratory on a 24/7 basis. Access to this system is granted by department administration.
- Employee Self Service**
- Hennepin Healthcare Horizon Health Plan (PDF)**
- My HR Portal**
- Remote Access**
Access the Hennepin Healthcare Remote Access for remote access to the internal network from outside the network. Contact IT to set up your unique remote access.
- My Learning Center**
Access the Hennepin Healthcare Learning Center for all required training, online courses, and conference information. You will need your 11 digit PeopleSoft ID and My Learning Center password. If you need assistance, call the IT Service Desk 24/7 at 612-873-7485 or email MyLearningCenter@hcmcd.org.
- Outlook Employee Email**
Access your Outlook email from outside the network. Your login and password will be the same as logging in to your computer at Hennepin Healthcare.
- IT Self Service**

3. Click “Employee Self Service” to get this page. ***Log in with your H# and password**

Henepin Healthcare

User ID

Password

Select a Language

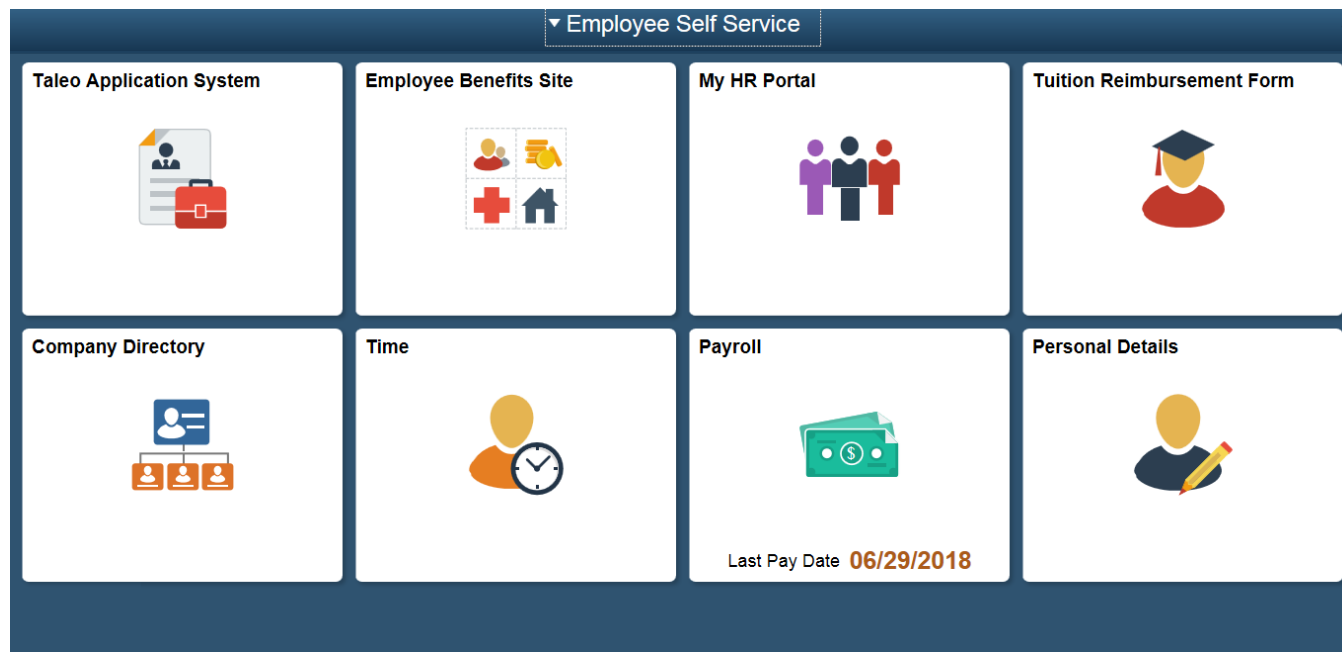
English

Sign In

Enable Accessibility Mode

Set Trace Flags

Then you will see this page:



4. To view your timesheets and hours click “Time”
 - a. Then “Timesheet”
 - b. From there you can go back and look at your previous dates and times worked.

5. To view your check stub(s), to update your direct deposit information or print W-2 forms, click on back arrow button to select:
 - a. Payroll to view check stubs or find W-2
 - b. Personal details to update

IMPORTANT NOTE: If you do not submit your timesheet on time, you will get paid the following pay period. Please refer to the payroll calendar for dues dates and pay dates!

If you have questions, please contact:

HCMC HR Solution Center: 612.873.4748

OR

Mary Watkins

Principal Office Specialist
Flu and Worksite Wellness
p 612-617-4706 | f 612-617-4772
Mary.Watkins@hcmcd.org
Hennepin Healthcare | MVNA
2000 Summer St NE, Suite 100 | Minneapolis, MN 55413