Payroll Orientation for New Employees
WELCOME TO WSU!

New employee orientation is completed by Human Resources which includes:

- Salary and Benefit Eligibility
- Labor Bargaining Unit Eligibility
- Direct Deposit and Time Reporting Requirements
- Employee SEMA4 ID & Password for Employee Self Service
- Employee STAR ID & Password for MnSCU applications including eTimesheets

If you have questions, please contact Human Resources at ext 5005
Payroll Calendar

State employees are paid every other Friday. The pay period begins Wednesday and ends ten work days later per Statewide Payroll Calendar.

Note: WSU Holiday Schedule differs slightly from Statewide Payroll Calendar.
Payroll Information

Employees will be provided access to computers for payroll purposes. Time & Leave Reporting (aka eTimesheet) and Employee Self Service are web based programs that can be accessed remotely from any computer with internet access. Please check with your supervisor for specific locations and times that a computer would be available for your use. If you have concerns regarding computer access, please discuss with your supervisor.

Quick Links to Employee Self Service and Time & Leave Reporting (aka eTimesheets) are available on the WSU Faculty & Staff website under eServices. You must sign in as faculty/staff to access eServices.

- Employee Self Service is a Minnesota Management & Budget website with access to individual payroll data including entry of direct deposit and W-4 tax withholdings; printing of paystubs and W-2; or viewing classified leave balances and payroll announcements
- MnSCU Time & Leave Reporting is an electronic time reporting system which is mandatory for all employees

Please remember to Signout from Employee Self Service or Logout from eTimesheet when finished working with programs

Payroll utilizes email as the primary tool for communication. Please check your email regularly.
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