



*Winona State University*  
*Faculty & Staff Payroll*

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 WSU email as the primary tool for communication. Please check your WSU email regularly.*

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of Learners  
Improving  
Our World*

