

Welcome to Winona State University! We are delighted to have you join our community and have created this checklist to assist you in getting off to a smooth start.

Employee Name: _____ **Start Date:** _____

Employee Id's: During your employment with Winona State University you will utilize several identification numbers. Here is a quick guide to the Id's:

SEMA4 Id State of Minnesota	Star Id Minnesota State College & University System	Tech Id Winona State University
An eight (8) digit number used to access the State Employee Self Service website for: <ul style="list-style-type: none"> <input type="checkbox"/> W-4 <input type="checkbox"/> Direct deposit <input type="checkbox"/> Insurance enrollment <input type="checkbox"/> Pay stubs <input type="checkbox"/> Voluntary retirement account deductions <input type="checkbox"/> W-2's <input type="checkbox"/> Training 	An eight (8) character id which starts and ends with letters (ie: ab1234cd) used to access the Minnesota State Employee Home website for: <ul style="list-style-type: none"> <input type="checkbox"/> Personal information <input type="checkbox"/> Leave balances /requests <input type="checkbox"/> Timesheets <input type="checkbox"/> Salary information <input type="checkbox"/> Tuition Waiver application Your Star Id is also used to access email, Wi-Fi and printing.	Displays on your campus photo id card which is utilized for local rights such as printing and door access. Also referred to as the Warrior Id.

ON YOUR FIRST DAY:

✓ TASK (if applicable)	LOCATIONS / LINKS
<input type="checkbox"/> Provide evidence of identity and authorization to work (I-9 form)	Winona: Somsen 114 Rochester: SS 128 List of acceptable documents: https://www.uscis.gov/i-9-central/acceptable-documents
<input type="checkbox"/> Using your Star Id, log into Minnesota State Employee Home site and review the tabs... My Profile - complete / update your information My Jobs - View position details Tech Id: upper left corner SEMA4 Id: upper right corner (may not appear for up to 2 weeks from hire) My Settings - ensure WSU is your default institution	Employee Home: https://eservices.minnstate.edu/employee/public/ If you forgot your Star Id or need to reset the password: https://starid.minnstate.edu/
<input type="checkbox"/> Obtain a Campus ID card	Winona: Maxwell 227 Rochester: GL 118
<input type="checkbox"/> Identify your transportation options and/or apply for a parking permit	Winona: www.winona.edu/Parking/ Rochester: https://www.winona.edu/rochester/maps/

DURING YOUR FIRST TWO WEEKS:

✓ TASK (if applicable)	LOCATIONS / LINKS
<input type="checkbox"/> Complete Human Resources Orientation in D2L <i>Learn about campus resources, employee benefits, and policy/procedure.</i>	Log into D2L using your Star Id and password: https://winona.learn.minnstate.edu/
<input type="checkbox"/> Attend Benefit Orientation <i>If newly eligible for benefits attend a 1-on-1 meeting about insurance and retirement benefits and how to enroll.</i>	To schedule call 507.457.5005 or email jwenzel@winona.edu
<input type="checkbox"/> Using your SEMA4 Id, log into the State Employee Self Service site... "Other Payroll" - Complete W-4 and Direct Deposit	State Employee Self Service: www.state.mn.us/employee Your initial password is the last four digits of your SSN followed by the letters MN and two exclamation points (For example, 1234MN!!).
<input type="checkbox"/> Complete required trainings... Located in D2L Brightspace : <input type="checkbox"/> Sexual Violence Awareness Located in State Employee Self Service : <input type="checkbox"/> WSU – All New Employees Training Program	Log into D2L using your Star Id and password: https://winona.learn.minnstate.edu/ State Employee Self Service: www.state.mn.us/employee This is a curriculum of trainings that need to be completed within 30 days of employment.
<input type="checkbox"/> Submit timesheet and/or a leave request via eTimesheet, if applicable.	https://eservices.minnstate.edu/employee/public/
<input type="checkbox"/> Attain Key(s)	Winona: https://www.winona.edu/facilities/ Rochester: https://www.rctc.edu/policies/administration/key-proximity-card-access/

DURING YOUR FIRST MONTH:

✓ TASK (if applicable)	LOCATIONS / LINKS
<input type="checkbox"/> Complete your benefit enrollment for the State Employee Group Insurance Program (SEGIP). <i>If you are eligible, you will receive a packet in the mail from SEGIP directing you to enroll either on paper <u>or</u> online thru the State Employee Self Service.</i>	Information on benefits: http://mn.gov/mmb/segip *Employees eligible for full employer contributions will default if deadline is missed.
<input type="checkbox"/> Complete a Driver Approval form <i>If you will utilize a university vehicle.</i>	http://www.winona.edu/facilities/motorpoolvehiclereservations.asp
<input type="checkbox"/> Review the HR Current Employees webpage	https://www.winona.edu/hr/currentemployees.asp
<input type="checkbox"/> If teaching, review teaching resources webpage	https://www.winona.edu/registrar/toolkit.asp

Employee Signature

Date

Sign and return to Human Resources.