

Welcome to Winona State University! We are delighted to have you join our community. The checklist below will ensure that your employment gets off to a smooth start. Please complete, sign, and return this form to Human Resources. If you have any questions contact Human Resources.

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

Position: _____ **Department:** _____

✓ ON YOUR FIRST DAY:

TASK (if applicable)	RESOURCES / LINKS
<input type="checkbox"/> Submit new hire paperwork to Human Resources - Somsen 114 <ul style="list-style-type: none"> <input type="checkbox"/> I-9 <input type="checkbox"/> W-4 <input type="checkbox"/> New Employee Data Sheet <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Notice of Intent to Collect Private Data <input type="checkbox"/> If applicable, a Retirement Checklist <input type="checkbox"/> If applicable, a MnSCU Appointment Form 	If you need to print forms: www.winona.edu/hr/newemployees.asp
<input type="checkbox"/> Provide evidence of identity and authorization to work (I-9) <ul style="list-style-type: none"> <input type="checkbox"/> Winona Campus: Human Resources Office - Somsen 114 <input type="checkbox"/> Rochester Campus: Kristi Ziegler, Campus Services - SS 125 	See I-9 form for list of acceptable documents
<input type="checkbox"/> Obtain Network Account information either via email or by contacting Technical Support. This includes your username, WSU email address and Tech ID (Warrior Id).	Technical Support - 507.457.5240.
<input type="checkbox"/> Obtain a Tech ID (Warrior ID) card <ul style="list-style-type: none"> <input type="checkbox"/> Winona Campus: Campus Card Office - Maxwell 227 <input type="checkbox"/> Rochester Campus: Goddard Library 	http://www.winona.edu/hr/idinformation.asp
<input type="checkbox"/> Obtain your STAR ID (MnSCU ID) online	https://starid.mnscu.edu/

DURING YOUR FIRST TWO WEEKS:

✓ TASK (if applicable)	RESOURCES / LINKS
<input type="checkbox"/> Attend orientation with Human Resources to review benefits, insurance, retirement and policy/procedure information.	Phone: 507.457.5005 or Email: humanresources@winona.edu
<input type="checkbox"/> Human Resources will provide you with your SEMA4 ID (State ID)	
<input type="checkbox"/> Notify Human Resources if your address has changed	Email: humanresources@winona.edu
<input type="checkbox"/> Complete required trainings: <ul style="list-style-type: none"> <input type="checkbox"/> Code of Conduct (D2L Brightspace) <input type="checkbox"/> Public Jobs: Private Data (D2L Brightspace) <input type="checkbox"/> Employee Right to Know (web-based video) <input type="checkbox"/> Sexual Harassment Prevention (D2L Brightspace) <input type="checkbox"/> Sexual Violence Awareness (D2L Brightspace) 	http://www.winona.edu/hr/newemployees.asp
<input type="checkbox"/> If applicable, log into etimesheet and submit timesheet and/or a leave request.	https://webproc.mnscu.edu/etimesheet/ To login go to www.winona.edu , click "Faculty and Staff", click "eServices" and select "eTimesheets" from dropdown.

DURING YOUR FIRST MONTH:

✓ TASK (if applicable)	RESOURCES / LINKS
<input type="checkbox"/> Log into the Self Service Website . This site is used to <ul style="list-style-type: none"><input type="checkbox"/> Sign up for insurance benefits<input type="checkbox"/> View your pay stub<input type="checkbox"/> Change your W-4<input type="checkbox"/> Access your W-2<input type="checkbox"/> Change your direct deposit<input type="checkbox"/> View insurance beneficiary/dependent listings<input type="checkbox"/> Enroll in tax sheltered annuity (403)b<input type="checkbox"/> Sign up for system and statewide trainings.	www.state.mn.us/employee Your user name is your eight digit SEMA4 ID number and your initial password is the last four digits of an employee's SSN followed by the letters MN and two exclamation points (For example, 1234MN!!).
<input type="checkbox"/> Complete your benefit enrollment for the State Employee Group Insurance Program (SEGIP) Information on benefits: http://mn.gov/mmb/segip	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 self-service site.
<input type="checkbox"/> Return signed policy receipts located in orientation handbook to HR	
<input type="checkbox"/> Identify your transportation options and/or apply for a parking permit.	www.winona.edu/Parking/
<input type="checkbox"/> If you will need to reserve a university-issued vehicle please read and complete a Driver Approval form on the Facilities website.	http://www.winona.edu/facilities/motorpool/vehicle_reservations.asp
<input type="checkbox"/> Sign up for STAR Alert (optional)	www.winona.edu/staralert

ADDITIONAL ITEMS:

✓ TASK (if applicable)	RESOURCES / LINKS
<input type="checkbox"/> Use Employee e-Services to view your Class Management and Grading tools.	https://webproc.mnscu.edu/eservices/faculty_classes.html?campusid=074&tokenTicket=Owex%2FBklz5Qfi1363o63YLAuiQB
<input type="checkbox"/> If traveling for WSU review travel information on Business Office website.	http://www.winona.edu/businessoffice/facultyandstafftravel.asp
<input type="checkbox"/> Textbooks for your courses should be ordered as soon as possible. The Textbook Order Form and contacts can be found online.	http://www.wsubookstore.com/site_links.asp .

I confirm that I completed the Code of Conduct, Public Jobs: Private Data, Employee Right to Know, Sexual Harassment Prevention and Sexual Violence Awareness trainings.

Employee Signature

Date

Sign and return this form to Human Resources.

Updated 1/2016
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