

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
<p>An eight (8) digit number used to access the State Employee Self Service website for:</p> <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 	<p>An eight (8) character id which starts and ends with letters (ie: ab1234cd) used to access the Minnesota State Employee Home website for:</p> <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 <p>Your Star Id is also used to access email, Wi-Fi and printing.</p>	<p>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.</p>

ON YOUR FIRST DAY:

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

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 or 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/motorpoolvehiclereervations.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.