



New Employee Checklist

This **New Employee Checklist** will help you understand your ID numbers, find key resources, and set up essential access. Please use the checklist to complete the onboarding tasks relevant to you and your role at the university.

EMPLOYEE IDENTIFICATION NUMBER'S (IDs)

At WSU, you will use multiple IDs. Here's a breakdown of the IDs assigned to you:

Star ID / Minn State ID

- A unique identifier assigned by the **Minnesota State system** to employees and students.
- Format: An eight-character ID that starts and ends with letters (e.g., ab1234cd)
- You activate/reactivate your Star ID as part of the campus affiliation process.
- The Star ID is used to access Office 365, email, D2L Brightspace, Workday, Wi-Fi and Minnesota State Employee Home applications.
- Link: <https://eservices.minnstate.edu/employee/public/>

Warrior ID / Tech ID

- A unique identifier assigned by **WSU** to employees and students.
- Format: An eight-digit number (e.g., 12345678).
- This ID will automatically activate following your Star ID activation.
- The Warrior ID will be printed on your Warrior ID card which serves as your official campus identification and may be utilized for door access.

SEMA4 ID / State ID

- A unique identifier assigned by the **State of Minnesota** to employees.
- Format: An eight-digit number (e.g., 12345678).
- Minnesota State system data feeds into SEMA4 on a bi-weekly basis. When the data feed occurs, a SEMA 4 ID will be assigned. HR will contact new hires when the ID has been assigned.
- Your initial password is the last four digits of your SSN followed by the letters MN and two exclamation points (example: 1234MN!!).
- The State ID is used to access the State Employee Self Service site for W-4, direct deposit, insurance enrollment, paystubs, voluntary retirement deductions setup, W-2, and employee development trainings.
- Self Service Portal Login Link: <http://www.state.mn.us/employee>

Workday ID

- A unique identifier assigned by the **Minnesota State system** to employees.
- Format: A ten-digit ID that starts and ends with letters (e.g., 1234567891)
- Your Workday ID will appear when you log into Workday.
- The Workday ID will display within the processes that occur within the Workday system.

BEFORE DAY 1

The [WSU HR New Employees webpage](#) has detailed information to complete the following tasks:

- ☐ Activate your Minnesota State Id (StarID)
- ☐ Set up Multi Factor Authentication (MFA)
- ☐ Complete assigned tasks in Workday
- ☐ Locate I-9 Documentation
- ☐ Request Official Transcripts (if applicable)

DAY 1: WELCOME!

- ☐ **Check in with your department**
- ☐ **Complete Form I-9**

Bring original, unexpired documents showing evidence of identity and work authorization. You can find the list of U.S. Citizenship and Immigration Services (USCIS) acceptable documents on the [USCIS website](#). Bring documents to:

 - Winona: HR, Somsen 114
 - Rochester: Student Services, SS 128
 - Distance: Contact HR for alternative arrangements
- ☐ **Obtain a Warrior ID / Tech ID card**
 - Winona: Campus Card, Somsen 207
 - Rochester: WSU-Rochester IT, RCTC CF 122
 - Distance: Email campuscard@winona.edu
- ☐ **Setup Laptop or Desktop**

Attend a laptop distribution or desktop setup assistance session with IT.
- ☐ **Setup Workspace**
 - Set up office/workstation
 - Set up email signature
 - Set up [phone and voicemail](#)
 - Bookmark the [Minnesota State Employee Home](#) dashboard for quick access to important employment related links and applications.
 - Review existing emails
- ☐ **Review [Winona](#) and/or [Rochester](#) Parking Options**
- ☐ **Determine [Eligibility for Vacation Accrual Credit](#) and submit forms if applicable**

WEEKS 1-2

- ❑ **Complete WSU Employee Orientation**
 - HR enrolls new employees in the WSU Employee Orientation course in [D2L Brightspace](#).
 - You will receive an **email notification** once enrollment is complete.
 - Your login ID is your **Star ID / Minn State ID**.
 - The course covers foundational information about the institution, including:
 - WSU history, structure, and leadership
 - Employee identifiers and systems
 - Parking options and building access
 - Payroll schedule and benefits overview
 - Campus amenities and services
 - Required training and institutional policies
 - Opportunities for engagement on campus
- ❑ **Attend Benefits Orientation with HR**
 - Newly eligible employees are encouraged to meet with HR for a detailed review of retirement plans, insurance coverage (medical, dental, vision, etc.), and the steps to complete enrollment.
 - The orientation typically takes 30–60 minutes to complete.
 - If not scheduled by your supervisor, email Jessica Wenzel (jwenzel@winona.edu) to schedule.
- ❑ **Locate your SEMA4 ID / State ID**
 - If you have not previously been assigned a **SEMA4 ID / State ID** you will receive the ID via an email from Minnesota State.
 - When assigned the **SEMA4 ID / State ID** will also show in your [Workday](#) profile under Personal > IDs.
- ❑ **Complete Required Forms in the State Employee [Self Service Portal](#)**
 - Your login ID is your **SEMA4 ID / State ID**
 - The initial password is the last four digits of your SSN followed by the letters MN and two exclamation points (example: 1234MN!!).
 - Complete your W-4 located under Self Service > Tax Forms
 - Enter your Direct Deposit information located under Self Service > My Pay
- ❑ **Submit timesheet and/or a leave request in [Workday](#)**
 - The [Workday Job Aid](#) offers detailed instructions.
- ❑ **Attain Key(s)**
 - Winona: <https://www.winona.edu/facilities/>
 - Rochester: <https://www.rctc.edu/policies/administration/key-proximity-card-access/>

DURING YOUR FIRST MONTH:

- ☐ **Decide on State Employee Group Insurance Program (SEGIP) Benefit Coverage**
 - Review SEGIP website for additional benefit details: <http://mn.gov/mmb/segip>
 - Employees eligible for full employer contributions:
 - Must enroll in or waive medical coverage
 - *Will be automatically assigned medical coverage by SEGIP if no action is taken by the deadline!*
- ☐ **Complete SEGIP Benefit Enrollment**
 - If eligible, SEGIP will mail an enrollment packet to your home address directing you to enroll either on paper or online through the State Employee Self Service site: www.state.mn.us/employee
 - Login ID: **SEMA4 ID**
- ☐ **Complete Minnesota State Mandatory Employee Training**
 - State Employee Self Service portal: www.state.mn.us/employee
 - Login ID: **SEMA4 ID**
- ☐ **Complete Mandatory Sexual Violence Awareness Training**
 - D2L Brightspace: <https://winona.learn.minnstate.edu/>
 - Login ID: **Star ID**
 - Questions about the course may be directed to:
 - Lori Mikl, WSU Director of Affirmative Action, Equity & Legal Affairs
 - Email: legalaaffairs@winona.edu
- ☐ **Enroll in [Voluntary Retirement Plans](#) (Optional – Can Be Done at Any Time)**
 - Minnesota State Retirement System (MSRS) 457 Plan
 - Teachers Insurance Annuity Association (TIAA) 403(b)
- ☐ **Utilize Online Training Resources**
 - Academic Affairs
 - [Faculty Workload Management \(FWM\)](#)
 - Finance & Human Resources
 - [Workday](#)
 - [Workday Timesheet Tips & Tools](#)
 - [LinkedIn Learning](#) (creative, technical, and business skills)
 - [Teaching Technology](#) (D2L Brightspace, Kaltura MediaSpace, WeTeach, etc.)
 - [Google Certifications](#) (cyber security, digital marketing, agile, AI, etc.)

CAMPUS SERVICES AND AMENITIES

The university offers a wide range of campus services and resources to support and enhance your employment experience. Many of these services are introduced in the WSU Orientation course in D2L Brightspace. This provides an easy reference to help you quickly locate support and services.

- ☐ **Bookstore**

Textbooks, WSU Apparel, Course Materials, and School Supplies

<https://winona.bncollege.com/>

- ☐ **Business Office**

Accounting, Contracts, Purchasing, Student Accounts, Student Payroll and Travel

<https://www.winona.edu/businessoffice/>

- ☐ **Campus Dining**

Winona: <https://dineoncampus.com/winona>

RCTC: <https://rctc.campus-dining.com/>

- ☐ **Campus Employee Wellness**

Fitness Center, Classes, Swim, Racquet Ball, Consultation, and Diabetes Prevention Programs

<https://www.winona.edu/faculty-staff/employee-wellness/>

- ☐ **Campus Radio**

Tune into 89.5 FM or listen online at <https://www.kqal.org>

- ☐ **Campus Safety**

Security, Building Access and Campus Alerts

Winona: <https://www.winona.edu/about/safety-security/>

RCTC: <https://www.rctc.edu/services/safety/>

- ☐ **Children's Center**

Early childhood education and care for infants, toddlers, and pre-school age children.

<https://www.winona.edu/childrens-center/>

- ☐ **Darrell W. Kruger Library**

Information Resources and Research Services

<https://www.winona.edu/library/>

- ☐ **Environmental Health and Safety**

Ergonomics, Job Safety Analysis, Safety Training for Employees, State and Federal Safety Standards Compliance, and Safety Data Sheets

<https://www.winona.edu/environmental-health-safety-department/>

- ☐ **Equity & Inclusive Excellence**

Safe Space Training, IMPACT Leadership Academy, and Equity 2030 Resources.

<https://www.winona.edu/student-life/support/equity/>

- ☐ **Facilities Services**
Functions: Campus Service & Work Orders, Motor Pool Vehicles and Planning and Construction
<https://www.winona.edu/facilities-services/>
- ☐ **Human Resources**
Classification, Hiring, Compensation, Benefits, Workers Compensation, Leave Management, Tuition Waiver, Seniority Rosters, Performance Management and Labor Relations.
<https://www.winona.edu/human-resources>
- ☐ **Lactation & Nursing**
<https://www.winona.edu/human-resources/current-employees/workplace-wellbeing/#nursing>
- ☐ **Outdoor Education and Recreation Center (OERC)**
Climbing Center, Equipment Rentals, Team Building Activities, and High Ropes Course
<https://www.winona.edu/outdoor-education-recreation/>
- ☐ **Technology – Tech Support**
Device support.
<https://www.winona.edu/faculty-staff/technology-resources/>
- ☐ **Technology – Teaching Learning & Technology (TLT)**
D2L Brightspace, WeTeach, Kaltura MediaSpace, Digital Signage, LinkedIn Learning, Google Certifications.
<https://www.winona.edu/faculty-staff/technology-resources/>
- ☐ **Warrior Athletics**
Baseball, Basketball, Cross Country, Football, Golf, Gymnastics, Soccer, Softball, Tennis, Track and Field, Volleyball.
<https://winonastatewarriors.com/>
- ☐ **University Marketing and Communications**
University Communication, Marketing and Web Communications
<https://www.winona.edu/university-marketing-communications/>
- ☐ **Warrior Hub**
Records and Registration, Student Financial Aid, Student Accounts, Classroom Assignments
<https://www.winona.edu/student-life/support/warrior-hub/>
- ☐ **Warrior Success Center**
Access Services, Advising Services, Career Services and Tutoring Services
<https://www.winona.edu/student-life/support/warrior-success-center/>
- ☐ **University Advancement**
Alumni Engagement, Creative Services, WSU Foundation, and Retiree Center
<https://www.winona.edu/foundation/staff-trustees/>