Winona State University
Faculty & Staff Payroll

Payroll Orientation For New Supervisors

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 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 WSU 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.

Supervisor Responsibilities with eTimesheets

✓ Evaluate need for and assist in providing employees access to computers, printers and basic computer skills training
  - *IT Tech Support is available at ext 5240*
  - *Teaching, Learning & Technology, ext 5661, offers individual or group sessions for computer skills training*

✓ Become knowledgeable and train new employees in use of eTimesheet system and eTime Reporting Procedure
  - *Follow Time & Leave Reporting Procedure*

✓ Review time reported for accuracy, completeness, and adherence with collective bargaining agreements
  - *Refer to Bargaining Labor Agreements*
  - *Supervisor contact with Human Resources at ext 5005 with contractual questions*

✓ Notify Human Resources of Family Medical Leave, Workers Comp, Jury Duty or other unpaid leaves immediately
  - *Human Resource staff can be reached at ext 5005*

✓ Approve timesheets biweekly by 9 am Monday prior to pay period end date
  - *See Statewide Payroll Calendar*

✓ Select an alternate supervisor and establish routing option for approval in your absence

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