



New Employee Checklist

This checklist builds upon the information provided in the [Welcome Guide for New Employees](#) and is designed to assist new employees in identifying resources and establishing essential access to equipment, software, and information.

IDENTIFICATION NUMBERS

You will utilize several identification numbers as you progress through the checklist and throughout your employment at WSU. Here is information about the identification numbers you will be assigned:

ID name:	Warrior ID / Tech ID	Star ID / MinnState ID	State ID / SEMA4 ID
Who assigns the ID?	Winona State University	Minnesota State System	State of Minnesota
How do I receive this ID?	View on your "My Jobs" tab in Minnesota State Employee Home.	You activate/reactive this ID as part of the campus affiliation process.	It is emailed to your WSU email after your start date and will be on your "My Jobs" tab in Minnesota State Employee Home.
What does it look like?	Eight (8) digit number	Eight (8) characters which start and end with letters (e.g., ab1234cd)	Eight (8) digit number
What do I use this ID for?	The Warrior ID displays on the campus' Warrior ID card which is a photo ID utilized for door access and may be necessary for printing in some areas.	The Star ID is used to access email, Office 365, D2L Brightspace, Wi-Fi and the Minnesota State Employee Home website for personal information, salary details, timesheets, leave balances, leave requests, and the tuition waiver application.	The State ID is used to access the State Employee Self Service website for W-4, direct deposit, insurance enrollment, paystubs, voluntary retirement deductions setup, w-2, and trainings.

CHECKLIST

DAY 1

TASK (if applicable)	ID	WINONA	ROCHESTER
<input type="checkbox"/> Complete I-9. Provide evidence of identity and authorization to work. List of acceptable documents: https://www.uscis.gov/i-9-central/acceptable-documents		Human Resources Somsen 114	WSU Student & Campus Services RCTC SS 128
<input type="checkbox"/> Log into Minnesota State Employee Home. Review tabs: <ul style="list-style-type: none"> • My Profile - Ensure information is up-to-date • My Jobs - View position details • My Settings - Check default institution 	Star ID	Minnesota State Employee Home: https://eservices.minnstate.edu/employee/public/	
<input type="checkbox"/> Obtain a Warrior ID card.	Tech ID	Campus Card Maxwell 227	WSU IT RCTC GL 118 (Email Matt in advance)
<input type="checkbox"/> Review parking options.		www.winona.edu/Parking/	www.winona.edu/rochester/maps/

WEEKS 1 – 2

TASK (if applicable)	ID	WINONA	ROCHESTER
<input type="checkbox"/> Complete Human Resources Orientation. Learn about campus resources, employee benefits, and policy/procedure.	Star ID	D2L Brightspace: https://winona.learn.minnstate.edu/	
<input type="checkbox"/> Attend Benefit Orientation. If newly eligible for benefits attend a 1-on-1 meeting about insurance and retirement benefits and how to enroll.		To schedule call 507.457.5005 or email jwenzel@winona.edu	
<input type="checkbox"/> Log into State Employee Self Service. Complete: <ul style="list-style-type: none"> • W-4 • Direct Deposit 	SEMA4 ID	State Employee Self Service: www.state.mn.us/employee Initial password is last four digits of your SSN followed by the letters MN and two exclamation points (example: 1234MN!!).	
<input type="checkbox"/> Complete required Sexual Violence Awareness training. Questions: Contact Lori Mikl, Affirmative Action	Star ID	D2L Brightspace: https://winona.learn.minnstate.edu/	
<input type="checkbox"/> Complete required Minnesota State Compliance training. New Hires will receive an email when they have been registered for these trainings.	SEMA4 ID	State Employee Self Service: www.state.mn.us/employee	
<input type="checkbox"/> Set up phone line. WSU utilized a cloud-based phone system called Zoom phone.		Wiki: https://learn.winona.edu/wiki/Zoom_Phone	
<input type="checkbox"/> Submit timesheet and/or a leave request via eTimesheet.	Star ID	Minnesota State Employee Home: https://eservices.minnstate.edu/employee/public/	
<input type="checkbox"/> Review the Teaching Learning and Technology (TLT) page for resources and tools if you are teaching courses.		Wiki: https://learn.winona.edu/wiki/New_Faculty_Information	
<input type="checkbox"/> Attain Key(s)		https://www.winona.edu/facilities/	https://www.rctc.edu/policies/administration/key-proximity-card-access/

DURING THE FIRST MONTH:

TASK (if applicable)	ID	WINONA	ROCHESTER
<input type="checkbox"/> Complete your State Employee Group Insurance Program (SEGIP) benefit enrollment. 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 .	SEMA4 ID	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 if you plan to utilize a university vehicle.	Star ID	https://www2.winona.edu/facilities/	
<input type="checkbox"/> Review HR Current Employees webpage		https://www.winona.edu/hr/currentemployees.asp	