

HUMAN RESOURCES  
 720 Fourth Avenue South  
 St. Cloud, MN 56301-4498  
 320.308.3203 fax 320.308.1607  
[www.stcloudstate.edu/humanresources](http://www.stcloudstate.edu/humanresources)

## CHECKLIST FOR NEW EMPLOYEES

Congratulations and welcome to St. Cloud State University! We are very pleased you have chosen to share your talents with our university community.

There are items that need to be taken care of to ensure your employment gets off to a smooth start and they are detailed below. Feel free to discuss them with your supervisor to determine which items you should complete right away.

This document is also available at:

<http://www.stcloudstate.edu/humanresources/files/documents/new-employees/checklist.pdf>

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	Benefits and Insurance	If you have questions about your eligibility for benefits, please contact a benefits specialist in the Office of Human Resources at 320-308-3203. Note: If you are eligible for benefits, you must apply within 35 days of your start date.
	Campus ID Card	This card gives you access to facilities, campus cash, vending, printing, shuttle bus and dining.  Your Tech ID number will be emailed to the address you provided on the New Employee Data Record. Once Human Resources has entered your assignment, you can get a Campus ID card. Go to the Campus Card Services office, Husky Tech, Miller Center 102, (320-308-1683). Bring your driver's license/picture ID with you for identification.
	Computer Systems Access	You will receive an email with your Tech ID number and instructions to activate your Star ID. Consult with your supervisor about getting approval to access department server files and have the technician set up access for you.
	E-mail and Calendar	Email messages on the Faculty/Staff listserv are used as one form of communication for official notifications to members of the campus community. In addition, messages including useful information about campus activities, events and news are sent on scsu-announce, and it is highly recommended that employees subscribe to that listserv. Email your request to <a href="mailto:scsu-announceowner@lists.stcloudstate.edu">scsu-announceowner@lists.stcloudstate.edu</a> .

IDs for Access to Resources	See yellow handout entitled “IDs for Access to Resources”.
Keys	Your department supervisor / office manager will complete a Key Authorization form to issue your key(s).
Leave Request	See “Time and Leave Reporting”
Minnesota Management & Budget Self Service	You will receive an email from <a href="mailto:noreply@minnstate.edu">noreply@minnstate.edu</a> with your State Employee ID# and instructions to assist you in accessing your paystub online. Go to <a href="http://www.state.mn.us/employee">www.state.mn.us/employee</a> to access self-service features such as pay stub, W-2, leave/vacation balances, benefit and savings plan information, etc. (You will only have three attempts to access this link. After that, your account will be deactivated until the next day.)
MNsure Marketplace Notice	Per new federal requirements, St. Cloud State University is obligated to provide health insurance information to all employees that can then be used to inform their decision as to participation in the health exchange (MNsure). A copy of this notice will be given to you during your orientation; it can also be found on the “Policies, Procedures, Statutes and Regulations” link.
Parking Permit	Get a parking permit at the Public Safety Department on campus. If you are a temporary employee, you may choose to purchase a temporary or daily permit. If you are a permanent employee, you can apply for a parking permit. View the campus map at <a href="http://www.stcloudstate.edu/publicsafety">www.stcloudstate.edu/publicsafety</a> or call (320) 308-3453.
Payroll Calendar	For pay periods, pay dates and holiday schedules, go to: <a href="https://mn.gov/mmb/accounting/payroll/calendars/">https://mn.gov/mmb/accounting/payroll/calendars/</a>
Payroll Check Stub	See “ <a href="#">Minnesota Management and Budget Self Service</a> ”.
Star Alert	For quick notice by cell phone and personal e-mail of campus-related emergencies. Star Alert can send a text message to the cell numbers and personal e-mail addresses of your choice in the event of a campus-related emergency or to let you know if classes are delayed or canceled. Register at <a href="http://www.stcloudstate.edu/emergency">www.stcloudstate.edu/emergency</a> .
Star ID	Example: jx7653ab. This is necessary to access Time & Leave Reporting and/or leave requests. Register at <a href="http://starid.mnscu.edu">http://starid.mnscu.edu</a> .

ELM Training	Employee Training Registration (ELM) <a href="https://portal.swift.state.mn.us/psp/por91ap/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST">https://portal.swift.state.mn.us/psp/por91ap/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST</a>
Telephone Set-up and Voice Mail	Your supervisor will have instructions for setting up your voicemail. You can also find instructions on the Telephone Services website at <a href="http://huskynet.stcloudstate.edu/telephone/">http://huskynet.stcloudstate.edu/telephone/</a>
Technical Training and Support	Opportunities are available at <a href="http://huskynet.stcloudstate.edu/help/training/">http://huskynet.stcloudstate.edu/help/training/</a> . E-mail <a href="mailto:training@stcloudstate.edu">training@stcloudstate.edu</a> with any questions.
Time & Leave Reporting (TLR)	<p><b>All Administrators / MSUAASF / Faculty</b>  You will only use the TLR system to submit leave requests. Obtain your STARID to gain access to the online time and leave reporting system. Once you have your STARID, you can then access the TLR system by entering your STARID and password.</p> <p>To access both STARID and TLR system, go to <a href="http://www.stcloudstate.edu/humanresources/">http://www.stcloudstate.edu/humanresources/</a> and the links are on the left navigation.</p> <p><b>Staff</b>  You will use the TLR system to submit your timesheets and leave requests. Follow the instructions on the previous page. The following TLR Guides are available at <a href="https://webproc.mnscu.edu/tlr/">https://webproc.mnscu.edu/tlr/</a> -- --</p> <ul style="list-style-type: none"> <li>Employee User Guide</li> <li>-- Faculty User Guide</li> <li>-- MSUAASF User Guide</li> <li>-- Supervisor User Guide</li> <li>-- Time and Leave Reporting Quick Resource Guide</li> </ul> <p>Login using your Star ID and password. On the top of the screen, click "Help" and then click "User Guide". This will take you to a list of user guides. Click on the appropriate one for you.</p>
Tobacco Policy	Effective August 1, 2012, the campus is tobacco free. Tobacco use will be permitted in private vehicles as long as tobacco users demonstrate respect for individuals and the environment.
Tuition Waiver	To determine if you are eligible for this benefit and to apply, view the following: <a href="http://www.stcloudstate.edu/humanresources/benefits/tuition-waiver.aspx">http://www.stcloudstate.edu/humanresources/benefits/tuition-waiver.aspx</a>

Vehicle User Agreement	<p>Employees will be allowed to drive on State business upon verification of driving eligibility. Register at <a href="https://www5.stcloudstate.edu/bldgsgrounds/VehicleUsage/login.aspx?ReturnUrl=%2fbldgsgrounds%2fVehicleUsage%2fDefault.aspx">https://www5.stcloudstate.edu/bldgsgrounds/VehicleUsage/login.aspx?ReturnUrl=%2fbldgsgrounds%2fVehicleUsage%2fDefault.aspx</a> and complete the "Vehicle User Agreement". Use your Star ID and password.</p> <p>To rent a vehicle, contact Enterprise Rent-A-Car at (320) 240-9000 or <a href="http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&amp;refId=STCLOUDU">http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&amp;refId=STCLOUDU</a></p>
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**OTHER RESOURCES**

- About SCSU <http://www.stcloudstate.edu/about/>
- St. Cloud State University website <http://www.stcloudstate.edu/>
- Electronic Directories <http://www.stcloudstate.edu/search/default.asp>
- SCSU Human Resources <http://www.stcloudstate.edu/humanresources/>

# TRAINING AND COMPLIANCE

At your new employee orientation, you signed an agreement to review, complete and comply with St. Cloud State University's Training and Compliance modules.

The modules can be found at the St. Cloud State University [Human Resources](#) website. Click on "New Employees" and "Employment Forms Packet" and "Checklist for New Employees."

TRAINING	
<p><b>Classroom Training:</b></p> <p><input type="checkbox"/> <b>Community Anti-Racism Education Initiative (C.A.R.E)</b></p> <p>The purpose of C.A.R.E workshops are to create a fully inclusive, multicultural, anti-racist institution. The workshop experience is comprehensive and carefully designed to include hands-on activities and interactive small and large group discussions.</p>	
<p><b>D2L Training - Required:</b></p> <p><input type="checkbox"/> Training available through <a href="#">D2L</a>:</p> <ul style="list-style-type: none"> <li>o Preventing Discrimination and Sexual Violence: Title IX, VAWA and Cleary Act</li> </ul>	
<p><b>Enterprise Learning Management (ELM) Training- Required:</b></p> <p><input type="checkbox"/> <b>Code of Conduct training for Minnesota State</b> – Explains your legal responsibilities to maintain a safe, ethical, and respectful work environment (4 units, about 1 hour total)</p> <p><input type="checkbox"/> <b>Public Jobs, Private Data</b> – Provides policies and procedures to maintain secure methods for working with Minnesota State data (about 45 minutes)</p>	
<p><b>Enterprise Learning Management (ELM) Training- Not required:</b></p> <p><input type="checkbox"/> <b>FERPA training for Minnesota State</b> – Overview of the Family Educational Rights and Privacy Act (about 10 minutes)</p> <p><input type="checkbox"/> <b>Shots Fired</b> - Explains what to do in the unlikely situation that someone fires a weapon on campus (about 20 minutes)</p>	
<p>To access ELM Training:</p> <ol style="list-style-type: none"> <li>1. Log in to the State of Minnesota <a href="#">Self Service</a> site using your eight digit <b>State ID Number</b> and password. (Please check with the HR Office if you do not yet have a State ID Number.)</li> <li>2. Choose the <b>State of MN Self Service</b> link.</li> <li>3. Choose the <b>Enterprise Learning Management (ELM)</b> link, and then the <b>Enterprise Learning Management (ELM)</b> folder (or choose the Instructions folder for directions on using ELM).</li> <li>4. Choose the <b>Find Learning</b> option under Quick Links and then search for the title of the course. Make sure the course you launch includes "Minnesota State" or "MnSCU" in the title because there are similar courses in the search results focused on state agency employees.</li> <li>5. Choose the "Launch" button and then use the blue launch link to initiate the course.</li> </ol> <p>** The training should be completed within the next month. Please contact us if you have questions</p>	

## COMPLIANCE - Policies, Procedures, Statutes & Regulations

Please review each policy area accessible [here](#).

### [Human Resources Policies](#)

The Office of Human Resources has developed a web-based Policy and Procedures Manual for the benefit of SCSU campus constituencies and to provide specific information and guidance on the application of administrative decisions and SCSU policies on the day-to-day activities of faculty and staff.

### [University Policies](#)

### [MnSCU Board Policies](#)

- 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education
- 1B.3 Sexual Violence
- 1C.0.1 Employee Code of Conduct
- 1C.2 Fraudulent or other Dishonest Acts
- 5.22 Acceptable Use of Computers & Information Technology Resources

### **Minnesota Statutes, Policies and Notices**

- Code of Ethics Outside Employment, MN Statute 43A.38
- Mandated Reporting Policy, MN Statute 626.556 (Protection of Minors)
- Zero Tolerance of Workplace Violence, MN Statute 1.5
- Mobile Device Usage & Agreement Policy, MN Statute 43A
- Vehicle User Agreement
- Employee Assistance Program

### **Federal Regulations and Notices**

- Family Medical Leave Act Employees Rights & Responsibilities
- Workers Compensation
- COBRA (Continuation Coverage Rights)
- MNsure and Other Marketplaces: Coverage Options and Your Health Coverage