ST. CLOUD STATE UNIVERSITY

EDUCATION FOR LIFE.

Onboarding Checklist

New Employee Tasks

Welcome to St. Cloud State University! We are thrilled to have you part of the Husky Pack! To ensure you have a smooth start to your new position, please complete this checklist below. If you have questions, please contact Human Resources at humanresources@stcloudstate.edu.

YOUR INFORMATION

Employee Name:	**Star ID:**
Job Title:	**Tech ID:**
Date of Hire:	**State ID:**
Bargaining Unit *(if applicable) :*	**Email:**

ON YOUR FIRST DAY

Tasks

☐ **Meet with Human Resources to complete orientation**

☐ **Complete I-9 form with Human Resources**

- This must be completed within the first 3 business days of your hire date

---

☐ **Sign and return the following forms to Human Resources**

- *Policies, Procedures, Statutes and Regulations*
- *Official Transcript Request*
- *Tennessen Warning*

☐ **Computer Access**

- If you are unable to log in to your computer, use your phone or access email, please contact Husky Tech by calling 8-7000 or submit a ticket requesting assistance at www.stcloudstate.edu/huskytech

---

ST. CLOUD STATE UNIVERSITY

Onboarding Checklist

New Employee Tasks

1st TWO WEEKS

Tasks

☐ **Register for STAR Alert**

- For weather relate alerts, campus closings and other emergencies, register at www.stcloudstate.edu/emergency

---

☐ **Receive State ID**

- An email from noreply@minnstate.edu will be sent to you on the payday after your start date providing your ID
- Temporary password for Self Service is last 4 of SSN followed by MN!! Ex) 1234MN!!

☐ **Staff/Faculty ID**

- Visit Husky Tech in the James W. Miller Center. Bring a photo ID of yourself along with your Tech ID and Star ID for identification

---

☐ **Parking Permit**

- You may park on the street however if you are interested in a parking permit for once of the surface lots or ramp, visit Public Safety which is located behind James W. Miller Center. Visit www.stcloudstate.edu/parking for rates

---

☐ **Keys**

- Your supervisor will provide these to you or direct you to pick them up at Public Safety

---

☐ **Direct Deposit**

- Once State ID is received, complete this through the Employee Self Service Portal

---

☐ **W4**

- Once State ID is received, complete this through the Employee Self Service Portal

---

ST. CLOUD STATE UNIVERSITY

Onboarding Checklist

New Employee Tasks

1st Month

Tasks

☐ **Provide Official Transcripts to Human Resources**

- Transcripts can be emailed to humanresources@stcloudstate.edu *** Must be received within 30 days of hire date***

☐ **ELM Training (Employee Learning Management)**

- Completed within 30 days of hire date.
  - Questions can be sent to Courtney Graber Courtney.graber@stcloudstate.edu

---

☐ **Benefits Enrollment**

- Complete only if benefits eligible through Employee State Self Portal. Benefits must be elected OR waived within 30 days of hire date

---

1 Year

Tasks

☐ **C.A.R.E Training** *(Community Anti-Racism Education Initiative)*

- Must complete within 1 year of hire.
- Visit www.stcloudstate.edu/care to schedule timeslot
- Questions can be sent to care@stcloudstate.edu