



Welcome to



ST. CLOUD STATE
U N I V E R S I T Y

EDUCATION FOR LIFE.



New Employee Checklist

Campus ID Card

- Your Campus ID will give you access to buildings, campus cash, vending, printing, and dining.



TO DO → [Upload your photo](#) to obtain your card. You will need to provide a photo ID to move forward with the process. Once you receive confirmation from Husky Tech, you may pick up your Campus ID card at [James W. Miller center \(Husky Tech\)](#) If you have questions you can call 320-308-7000.

HR will guide you through ordering your campus card as part of the new employee orientation session.



New Employee Checklist

Computer System Access

- You will have received an email with your Tech ID number and instructions to activate your Star ID.
- Consult with your supervisor about getting approval to access Teams sites, specific software you need/ other systems access, and have IT set up access for you.

NOTE → To log into computers on campus, you will need your Star ID number and Star ID password.

<https://minnstate.zoom.us>



New Employee Checklist

Email & Calendar

➤ Email Address

- Your email address will be firstname.lastname@stcloudstate.edu
- If there is another individual with the same name as you, your email may have a number at the end of your last name.

➤ Accessing Email

- Log in using your Star ID/ Star ID password on a campus computer and launch the Outlook app from the desk top. (You can also access your email by visiting www.office.com
 - If you log in with www.office.com, please use the following: StarID@minnstate.edu followed by your Star ID Password.



New Employee Checklist

Keys & Parking Permits

➤ Keys

- Your supervisor can request keys for you. Once you have started work at SCSU, you can also request access for yourself through our [access ticketing system](#) if your access needs change.

➤ Parking Permits

- If you are interested in a parking permit, please visit Public Safety.
- [Current Parking Permit Rates](#)



New Employee Checklist

Mnsure Marketplace Notice



➤ What is MNsure?

- MNsure is the Marketplace for Minnesota citizens. It gives you "one-stop shopping" to find and compare private health insurance options. You may be eligible for a tax credit that lowers your monthly premium for health insurance plans sold through MNsure, or for free or low-cost insurance from Medical Assistance or MinnesotaCare. Visit the MNsure website at www.mnsure.org for more information.
- Additional information about MNsure Marketplace can be accessed [HERE](#)





Your ID Information



TECH ID

8-digit number e.g. 00123456

USED FOR

SCSU campus, equipment check out, cash for food.

WHERE DO I GET THE ID?

Husky Tech, located in the Miller Center

PASSWORD

No password is required



Star ID

2 letters, 4 numbers, 2 letters e.g. ab1234cd

USED FOR

Email, D2I, Wireless access, Library Services, ISRS web applications, eTimesheets, etc...

WHERE DO I GET THE ID?

Activate your StarID [HERE](#)

PASSWORD

Required to change every 180 days. Password must consist of at least 3 of the following: uppercase/lowercase, numbers and special characters



State ID

8 digit number e.g. 00654321

USED FOR

State Self Portal: payroll, benefits, paystub, etc.

WHERE DO I GET THE ID?

Will be assigned by the state within the next pay period following hire date

PASSWORD

Minimum 8 characters which should include one special character and is changed every 90 days

Your Self-Service Portal...

➤ When will I receive access?

- 1-3 weeks you will receive an email from noreply@minnstate.edu with your state employee ID# and a link to the Self Service Portal. **Your temporary password is the last 4 of your SSN followed by MN!! Ex) 1234MN!!**
- Interfaces for new hires occur on pay days. If you have not received your state ID by the second date provided to you, please reach out to a benefit specialist right away.

➤ What is the Self-Portal used for?

- Direct Deposit, Tax Withholdings, Benefits Enrollment, voluntary retirement plans, paystubs etc...

State Self Portal Access



Employee Learning Management

- Training for all state employees. Training is accessible through the employee self-service portal.



- Must be completed within 30 days of being enrolled in the courses.
- You will receive an email from the ELM system indicating you've been auto-enrolled in the required courses.



Required ELM Training

ELM Training

Required Annual Compliance Training for All Employees

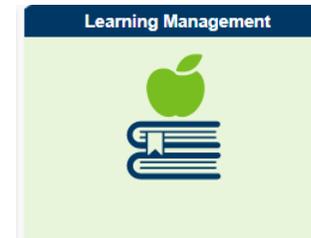
Code of Conduct Training	<ul style="list-style-type: none"> New Employee module: covers employee expectations, policies and procedures, preventing discrimination and harassment, and issues for higher education (60 min). Required for new employees
Public Jobs, Private Data Training	<ul style="list-style-type: none"> New Employee Module: covers basic data security and how to work with private data (40 min) Required for new employees
Respect in the Workplace Training	<ul style="list-style-type: none"> New employee module: MMB course for all state employees (20 min) Required for new employees
Preventing Sexual Harassment Training	<ul style="list-style-type: none"> New Employee module: MMB course for all state employees (40 min)
FERPA Training	<ul style="list-style-type: none"> Policy information on access to student records (20 min). Required for all employees.
Ergonomics Training	<ul style="list-style-type: none"> Understand how to best set up and utilize your workstation (20 min). Required for all employees.

Other Required Training for All Employees

<p>Community Anti-Racism Education Initiative (C.A.R.E Training)</p> <p>Due within 1st year of employment</p>	<p>The purpose of the 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>Go to https://www.stcloudstate.edu/care/ to view the list of upcoming workshop sessions. You can register for a session by clicking on the date and time you would like to attend.</p>
<p>Vector Solutions Training Title IX and Sexual Harassment</p>	<p>You will receive an email from Vector Solutions assigning you training once the Office of Equity and Access have registered you. This training will be due within a month of being assigned.</p>

How to access Required Annual Compliance Training

1. Log into your Self Service and select **Learning Management**.



2. Select **My Learning**.



Additional things to know!



Tech Support

- Call 8-7000 ext. 4 on campus OR access [HuskyTech online](#)

Your Payroll Information

- [Payroll Calendar](#)
 - <https://mn.gov/mmb/accounting/payroll/calendars/>
- [Payroll Check Stub](#)
 - Access your paystub on the Employee Self Service Portal. Your paystub is available to view on the Tuesday of a payday week. All paystubs are archived.

Vehicle User Agreement

- If you will be operating a campus vehicle, [REGISTER HERE](#)

Star Alert

- Star Alert is a quick notice by cell phone/ personal email of campus related emergencies and closures
- Register at www.stcloudstate.edu/emergency

Other Resources

HUMAN RESOURCES
Customer Service. Connections. Equity.

St. Cloud State University Human Resources works to deliver programs and services that recruit, retain, improve, and support St. Cloud State employees within a vibrant campus culture. We serve faculty, staff, and students, with our work driven by our values of Customer Service, Connections, and Equity.

- **Customer Service** – HR will listen, communicate, be friendly and helpful in addition to nimble and prompt to work with all customers
- **Connections** – HR will build relationships through trust and honesty, compassion, and follow-through in order to collaborate to solve problems.
- **Equity** – HR will work with an emphasis on fairness and justice to ensure equal treatment and emphasis on inclusion and open mindedness

EMPLOYMENT OPPORTUNITIES

WHY WORK FOR SCSU

BENEFITS

WORKDAY LOGIN

PAYSTUB/SELF-SERVICE

PAY DETAILS REPORT ACCESS

WHAT DO I DO IF I'VE BEEN INJURED

ASK HUMAN RESOURCES

➤ About SCSU

- <http://www.stcloudstate.edu/about/>

➤ St. Cloud State University Website

- <http://www.stcloudstate.edu/>

➤ SCSU Campus Map

- [stcloudstate.edu/campusmap/documents/buildings.pdf](http://www.stcloudstate.edu/campusmap/documents/buildings.pdf)

➤ Electronic Directory

- <http://www.stcloudstate.edu/search/default.asp>

➤ SCSU Human Resources

- <http://www.stcloudstate.edu/humanresources/>

➤ Tuition Waiver

- To determine if you are eligible for this benefit and to apply, view the following
- <http://www.stcloudstate.edu/humanresources/benefits/tuition-waiver.aspx>

➤ Tobacco Policy

- Tobacco use will be permitted in private vehicles as long as tobacco users demonstrate respect for individuals and the environment
- <https://www.stcloudstate.edu/tobaccofree/>

Visit the HR Web Page for More Information!

www.stcloudstate.edu/humanresources



Time & Leave Reporting

NOTE: IFO Faculty will only use the WorkDay system to submit leave requests. All other staff will use the system to submit both timesheets and leave requests

To take time off and submit your request, please follow the following directions.

1.) To access the Workday System go to:
stcloudstate.edu/humanresources

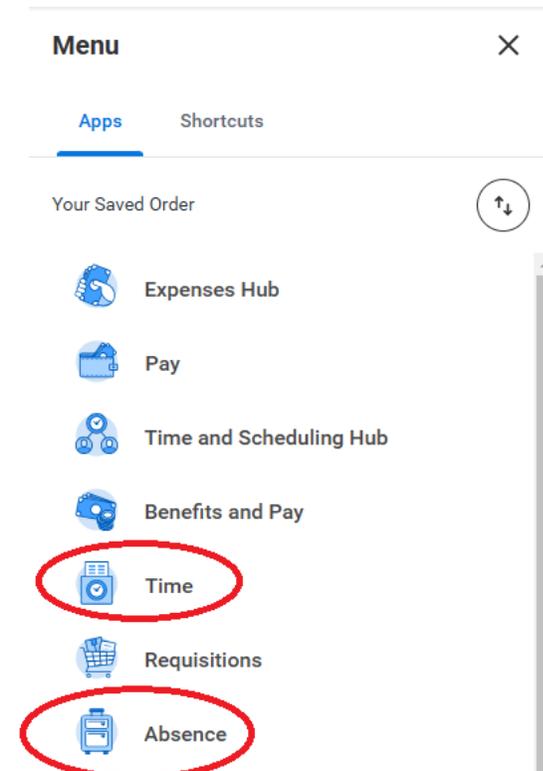


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2.) To submit a timecard, use the "Time" app. To submit a leave request, use the "Absence" app. HR will review detailed instructions on this during orientation.



Time & Leave Reporting Continued...

NOTE: IFO faculty will only use Workday to submit leave requests. All other staff will use the system to submit time cards and leave requests.

To edit and submit your time card, please complete the following steps. You will need to submit a time card every pay day.

Please Note: Work week begins on Wednesday.

Link to Job Aid here -> [General Awareness](#)
Hosted on Minnesota State Connect

Today < > Dec 4 – 10, 2024

Week Actions

	Wed, 12/4 Regular: 0	Thu, 12/5 Regular: 0	Fri, 12/6 Regular: 0	Sat, 12/7 Regular: 0	Sun, 12/8 Regular: 0	Mon, 12/9 Regular: 0	Tue, 12/10 Regular: 0
7 AM							
8 AM							
9 AM							
10 AM							

- Auto-fill from Prior Week
- Auto-fill from Schedule**
- Clear
- Enter Time
- Manage Absence
- Overtime Requests
- Quick Add
- Request Absence
- Review Time by Week
- Run Calculations
- View Absence Balances

1.) Use the "Auto-Fill from Schedule" option to enter in hours worked for both weeks of the pay period.

Please Note: Work week begins on Wednesday.

Link to Job Aid here -> [General Awareness](#)
Hosted on Minnesota State Connect

Today < > Oct 2 – 8, 2024

Week Actions

	Wed, 10/2 Regular: 8	Thu, 10/3 Regular: 8	Fri, 10/4 Regular: 8	Sat, 10/5 Regular: 0	Sun, 10/6 Regular: 0	Mon, 10/7 Regular: 8	Tue, 10/8 Regular: 8
Regular Hours Worked (R)	8 Hours	8 Hours	8 Hours			8 Hours	8 Hours
Not Submitted	Not Submitted	Not Submitted	Not Submitted			Not Submitted	Not Submitted

Summary
Oct 2 – 8, 2024

Regular	40
Holiday/FLH	0
Compensatory Time	0
Shift Premiums	0
Call Back/on Call/Call In	0
Sick Time Off	0
Vacation Time Off	0
FMLA	0
Overtime	0
Personal/SS/MSL/ETL	0
Total	40

Review

2.) Once you have hours entered in, click on the "Review" button to review your hours and then submit.



Employee Assistance Program

LifeMatters®

Available 24/7/365

1-800-657-3719

mylifematters.com

password: STMN1

 facebook.com/lifematterseap



m **MANAGEMENT
AND BUDGET**
STATE EMPLOYEE GROUP
INSURANCE PROGRAM

LifeMatters®

Resources for

**Life. Work. Family.
Wellbeing.**



- Life Matters is provided at no cost to the employee.
- Several options on how to balance work/life through...
 - Counseling
 - Phone, chat, text, in person
 - Child/Elder Care
 - Finances
 - Substance Use
 - Legal issues
 - Stress solutions.

Visit <https://www.mylifematters.com> for more information

text Hello to 61295



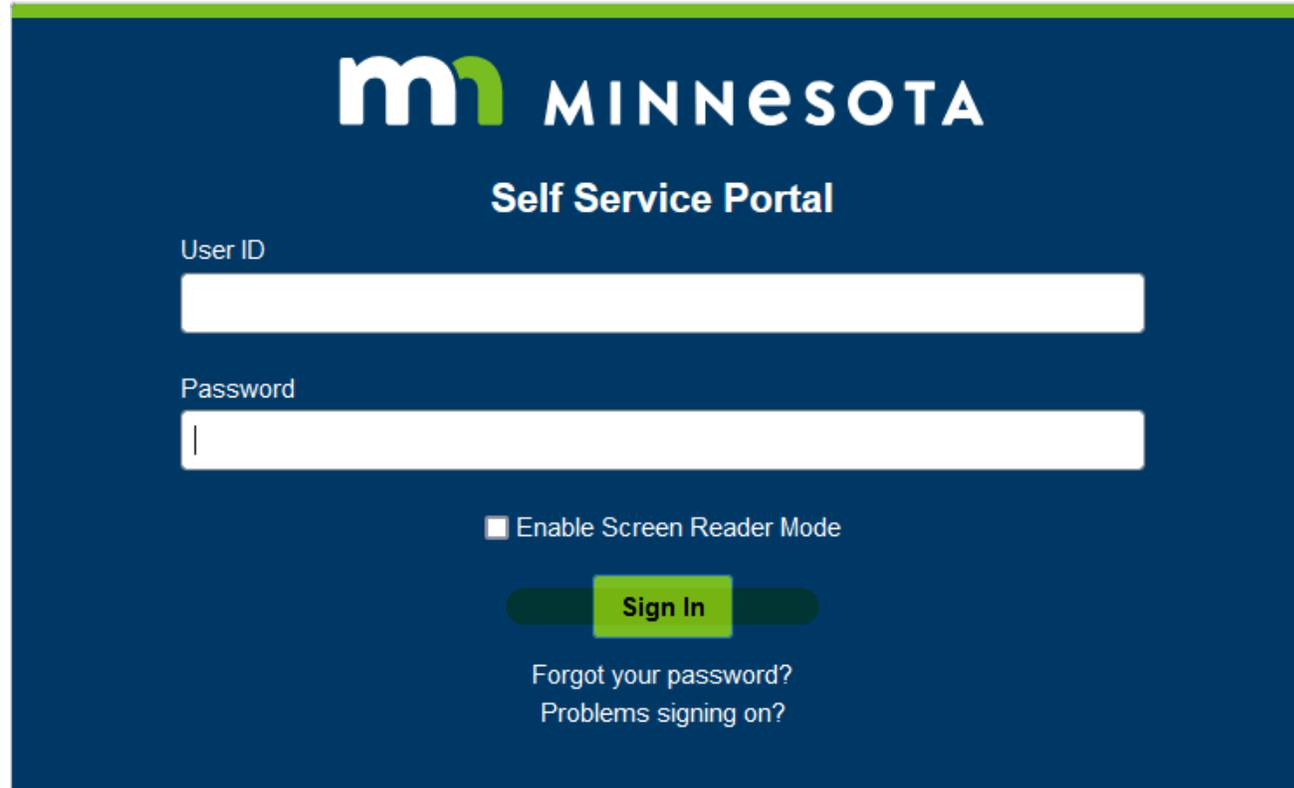
••••
**Forms to
Complete**



**Please Review and return the following forms
to Human Resources**

- 1.)** Policies, Procedures, Statutes & Regulations
- 2.)** Official Transcript
- 3.)** Tennessean Warning
- 4.)** Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice
- 5.)** Earned Sick & Safe Time Employee Notice

Getting Started in the Employee Self Service Portal



The screenshot shows the login interface for the Minnesota Self Service Portal. It features a dark blue background with a green header bar. The logo 'm1 MINNESOTA' is prominently displayed at the top. Below the logo, the text 'Self Service Portal' is centered. There are two white input fields: one for 'User ID' and one for 'Password'. A checkbox labeled 'Enable Screen Reader Mode' is positioned below the password field. A green 'Sign In' button is centered below the checkbox. At the bottom, there are two links: 'Forgot your password?' and 'Problems signing on?'.

m1 MINNESOTA

Self Service Portal

User ID

Password

Enable Screen Reader Mode

Sign In

[Forgot your password?](#)

[Problems signing on?](#)





MINNESOTA

Self Service Portal

- Follow the link in the email from noreply@minnstate.edu to access the Employee Self Service Portal (<https://mn.gov/selfservice>)
- Enter your state employee ID number in the User ID Field
- Your temporary password is the last 4 numbers in your SSN followed by MN!!. **EX) 1234MN!!**
 - You will be prompted to change your password upon your first time logging in.



System Status



All Statewide Systems Available - Upgrade Complete
SWIFT Help Desk.



System Maintenance - Sundays between the hours of 6 a.m. ...
SWIFT Help Desk.

Self Service



Careers



Learning Management

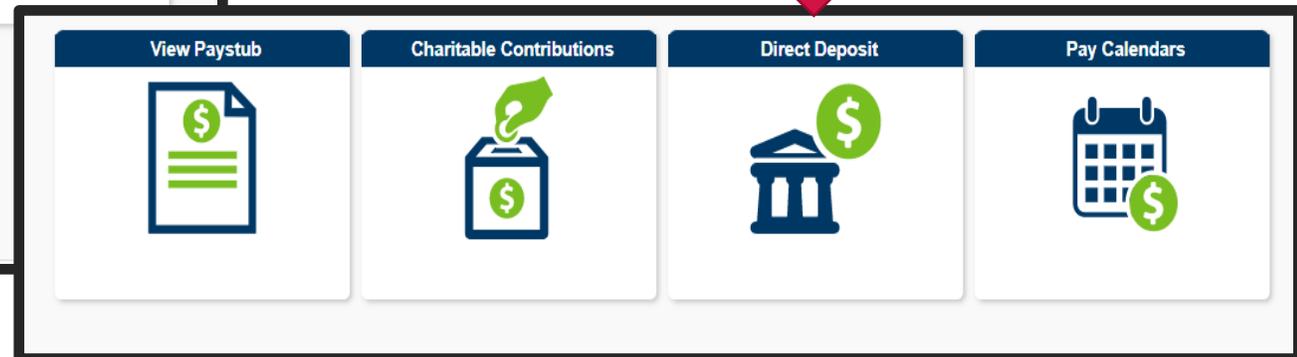


Click on the **Self Service** button





- 1.) Click **'My Pay'**
- 2.) **Click 'Direct Deposit'**
 - * Enter in your Direct Deposit information
- 3.) Complete your W-4 information by clicking **'Tax Forms'**





If you are benefits eligible, you can enroll by clicking **'Benefits'**, and **'Insurance Benefits Onboarding'**

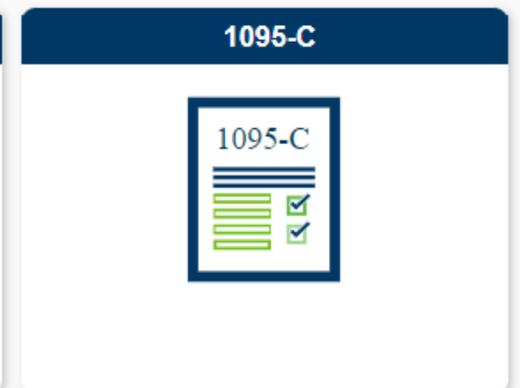
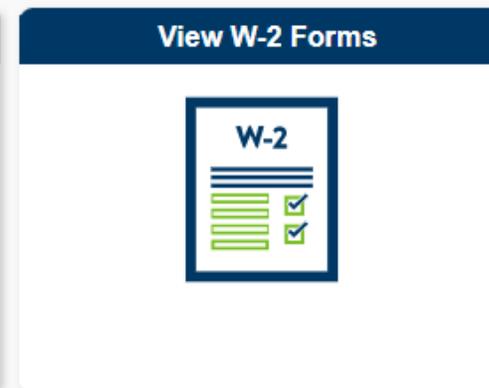
NOTE: If you do not complete the health insurance enrollment and waiver within the first 30 days of your employment, the state will automatically enroll you in employee-only coverage on the 31st day of your employment.

You can waive benefits on the Self Portal or by requesting a form from Human Resources



How to complete your W-4

1. Log in to your Self Service Portal
2. Select **Tax Forms**
3. Select **W-4 and MWR**
4. Enter your Federal withholdings
5. Select **State Withholding** at the bottom of the screen
6. Enter your State Withholdings
7. Select **Go Back** at the bottom of the screen
8. Select **Submit** at the bottom of the screen



Human Resources Contacts

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humanresources@stcloudstate.edu

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ST. CLOUD STATE
UNIVERSITY

