Welcome to Minnesota State Mankato! We are delighted to have you join us; the checklist below will ensure that your employment gets off to a smooth start. If you have any questions about this or other information related to beginning your employment, contact Human Resources at 507-389-2015.

**NEW EMPLOYEE CHECKLIST**

**STEP 1:** Complete the following enclosed documents and return with your appointment documents.

- [ ] Appointment Summary
- [ ] Employee Profile (Please see page 3 of the Employee Profile form for information on using a preferred name)
- [ ] I-9 Form (Complete Section 1, verifying eligibility for employment)
- [ ] Direct Deposit Form - Return to HR (All State of Minnesota employees are required to directly deposit their pay checks.)
- [ ] W-4 Form
- [ ] Pay Option Form (If you are faculty and work less than 12 months per year, indicate whether you would like to be paid over 9 months or 12 months.)
- [ ] Retirement Checklist for New Hires

Please return the above listed documents with your signed Appointment Summary.

**STEP 2:** Report to Human Resources with 2 forms of identification to complete your I-9.

- [ ] Within 3 days of your start date, or before, you must provide the necessary proof of your eligibility for employment in the U.S.
  - If you are not teaching at our Mankato campus, call Human Resources and we can direct you to other sites where this can be accomplished.
  - International faculty or employees contact Human Resources for assistance at 507-389-2015.
  - Note: Acceptable forms of identification are listed on the I-9 form.

You will NOT receive a paycheck, until your I-9 has been properly completed.

Completing all of the above steps will enable us to place you on the payroll system so that you can receive your paycheck, access university systems including e-mail, and obtain your university ID card (MavCard).

You are not able to teach classes or work until this information is processed through Human Resources.

**STEP 3:** Other things to help you get started:

- [ ] Identify your transportation options and/or apply for a parking permit at www.mnsu.edu/parking/ or phone 507-389-5649.
- [ ] Obtain your university ID card (MavCard) at the MavCard office located on the main floor of the Student Union. Your MavCard contains your Tech ID which is a number used on many university forms in place of your social security number. *(Bring your driver's license with you to verify your identification.)*
- [ ] Email & Systems: To obtain access to university email and systems, you need to activate your Star ID. To activate your Star ID go to www.mnsu.edu/starid/ and follow the instructions.
- [ ] Complete the online Benefits Orientation and the New Employee Orientation as soon after your arrival on campus as possible. Instructions are sent to you via your Minnesota State Mankato e-mail.
- [ ] If your job duties require access to any university administrative systems, find out if access has been requested and if you have been given login information.
- [ ] If you will be handling hazardous materials, contact Risk Management at 507-389-5568 to determine the required training.
- [ ] If you are required to drive or repair a university-issued vehicle (or drive your own vehicle as part of your duties), make sure you have a valid Minnesota driver's license.
- [ ] Obtain building keys by getting a key authorization form from your dean or unit director and taking the form to Security, located at 222 Wiecking Center, phone 507-389-2111.

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Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.
This document is available in alternative format to individuals with disabilities by calling Human Resources at (507) 387-2015 (V) or (800)627-3529 (MRS/TTY).

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