



NEW EMPLOYEE CHECKLIST

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.

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

<input type="checkbox"/>	Appointment Summary
<input type="checkbox"/>	Employee Profile
<input type="checkbox"/>	I-9 Form (Complete Section 1, verifying eligibility for employment)
<input type="checkbox"/>	Direct Deposit Form - Return to HR (All State of Minnesota employees are required to directly deposit their pay checks.)
<input type="checkbox"/>	W-4 Form
<input type="checkbox"/>	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.)
<input type="checkbox"/>	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.

<input type="checkbox"/>	<p>Within 3 days of your start date, or before, you must provide the necessary proof of your eligibility for employment in the U.S.</p> <ul style="list-style-type: none"> • 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.
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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:

<input type="checkbox"/>	Identify your transportation options and/or apply for a parking permit at www.mnsu.edu/parking/ or phone 507-389-5649.
<input type="checkbox"/>	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.)
<input type="checkbox"/>	To obtain access to university systems and email, you need to activate your account. Go to http://www.mnsu.edu/its/started/ and follow the instructions. (Your default password is your Date of Birth backwards in the following format YYMMDD.)
<input type="checkbox"/>	Complete the New Employee On-Line Orientation program as soon after your arrival on campus as possible. Instructions are sent to you via your Minnesota State Mankato e-mail.
<input type="checkbox"/>	Schedule a meeting with the Human Resources benefits representative to obtain necessary information about benefits and insurance. Call 507-389-6942 to schedule an appointment.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	If you will be handling hazardous materials, contact Risk Management at 507-389-5568 to determine the required training.