



ADJUNCT FACULTY 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 your employment, please contact the Office of Human Resources at 507-389-2015.

NEW ADJUNCT EMPLOYEE(S)

Step 1: Please complete, sign and return the following documents to your college Department/Dean's office.

<input type="checkbox"/>	Offer Letter
<input type="checkbox"/>	Employee Profile
<input type="checkbox"/>	I-9 Form (Required to verify eligibility for employment -- Complete Section 1 and see Step 2 below)
<input type="checkbox"/>	Direct Deposit Form (All state of Minnesota employees are required to directly deposit their payroll checks.)
<input type="checkbox"/>	W-4 Form
<input type="checkbox"/>	Official Transcript of Highest Completed Degree
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Retirement Checklist for New Hires

Step 2: Please report to the MSU Human Resources Department with 2 forms of identification in order to complete your I-9 form.

<input type="checkbox"/>	I - 9 Form
	<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. to the MSU, Human Resources Department. You will need to complete section 1 of the I-9 form and bring with you 2 forms of identification.</p> <ul style="list-style-type: none"> If you are not teaching at our Mankato campus, please call the Office of Human Resources where they can direct you to other sites where this can be accomplished. International faculty or employees, please contact the Office of Human Resources for assistance. 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.

RETURNING ADJUNCT EMPLOYEE(S)

As a returning Minnesota State Mankato adjunct faculty member, if any of your personal data has changed and/or it has been more than three (3) years since you last worked at Minnesota State Mankato, please immediately complete the above noted forms and return them to your College Dean.



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.

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 Centennial 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 identification.)
<input type="checkbox"/>	To obtain access to University systems and E-mail, go to www.mavmail.mnsu.edu and click on "New to MavMail? Activate Your Account Now." You will be asked for your Tech ID (on your MavCard), your pin number, and a password that you create.
<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 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, 507-389-5568 to determine required training.