



# 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"> <li>• 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.</li> <li>• International faculty or employees contact Human Resources for assistance at 507-389-2015.</li> <li>• Note: Acceptable forms of identification are listed on the I-9 form.</li> </ul>
--------------------------	--

**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 <a href="http://www.mnsu.edu/parking/">www.mnsu.edu/parking/</a> 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, go to <a href="http://www.mavmail.mnsu.edu">www.mavmail.mnsu.edu</a> 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"/>	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. Also see <a href="http://www.mnsu.edu/humanres/BenefitPackets.html">http://www.mnsu.edu/humanres/BenefitPackets.html</a>
<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.