# NEW EMPLOYEE REQUIREMENTS

## Benefit Eligible Employee

This form and complimentary help resources can be found by going to Wichita.edu/NEOhelp

### Within your **1st day** of employment, complete the following items

## 1 myWSU

- ☐ Set up your myWSU account by logging into **mywsu.wichita.edu**
    - o Click on 'Manage your password'

    For more information click on '**Password Management Resources**'.
    Scroll down to instructions '**Microsoft 365 Password Account Setup**'.

### NEED HELP with this step?

→ If you have questions or need help with myWSU, go to **Help Desk** or email at **Helpdesk@wichita.edu**

## 2 EMPLOYEE DASHBOARD | SELF-SERVICE

- ☐ Login to myWSU
    - o Staff /Temps should select the 'Faculty/Staff' tab
    - o Students/Grads should select the 'myFinances' tab

- ☐ Go to the 'Employee Self-Service' channel box

- ☐ Select the 'Employee Dashboard' link
    - o Set-up/verify your Direct Deposit Information
      *Direct Deposit is required of all WSU employees. A bank account and routing number must be provided by employees in the self-service portal to avoid a delay in pay. Without provided bank information, employees will be paid via pay card.
    - o Set-up/verify your W-4 – Federal Employee's Withholding Certificate
      *W-4 **defaults** to a 'Single or Married filing separately' if no changes are made
    - o Set-up/verify your K-4 – Kansas Tax Withholding Allowance Certificate
      *K-4 **defaults** to a 'Single' marital status with 0 allowances if no changes are made
    - o Verify/Enter/Update the following information in 'My Profile':
        - Address
        - Email
        - Phone
        - Emergency Contact
        - Ethnicity
        - Race
        - Veteran Status
        - Disability Status

### NEED HELP with this step?

→ myWSU **Employee Self-Service** information and details can be found on the **Employee Self-Service Employee Dashboard** webpage.
   → *Need password assistance? Contact the* **Technology Help Desk** *at* **HelpDesk@wichita.edu** *or (316) 978-4357.*

→ **Direct Deposit** information and details can be found on the **Payroll - Direct Deposit Information** webpage.

→ **W-4 Tax Form** information and detail can be found on the **Form W-4 Explanation** webpage.

→ **K-4 Tax Form** information and detail can be found on the **Kansas Withholding Tax-K-4 form**
   ✉ *Have questions about Direct Deposits, Payroll, or Tax Information? Contact Payroll at* **Payroll@wichita.edu** *or (316) 978-3074.*

→ *Need assistance with your Personal or Employment Information?*
   ✉ *WSU employees should contact the HR Service Center at* **HR.ServiceCenter@wichita.edu** *or (316) 978-3065.*

Have Questions? Contact the HR Service Center at HR.ServiceCenter@wichita.edu or call (316) 978-3065

## Within your 1st day of employment, complete the following items

- ☐ Login to myWSU
  - ○ Staff /Temps should select the 'Faculty/Staff' tab
  - ○ Students/Grads use the student parking permit process

### 3 REGISTER YOUR VEHICLE

*Registering your vehicle through the ePermits system is required for those who wish to park on main campus.

- ☐ Click on the Parking Icon located in the upper right corner
  - ○ Click 'Add New Vehicle' to Register your Vehicles.

*Faculty/Staff, you're only registering your vehicle in ePermit. Ignore the permit purchase options in ePermit and move to step 4 below to setup parking payroll deduction.

#### NEED HELP with this step?

→ ePermit information and details can be found on the Faculty/Staff Parking Permits webpage.

✉ If you have questions or need help with Parking/ePermits, contact WSU Parking at WSUParking@wichita.edu or (316) 978-4775.

✉ If you're unable to login to the ePermit Parking Portal, email WSU Parking at WSUParking@wichita.edu.

### 4 PARKING PAYROLL DEDUCTION (option not available for Students or Grads)

- ☐ Go to the 'Employee Self-Service' channel box
- ☐ Select 'Faculty/Staff Parking Payroll Deduction'
  - ○ Scroll down to select an option or opt-out
  - ○ Enter your information
  - ○ Submit your form

#### NEED HELP with this step?

→ Payroll Deduction Faculty/Staff Parking ePermits information and details can be found on the Payroll Deduction Faculty/Staff Parking ePermits webpage.

✉ If you have questions or need help with Parking Payroll Deductions, contact Payroll at Payroll@wichita.edu.

## Within your 3 days of employment, complete the following items

- ☐ Login to myWSU
  - ○ Staff /Temps should select the 'Faculty/Staff' tab
  - ○ Students/Grads should select the 'myFinances' tab

### 5 EMPLOYEE REQUIRED TRAINING

- ☐ Scroll down to the 'Employee Required Training' box
- ☐ Complete the following trainings
  - ○ FERPA online training
  - ○ IT Security Awareness (ITSA) training
  - ○ Annual Conflict of Interest Form (not required for Students or Grads)

### 6 myTRAINING

- ☐ Scroll down to the 'Employee Training, Resources & Professional Development' box
- ☐ Click on the 'myTraining' link
- ☐ Scroll down to 'Required New Employee Training'
- ☐ Launch and complete the following trainings
  - ○ Drug Free Workplace
  - ○ Campus Security Authority 2020 (not required for Students or Grads)

#### NEED HELP with this step?

→ myWSU information and details can be found on the myWSU Features and Information webpage.

✉ If you have questions or need help with myWSU, contact the Technology Help Desk at HelpDesk@wichita.edu or (316) 978-4357.

✉ FERPA Training questions may be directed to the Office of the Registrar at (316) 978-3055.

✉ IT Security Awareness (ITSA) Training questions may be directed to the Technology Help Desk at HelpDesk@wichita.edu or (316) 978-4357.

✉ Conflict of Interest Form questions may be directed to the Research Compliance Office at Compliance@wichita.edu or (316) 978-2667.

Have Questions?  Contact the HR Service Center at HR.ServiceCenter@wichita.edu or call (316) 978-3065

## Around your **2ⁿᵈ week** of employment, complete the following item

### 7  TIMEKEEPING

*Timekeeping training is available.  Go to the Timekeeping webpage: [Resources for Leave Reports & Web Time Entry](#) webpage for more information.

- ☐ Login to myWSU
  - o Staff /Temps should select the 'Faculty/Staff' tab
  - o Students/Grads should select the 'myFinances' tab
- ☐ Go to the 'Employee Self-Service' channel box
- ☐ Select the 'Employee Dashboard' link
  - o Submit your time

#### NEED HELP with this step?

→ *Timekeeping* training, information, and details can be found on the [Resources for Leave Reports & Web Time Entry](#) webpage.

✉ *If you have questions or need help with Timekeeping, contact Timekeeping at [timekeeping@wichita.edu](#).*

## Within your **30 days** of employment, complete the following items

### 8  TITLE IX & CIVIL RIGHTS TRAINING *(not required for Students or Grads)*

- ☐ Login to myWSU
- ☐ Select the 'Home' tab
- ☐ Look for the 'Title IX Training' channel on the left column of the portal
- ☐ Select and complete 'Employee Title IX Training'
- ☐ The duration of the training is approximately 40 minutes

#### NEED HELP with this step?

✉ Title IX & Civil Rights Training questions may be directed to the [Office of Civil Rights, Title IX, and ADA Compliance](#) at [CTAC@wichita.edu](#) or (316) 978-3186.

### 9  DUO SECURITY

- ☐ Open your Duo Security Instructions Email
  *You will receive this email within your first month of employment once IT has completed your registration with DUO. You will not be able to complete this step until you receive this email.*
  - o Set-up your Duo Security two factor authentication by clicking on the link in the email and follow the prompt.

#### NEED HELP with this step?

→ *Duo Security* information and details can be found on the [Duo Two-Factor Authentication](#) webpage.

✉ *If you have questions or need help with Duo Security, contact the [Technology Help Desk](#) at [HelpDesk@wichita.edu](#) or (316) 978-4357.*

NEW EMPLOYEE REQUIREMENTS                                        Updated 3/25/2024

Have Questions?  Contact the HR Service Center at [HR.ServiceCenter@wichita.edu](#) or call (316) 978-3065

*To reduce the risk of multiple benefit deductions on your paycheck(s), **complete before your start date***

# 10 STATE EMPLOYEE HEALTH PLAN (SEHP)

- ☐ Consider your Health Insurance Coverage Options
  - o [AskALEX](#) for help deciding which SEHP Coverage is right for you
- ☐ If you will be adding Dependents to your Health Insurance, you will need to have their:
  - o Name, Date of Birth, Social Security Number, and Supporting Documentation
- ☐ You will need your SHaRP ID to elect your health insurance coverage
  *Your SHaRP ID can be found on your myWSU page in the SHaRP ID section. Hover over the blank box to display your ID.*
- ☐ Open your State Employee Health Plan (SEHP) Membership Administration Portal (MAP) Email
  *You will receive an email from SEHP once they have completed your registration in MAP. You will not be able to complete this step until you receive this email. If you do not receive this email by Friday of your first week of employment, email* [TotalRewards@wichita.edu](mailto:TotalRewards@wichita.edu)
  - o Register your [SEHP Membership Administration Portal (MAP) portal](#) account
  - o Add Family Member/Dependent Information
  - o Update your Contact Information
  - o Complete your Initial Enrollment
- ☐ If applicable: Complete your HealthyKIDS Application
- ☐ Sign Up for the [HealthQuest](#) and start earning points!

### NEED HELP with this step?

→ Details, Information, and Instructions for can be found in the following [NEO Online Modules:](#)
  - [Module 7-Part 1: State Employee Health Plan](#)
  - [Module 7 - Part 2: How to Enroll in SEHP](#)

→ [AskALEX](#) *if you need help deciding which SEHP Coverage is right for you.*

→ *Information about **Supporting Documentation** to add a **Dependent** to your Health Insurance can be found on the* [Total Rewards SEHP Overview](#) *webpage.*

→ **SHaRP ID** *information can also be found in* [NEO Online](#) [Module 3: myWSU Tour with ITS Applications Training](#)*.*

→ **SEHP MAP** *information can also be found on the* [Total Rewards Navigating the Member Administration Portal (MAP) webpage](#)*.*

→ **HealthyKIDS** *information canalso be found on the* [Total Rewards SEHP Healthcare Cost Savings](#) *webpage.*

→ **HealthQuest** *information can also be found on the* [Total Rewards HealthQuest Rewards Program](#) *webpage.*

  ✉ *For **Benefits** questions, contact the Human Resources **Total Rewards** Team at* [TotalRewards@wichita.edu](mailto:TotalRewards@wichita.edu)

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*Around your **2ⁿᵈ week** of employment, complete the following item*

# 11 LIFE INSURANCE BENEFICIARY FORM

- ☐ Access the Life Insurance Beneficiary Form on the [NEO Online Module 8](#) webpage
- ☐ Complete the information on the form
  - o Remember: No cross-outs
  - o Have your signature witnessed (witness must be an adult U.S. Citizen who is not named as a beneficiary on your form)
- ☐ Return the form to Human Resources using any one of the following options:
  - o Campus Mail at Campus Box 15
  - o Faxed to (316) 978-3274
  - o Send Via DropBox ([TotalRewards@wichita.edu](mailto:TotalRewards@wichita.edu))

### NEED HELP with this step?

→ *Information about **Life Insurance** can be found in* [NEO Online Module 8: Life Insurance](#) *and on the* [Total Rewards Other Benefits: Life Insurance](#) *webpage.*

  ✉ *For **Benefits** questions, contact the Human Resources **Total Rewards** Team at* [TotalRewards@wichita.edu](mailto:TotalRewards@wichita.edu)

NEW EMPLOYEE REQUIREMENTS — Updated 3/25/2024

Have Questions? Contact the HR Service Center at [HR.ServiceCenter@wichita.edu](mailto:HR.ServiceCenter@wichita.edu) or call (316) 978-3065