NEW EMPLOYEE REQUIREMENTS

Non-**Benefit Eligible Employee**

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

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

1 myWSU

☐ Set up your myWSU account by logging into mywsu.wichita.edu

   ○ 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

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2 EMPLOYEE DASHBOARD | SELF-SERVICE

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

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

☐ Select the 'Employee Dashboard' link
   ○ 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.
   ○ 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
   ○ 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
   ○ 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*](mailto: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*](mailto: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*](mailto:HR.ServiceCenter@wichita.edu) *or (316) 978-3065.*

NEW EMPLOYEE REQUIREMENTS | **Updated 11/14/2023**

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 should select the 'myFinances' tab

3 PARKING ePERMIT

*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 *Parking@wichita.edu* or (316) 978-4775.

4 PARKING PAYROLL DEDUCTION *(not required 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.

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 11/14/2023

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