



# New Employee Checklist

## myWSU | EMPLOYEE SELF SERVICE | Employee Dashboard

- ➔ **Pay Information - Complete by 3<sup>rd</sup> day of employment.**
  - ☐ Direct Deposit Information
- ➔ **Tax Information | Federal Tax Withholding - Changes (if needed) should be completed by 3<sup>rd</sup> day of employment. Otherwise, both W-4 and K-4 will default to a Single marital status with 0 deductions.**
  - ☐ W-4 Employee's Withholding Allowance Certificate (will default to "1" if not completed)
  - ☐ K-4 Kansas Employee's Withholding Allowance Certificate
- ➔ **My Profile | Personal Information**  
*Verify/Edit/Complete your information*
  - ☐ Addresses
  - ☐ Phones
  - ☐ Email Addresses
  - ☐ Emergency Contacts
  - ☐ Ethnicity and Race
  - ☐ Veteran Classification
  - ☐ Disability Status

## PARKING | ePermits

- ➔ **Main Campus Parking - Complete by the end of your 1<sup>st</sup> week of employment.**
  - ☐ Registered Vehicles
  - ☐ Permits
- ➔ **Other Campus Locations - Check with your department regarding parking information.**

## REQUIRED TRAINING | All Employees

*(See instructions for Completing Online Trainings)*

- ➔ **myWSU | Faculty/Staff | Employee Required Training**
  - ☐ FERPA online training (complete once every 3 years)
  - ☐ IT Security Awareness Assessment (complete once every 365 days)
  - ☐ Annual Conflict of Interest form (complete once every 365 days)
- ➔ **myTraining | Online Modules**
  - ☐ Campus Safety and Social Responsibility
  - ☐ Campus Security Authority (CSA) and Title IX Responsible Employee (RE)

## TOTAL REWARDS | Benefits

- ➔ **State of KS Employee Health Plan (SEHP) | Initial Enrollment**
  - ☐ Review your Health Insurance options and make a decision.
  - ☐ Gather your Dependent Documentation.
  - ☐ Complete your SEHP Member Registration, upload dependent documentation, and elect your health insurance coverage.
    - **NOTE:** You will not be able to complete this final step until you receive email notification from SEHP that your portal is open.