NEW EMPLOYEE ORIENTATION
HELPFUL HINTS

Welcome!

Getting Started

- Star ID
- SCC Homepage

Star ID Setup

After you received your Offer Letter, you should have received an e-mail from Minnesota State to set up your Star ID. Your Star ID format is two letters - four numbers - two letters (i.e. ab1234cd). Your Star ID is the number that associates you with Minnesota State. This will give you access to your Employee Home Page, so if you have not set up your Star ID, please do so as soon as you can.

SCC Homepage — www.southcentral.edu

SCC’s Homepage provides a wealth of information at your fingertips.

About Tab:

- Accreditation - use this link to view SCC’s accreditation information
- Employment/HR - use this link to view employment opportunities and Human Resources related content
- Employee Directory - use this link to find all SCC employees
- Important Dates - use this link to stay current on dates that may apply to what you do
- Office of the President - use this link to find organization charts
- Alumni - used by SCC’s alumni to stay involved
- Foundation - used by SCC’s foundation office to promote funding for SCC
- Student Success - go here to find information about SCC student success and accreditation

MySCC Tab:

- Current Students - used by SCC students - a great link to use, if you will be working with students
- Employee Portal - use this link as an SCC employee to find resources, policies, and procedures - we will discuss in detail later
- Email - use this link for a source of communication, but is also a suite of Office 365 products - we will discuss in detail
- D2L Brightspace - used for faculty functionality
- Student eServices - used by SCC students to update personal information, grades, etc.
SCC Email

You should have received your South Central College e-mail address soon after your Welcome e-mail. Your SCC email address will most likely be your firstname.lastname@southcentral.edu; however, to log into some Minnesota State systems, you’ll actually use your StarID@minnstate.edu.

Office 365:
Office 365 provides you access to your Outlook email and so many other options. You can also add new applications by clicking on the “Explore all your apps” button.

Your Office 365 email has two options:

- **Focused** - emails specific to you
- **Other** - emails, such as Public “Listserv” e-mails

What is a listserv?
There are many system-wide groups to which you can request to receive information from (e.g., accounting, admissions, nursing, etc.)
Employee Portal

MySCC
Employee Portal

Ctrl+Click me...I'll take you there

Oh, look at all this good information...

Ctrl+Click me...I'll take you there

Employee Portal

Employee Resources
- Benefits and Insurance
- Employment Faculty/Staff
- Human Resources
- Policies & Procedures
- State of MN Self Service

News & Calendars
- Academic Calendar
- Final Exam Schedule
- Course Schedule
- Connections Employee Newsletter

Operational Resources
- Business Office Policies
- Budget Reports
- Capital Equipment Requests
- Computer Purchasing Standards
- Department Chairs
- Departments (non-academic)
- Emergency Planning
- Employee Tech. Handbook (PDF)
- Enterprise Learning Mgt. (ELM) System
- Faculty Professional Development
- Faculty/Staff Tech. Help
- Forms
- Grant Proposal Interest Form
- Honull (formerly Atomic Learning)
- Marketing & Communications
- Non-academic Departments
- Reserve A Room, Car, or Catering
- Research & Institutional Effectiveness
- STAR ID Activation
- Webinar

Campus Resources
- D2L, Brightspace
- Email
- MyFile

Foundation Resources
- Scholarship Info and Application
- Employee Giving Form
- Internal Special Project Application
- Internal Special Project Report

Academic Resources
- Assessment
- Catalog
- Class Maximums
- Faculty D2L, Brightspace Login Guide
- Faculty Knowledge Base
- Faculty Prime Training
- Grading Instructions
- Grading/MinnState Act. Login
- Grammarly Setup Instructions
- Internship/Apprenticeship Resources & Forms
- Institutional Review Board
- Learning Central
- Library
- MSCF prof. development funding form
- Policies - Student
- Professional Development
- Registration Override Procedure
- South Central Online
- WIDS

Campus Information
- Campus Parking Fee & Regulations
- Departments (non-academic)
- Emergency Procedure Guides
- Faculty and Staff Parking Waiver
- Occupational Safety and Health
- Room Scheduling
- Security & Safety

Campus Initiatives
- Achieving the Dream
- Internal Communication Plan Preview

SCC Committees
- Committees & Alignment
- Acad. Affairs & Standards Council*
- AGIP Steering Committee
- Charting the Future Steering Committee*
- Curriculum Committee
- Diversity*
- Safety Committee
- Shared Governance
- Student Engagement and Success*
- Student Learning Committee

* Charting the Future Collaborator

UPCOMING EVENTS
- No events found.

ANNUAL NOTICE
- Equal Opportunity - Nondiscrimination Statement
- Harassment/Discrimination Complaint Form
- Sexual Violence Prevention
- Sexual Violence Policy & Procedure
- Sexual Misconduct, Violence, Stalking Complaint Form
Go to the **Personal Information** section - review/update your personal information. You are not required to enter your demographic information (gender, ethnicity, disability status, or veteran status), but South Central College would encourage you to do so.

South Central College will never share your individual information with anyone, but as a collective data point, we will add your entry to the total number of each category to report on the college’s affirmative action efforts.

Go to the **Contact Information** section - review/update your e-mail, phone #’s, and address.

Go to the **Emergency Contact Information** section - review/update your contacts, so we will be able to reach someone for you, if there is ever a need to do so.

Faculty utilize the **Credentials** section upon hire to verify they meet minimum qualifications and for salary placement, if applicable. Also, while on probation, faculty will need to complete your TLC (Teaching & Learning Competencies), so the **Credentials** tab will be one that you will want to pay attention to.
**Employee Home**

**eTimesheet** is where you can request time off and where Staff submit their timecards.

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**ALERT!**

*Time Cards & Leave Requests* are due biweekly, typically by the end of the day on the Friday you get your paycheck, so make sure to add a biweekly reminder to your calendar (please refer to the payroll & holiday schedule in your orientation binder for specific payperiod dates).

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**Tip:** If you would like the employee system and all associated applications, including the employee directory, to use a **Preferred Name** instead of your legal name, this will need to be entered into Employee Home. Under My Profile, select “Names”. Be sure to enter the name you wish to go by in the “preferred name” field. Feel free to let HR know if you have any questions.

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**Note:** If you need to adjust your timesheet after it has been submitted, you need to email collegepayroll@minnstate.edu. Include your name, State ID, and a request for them to unlock your timesheet. They will let you know when it is available to make changes to and resubmit.
Decisions About Your Benefits

If eligible for retirement benefits, they will go into effect immediately upon hire. If eligible for insurance benefits, they will go into effect 35 days after your hire date.

Take the time to research your benefit options before you enroll.

When you’re ready, go into your self service page (described on the next page) to enroll.

So many options...

If you have questions, contact

**Jen Groebner**, HR Generalist/DDIR
(Designated Department Insurance Rep.)

**Email:**
jen.groebner@southcentral.edu

**Phone:**
(507) 389-7292

**Office:**
Human Resources
1920 Lee Boulevard
North Mankato, MN 56003

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**Health & Dental Insurance (SEGIP)**

**Long & Short Term Disability Insurance**

**Accidental Death Insurance**

**Basic & Additional Life Insurance**

**Pre-Tax Benefits**
- Dependent Care Account
- Medical & Dental Expense Account

**Retirement Benefits**

**Tuition Waiver**

**EAP (Employee Assistance Program)**
Self Service Login

Your **Username** is your State Employee ID # (Employee ID format - eight numbers (ie. 12345678)).

This is not the same as your Star ID (format - two letters - four numbers - two letters).

**My Paystub:** View paystubs

**Benefits:** Benefit summary, dependent coverage, enrollment, 1095-C info

**My Leave Activity:** Balances of vacation, sick-time, & floating holiday. Other balances; FMLA, alternative holiday day/hours, comp-time, & military (Faculty and Administrators view balances in E-time in Employee Home).

**Other Payroll:** W-4, W-2, direct deposit, savings plans, charitable deductions, leave donations, deferred comp

**My Personal Information:** Addresses, phone #’s, e-mail addresses, emergency contacts, skills profile, personal demographics

**Interview Team Activity:** Routing response, evaluate open-ended questions, interview calendar, interview team schedule

**First Report of Injury:** Contact your Manager and Human Resources Office

**Need Assistance:** Help with website

**Enterprise Learning Mgmt (ELM):** Required job training, professional development courses, course of interest

**Careers:** Statewide job postings

**Announcements:** Announcements thru the Minnesota Management & Business (MMB) site

**My Profile:** Change your password, temporary delegation

**New Hire/Rehire Activity Guide:** Tutorial for state employees other than MinnState

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**IMPORTANT**

Go to **Other Payroll** to set up or modify your W4 information and your Direct Deposit.

**Enterprise Learning Management (ELM)** - This link is the access to take all your required training that will be set up for you by the HR department. You will receive notice by e-mail when your training is ready.

ELM offers many other courses for you to take, so feel free to explore...