



## Employee Information Sheet

### **Using your Star ID:**

Employees who use any of the ISRS web applications will need to use a Star ID to login. These applications include Employee Home, Tuition Waiver, eTimesheet, Budget, Accounting, Security Administration, Student Housing, eTranscript Administration, Curriculum Management, Communications, and MnSPACE.

Here are some key things you need to know about Star ID:

1. Employees activate their own Star ID. They do this on the Star ID web site: <http://starid.minnstate.edu>. Employees may also look up a forgotten Star ID, reset their Star ID password, or select a preferred email (when there is more than one listed in SCUPPS).
2. Employees may use their Tech ID and the last 4 digits of their SSN or their State Employee Number and the last 4 of their SSN to activate Star ID.
3. Star ID Help and Frequently Asked Questions are available on this website.

### **How to access your pay information:**

Visit [www.state.mn.us/employee](http://www.state.mn.us/employee) to view paycheck stub, leave accrual (staff only) information, W-2 forms, direct deposit, and W-4 tax withholding information. You can also go to the SCTCC Home Page, select Faculty & Staff, and then scroll down to select Employee Self Service or Paystub.

The User ID is your eight-digit numeric payroll ID. Be sure to include leading zeros. If you've forgotten your payroll ID, contact Human Resources at ext. 85464 or Payroll at ext. 86470. Initially, your password is the last four digits of your Social Security Number followed by the letters MN and two exclamation points (for example, 1234MN!!). The password is case-sensitive, and you can change your password at any time.

### **How to access and update your Personal Information/Employee Home:**

Go to <https://eservices.minnstate.edu/employee/public/secure> or go to the SCTCC home page, select Faculty & Staff and click on Minnesota State Employee Home. You can view your personal information, make changes to your home address, your personal email address, personal phone number and emergency contact information. You can also update your Veteran and Disability Status.

### **How to log into e-Timesheet:**

Go to the SCTCC website, <http://www.sctcc.edu/employees> and click on the e-timesheet button. You will log in using your Star ID and Password.

**How to register your vehicle and purchase a parking permit:** Go to <http://www.sctcc.edu/parking-permits> to register your vehicle. After you have electronically submitted your vehicle registration form, then you may go to the Financial Services window, located across from Door #1 in the main building, and pick-up your parking permit. You will need your payroll ID and your Tech ID. Faculty – you will also need a copy of your assignment letter stating the number of credits you will be teaching. Financial Services is open Monday thru Friday, 8:00 a.m. to 4:30 p.m.

**How to request a building key:**

Go to [https://webapps.sctcc.edu/keys/key\\_request/](https://webapps.sctcc.edu/keys/key_request/) and fill out the electronic form. You will need your Star ID and password to login.

Once the form has been submitted, it will be routed directly to your supervisor for approval.

**How to access your e-mail from home:**

To access your college e-mail from home you must have internet access and your Star ID. Go to [outlook.office.com](http://outlook.office.com) or go to the SCTCC homepage and select any of the e-mail links. Enter your Star ID with the addition of "@minnstate.edu" after it. Use your Star ID password as the password.

**How to enter and submit Tuition Waivers:**

Go to <http://www.sctcc.edu/HR> and click on the Tuition Waiver button. Login using your Star ID and Password. Make sure you have the student ID for the person who will be using the waiver and the number of credits that are being used for the given semester. Once you have submitted the request, Human Resources will approve the number of credits, and the Business Office will run a report showing the approved credits requesting to be waived. If you have questions, feel free to contact Human Resources at ext. 85464 or 85993.

**How to log on to the SCTCC Intranet:**

Go to <https://webapps.sctcc.edu/intranet/cgi-bin/login.pl> or go to the SCTCC Home Page, select Faculty & Staff, scroll down and select "Intranet". You will need to enter your Star ID and password, which is the same username and password used to login to the college network. This site lists information such as seniority rosters, forms & documents, online tools and more!

**How to access the Employee Information Booklet:**

The Employee Information Booklet is found on the St. Cloud Technical and Community College internet at <http://www.sctcc.edu/HR>. Click on Employee Information Handbook button.

**Where to find information regarding benefits:**

Visit the following link to view basic information regarding the State's insurance benefits.

- Minnesota Management and Budget website: <http://mn.gov/mmb/segip/>
- Minnesota State Employee Benefits website: <http://www.minnstate.edu/system/working/benefits.html>

**Title IX coordinators and Section 504/ADA Coordinators:**

At St. Cloud Technical and Community College, we strive to maintain a climate of respect. To report concerns or incidents, contact:

- *Employees:* Deb Holstad, Human Resources Director, (320) 308-3227, [dholstad@sctcc.edu](mailto:dholstad@sctcc.edu), Office 1-403C
- *Students:* Missy Majerus, Director of Campus Life, (320) 308-5922, [mmajerus@sctcc.edu](mailto:mmajerus@sctcc.edu), Office 1-401Y

*St. Cloud Technical and Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This document is available in alternative formats to individuals with disabilities by calling 320-308-3227 or 800-222-1009 or by calling the Minnesota Relay Service at 1-800-627-3529.*

Updated 08/07/2018

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