MINNESOTA STATE

Employee Home Quick Resource Guide

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Log In to Employee Home

Log in to the following URL using your StarID and password:

https://webproc.mnscu.edu/employee/public/

Introduction

Employee Home provides a custom dashboard with ISRS applications, and self-service functionality based on the selected institution. Employee Home may be accessed outside the firewall. This quick resource guide provides details about key functionality in this application. See the Employee Home User guide for detailed information about each section.

Browser

The preferred web browser for this application is Mozilla Firefox or Chrome, or Safari for Mac users.

NOTE: Internet Explorer should not be used as the display may be distorted or incorrect.

Security

As an employee of Minnesota State, your security access to Employee Home will be based on your current employment status.

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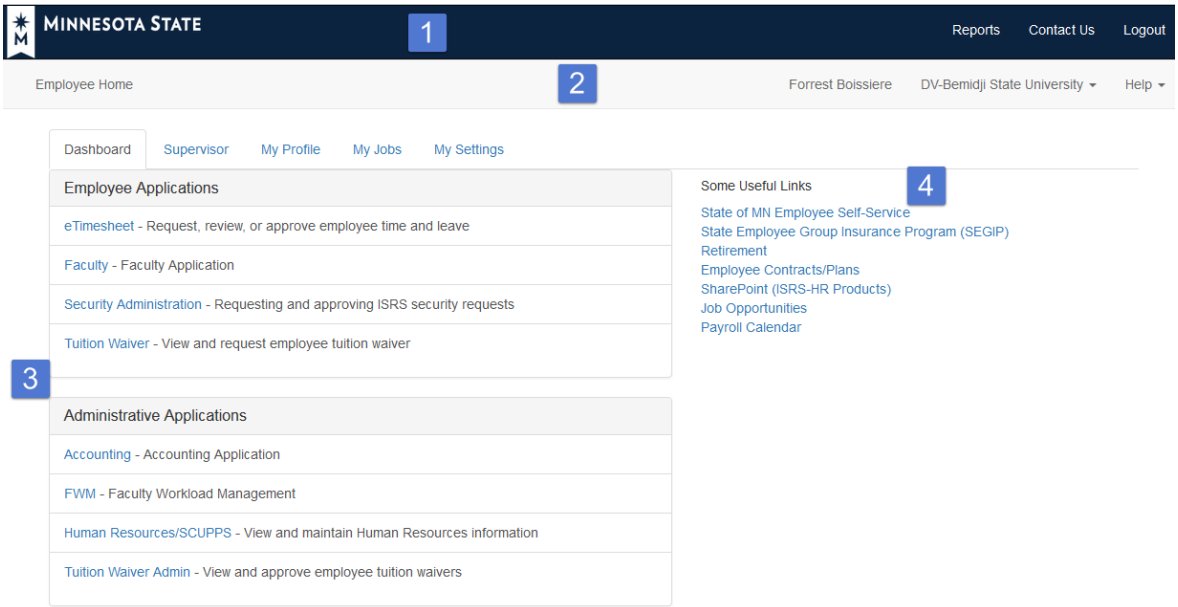
Employee Home Navigation

Employee Home is broken down into the following sections. If an employee is a supervisor, they will also have a Supervisor tab on the Employee Home main page and additional documentation can be found at this link.



1. **Global Navigation Bar** – This navigation bar allows you to navigate to Reports, Contact Us, and Logout from applications where the navigation bar appears.
2. **Employee Home Navigation Bar** – This navigation bar allows you to change institutions (if applicable) and provides a link to Help and User Guides.
3. **Dashboard** – This section allows you to select from employee and administrative applications.
    1. **Employee Applications –** Links to applications and information that are based on your employment**.** Examples include eTimesheet, Tuition Waiver and Security Administration.
    2. **Administrative Applications –** Links to ISRS applications that you have access to based on security rights you have been granted.
4. **Some Useful Links** – Commonly accessed and informational links.

My Profile

The My Profile section in Employee Home allows you to review and in some instances update your demographic information. Within each section there are information icons ⓘ that provide legal and other information about providing the data in that area. Just click on the icon to see the additional information and click on it again to suppress the information. Below is an outline of each section:

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Personal Information

Personal information includes information that is currently part of your Human Resources record. This information includes: Legal Name, SSN (last 4 digits), Birth Date, Citizenship, Title (if applicable), Gender, Marital Status, Race and Ethnicity, Disability, and Veteran Status. Once you have modified your record, you must Save your changes.

NOTE: Changes to legal name, social security number, birth date and citizenship must be made by your institution HR office upon receipt of proper legal documentation.

Contact Information

The contact information tab allows you to review and update personal contact information. Items with an asterisk * are required fields. Information that is presented includes Personal Email, Home Phone, Mobile Phone, Country, Street 1, Street 2, State, City, Zip, Zip suffix, and County. If you make any modifications to this information, you must save the information.

Emergency Contact Information

The Emergency Contact Information tab will allow you to provide one or more emergency contacts. You may add an emergency contact name, their primary and secondary phone numbers and if you have multiple contacts listed, you can indicate which one is the primary contact. Once an emergency contact record has been saved, you may edit or delete it.
NOTE: Your current supervisor(s) and HR office staff will have access to this information.

I-9 Employment Eligibility Verification

A new employee must complete the Employment Eligibility Verification form (I-9) by the end of their first day of work. They must read instructions carefully before completing this form and the instructions will be available during completion of this form. Existing employees have an I-9 form on file and are not required to submit a new form unless there is a change in their employment eligibility. See the **Employee Home User Guide** for directions on completing this form.

If you have questions about I-9 completion, contact the hiring institution Human Resources office.

My Jobs

The My **Jobs** tab contains job-related data for the selected fiscal year. There may be one or more job records for an employee. The data is organized into the following sections for each job:

- Job (hire dates, work title, job class, seniority date, bargaining unit and appointment status)
- Assignment (salary dollars, FTE, FLSA status, cost center)
- Salary (placement on compensation grid and associated annual base salary)
- Next Review (performance review dates, type and status).

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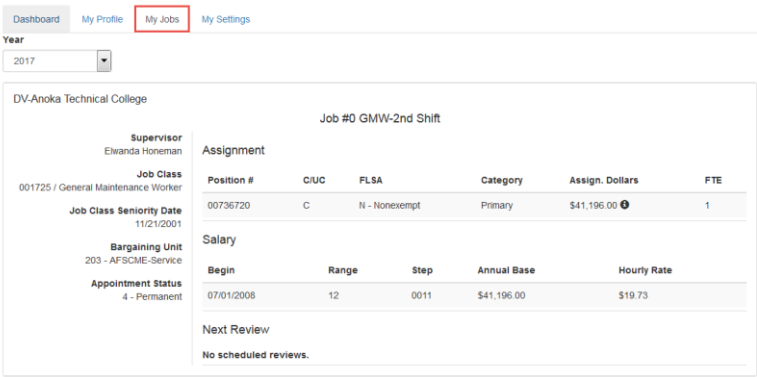
This job data is maintained by HR in the HR/SCUPPS application.



My Settings

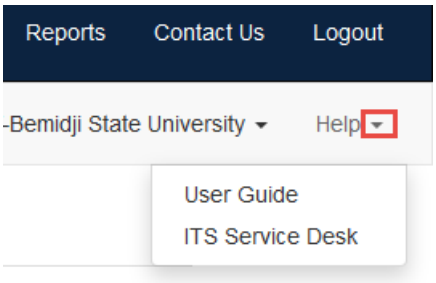
The My Settings tab provides a link to manage your Star ID, and allows you to set a default institution if you have a relationship with more than one institution.

Log Out

To log out of Employee Home, click on *Logout* in the top right of the screen.

Need Help?

Help may be accessed in the top right of Employee Home, in the dropdown you will find a link to the User Guides. To access user guides, you will need to log into the Office 365 SharePoint site using your StarID@mnscu.edu, for example ab1234cd@mnscu.edu.



If you have problems accessing Employee Home, you may submit a ticket via the Minnesota State IT Service Desk portal: https://servicedesk.mnscu.edu.

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