

# NEW EMPLOYEE REQUIREMENTS

## Benefit Eligible Employee

This form and complimentary help resources can be found by going to [wchita.edu/NEOhelp](http://wchita.edu/NEOhelp)

### 1 MYWSU

Go to

#### o 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 default

o Direct Deposit information and details can be found on the [Payroll Direct Deposit Information](#) webpage.

o W-4 Tax Form information and detail can be found on the [Form W/Explanation](#) webpage.

o 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.

o 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) (316)

to a 'Single' marital status with 0 allowances if no changes are made

o Verify/Enter/Update (d) 1.5 TJ ET Q q 20.52 605.52 563.04 19.8 re W n BT 1 g / 7 3 9 6 5 . T f 18 0 0 18 182.16 609.12 Tm (1

f Address f Emergency Contact  
f Email f Ethnicity  
f Phone f

Login to myW\$J

- o Staff / Temps should select the 'Faculty/Staff' tab
- o Students/Grads use the student parking permit process

### 3 REGISTER YOUR VEHICLE

\*Registering your vehicle through the ePermits system is



# 10 STATE EMPLOYEE HEALTH PLAN (SEHP)

Consider your Health Insurance Coverage Options

- o [AskALEX](#) for help deciding which SEHP Coverage is right for you

If you will be adding Dependents to your Health Insurance, you will need to have their:

- o Name, Date of Birth, Social Security Number and Supporting Documentation

You will need your SHaRP ID to elect your health insurance coverage

\*Your SHaRP ID can be found on your myWSU page in the SHaRP ID section. Hover over the blank box to display your ID

Open your State Employee Health Plan (SEHP) Membership Administration Portal (MAP) Email

\*You will receive an email from SEHP once they have completed your registration in MAP. You will not be able to complete this step until you receive this email. If you do not receive this email by Friday of your first week of employment, email

[TotalRewards@wichita.edu](mailto:TotalRewards@wichita.edu)

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