

### Welcome to State Service!

Starting a new role with the State of Minnesota comes with a lot of important information—from understanding bargaining units to planning for retirement. To help you get started, here's a quick overview of key resources and steps.

---

### Onboarding Information

- Your Hire Letter will include your:
    - Employee ID
    - First Day
    - Position
    - Supervisor
- 

### Onboarding OneStop

- The “Onboarding OneStop” is available by an automated email with instructions on completing your personal information before your first day.
  - Not seeing the email? Please check your junk/spam folder.
  - To complete the Onboarding OneStop, a temporary password is in place as follows:
    - Your temporary password should be the last 4 digits of your Social Security # (SS#) plus MN!! (make sure to add 2 exclamation points). For example, for an SS# ending in 0000, the password should be: 0000MN!!
    - If the temporary password does not work, try the Forgot Password option. Otherwise, please email [selfservice.mmb@state.mn.us](mailto:selfservice.mmb@state.mn.us).
  - **Enter your W-4 information right away in the Other Payroll section.**
  - **Direct Deposit:** Your direct deposit account information can only be entered when at a State of Minnesota/DOC facility or when connected via VPN. Bring your banking account information with you on your first day. It must be entered by the Friday of the payroll processing week, which is the third day of the Academy or the Friday opposite the payday.
  - **For Rehires:** make sure to update your deductions, such as deferred compensation and health care savings plan, as the system will automatically reinstate previously made elections.
- 

### I-9 Documentation

- Failure to provide original documentation within 3 business days from your hire date may result in termination.
  - You are responsible for ensuring your documentation complies with the rules and regulations to be employed in the United States.
  - You must bring original documentation. Copies will not be accepted.
  - Click [here](#) for more information and the list of Acceptable Documents.
-

## DOC Facility Rules (Contraband)

Employees working in a secure prison: the following items (contraband) cannot be brought into the facility without the Warden's (Chief Executive Officer) consent.

- Any controlled substance, including but not limited to, drugs or drug preparations, or intoxicating, spirituous, or fermented liquor of any kind
- Firearms
- Weapons
- Tobacco and tobacco products
- In addition, cellular telephones, smartwatches, and pagers may not be brought into the facility.

During your orientation, you will receive additional information about contraband items, as well as which items are allowable and how they must be in a clear bag. Therefore, on your first day, it is best to limit the items you bring with you to work. Also, all vehicle doors and windows must be closed and locked at all times.

The formal offer of employment, confirming your start date and other terms and conditions of employment, is included in the same email containing this Helpful Information.

---

## Payroll Information

- **Payday:** Biweekly or every other Friday
- **Pay Period:** Ends on Tuesday, and pay day is the following Friday
- View payroll calendar [here](#).
- Direct Deposit: Banking account information for the direct deposit **can only** be entered when at a State of Minnesota/DOC facility or when connected via VPN. The direct deposit **information** must be submitted by 5:00 p.m. on the Friday of payroll processing week (the Friday opposite the payday).
  - **Please direct all questions or issues to the DOC Direct Deposit Designee, Accounting Officer, Joe Amic.** Email: [joseph.amic@state.mn.us](mailto:joseph.amic@state.mn.us) | Phone: 507-805-2032

---

## Workweek & Federal Labor Standards Act (FLSA)

The State has identified the workweek to coincide with its established payroll period. Therefore, your workweek begins at 12:00 a.m. on Wednesday and ends at 11:59 p.m. on Tuesday.

If your position is designated as Non-Exempt, you are covered by the overtime provisions of the FLSA and the bargaining agreement/plan language related to hours of work and overtime in the contract/plan that covers your employment.

If your position is designated as Exempt, you are not subject to the overtime provisions of the FLSA. For more information, visit <http://www.dol.gov/agencies/whd/flsa>

---

## Employee Self Service

- This is where you will go to complete your time sheet, view paystub and W-2 (next year), enter your driver's license information, and change your personal phone, email, or address.
- Save this link for future reference: <https://mn.gov/selfservice>

## Emergency Preparedness Overview

One key term you'll hear is the Emergency Preparedness and Operational Support Team. Their role is to ensure our agency is prepared for anything, from natural disasters to unexpected emergencies. They focus on building resilience, coordinating plans, and working with partners to keep staff and facilities safe. In short, they help us prepare, respond, and recover so we can continue our mission without disruption. You'll find they're a great resource for training, guidance, and support whenever safety and preparedness are involved.

As part of staying prepared, please take a moment to update your emergency contact information in [Employee Self Service](#). This ensures we can reach you quickly and appropriately in the event of an emergency.

Please review the [Emergency Preparedness and Operational Support – Home](#) page for more information.

- [Quick Reference Guides](#)
  - [Staff Emergency Alert Notification Guidance](#)
- 

## DOC Facilities

Minnesota Correctional Facilities have regional HR Staff to assist you with questions you may have regarding your employment. Reference the Human Resources Directory to find your regional HR contact: [Human Resources Phone Directory](#).

---

## DOC Communication & Policies

- [iShare Homepage](#)
  - [Policy Manual Home Page](#)
- 

## Leave of Absences

The Department of Corrections (DOC) is supportive of employees during times when life events may contribute to the need to request a Leave of Absence during your career. Information regarding Leaves under your collective bargaining agreement or plan, whether they are Statutory - Paid or Unpaid Leaves, can be found in your contract or plan. Please reference Minnesota Management and Budget [Labor Contracts and Plans](#) and the Minnesota Paid Leave [site](#).

A variety of Leave of Absence information, including forms, reference guides, and links to policies, is available on DOC's iShare page in the Human Resources folder, [Employee Benefits and Programs](#). For any questions regarding Leave of Absence, please contact your Regional/CO/FS Human Resources staff.

---

## Bargaining Agreements

View Bargaining agreements at the Minnesota Management & Budget (MMB) [Labor Relations website](#).

---

## Leave Eligibility

You may be eligible to earn various types of leave, including vacation leave, sick leave, and 1 floating holiday per fiscal year (July 1- June 30) in accordance with the contract/pay plan that covers your employment. Full-time employees will accrue up to 4 hours of vacation and 4 hours of sick leave per pay period. Leave accrual for part-time employees' vacation and sick leave will be prorated based on the number of hours worked per pay period.

Even if you are not eligible for leave under the contract/pay plan, you may still be eligible for Earned

Sick and Safe Time (ESST) in accordance with Minnesota Statute 181.9446. Refer to the “Earned sick and safe time employee notice” for additional information. Please note, if you are eligible to earn sick leave both under the provisions of the contract/pay plan that covers your employment and ESST, whichever one provides the greater sick leave benefit (usually the contract/plan) applies.

If you will be needing time off or leave due to an FMLA (Family Medical Leave Act) event, please reach out to [DOC.HR.LeaveManagement.DOC@state.mn.us](mailto:DOC.HR.LeaveManagement.DOC@state.mn.us).

---

### ADA Accommodations

If you have restrictions that substantially limit your ability to perform the essential functions of your job, you may request a reasonable accommodation under the Americans with Disabilities Act (ADA) by contacting the Regional HR Staff. Reference the Human Resources Directory to find your regional HR contact: [Human Resources Phone Directory](#).

For more information, please review the DOC [Reasonable Accommodation Policy 103.310](#).

---

### Vacation Leave Accrual Credit for Prior Private or Public Sector Employment

- You may be eligible to receive vacation accrual credit for previous public sector employment, including the United States Armed Forces, or previous private sector employment in a position directly related to your position with the State.
- There are eligibility differences between labor contracts and plans. (Refer to your contract or plan to determine your eligibility.)
- If you believe your previous employment may qualify, the following information is required on letterhead from your prior employer:
  - Job title held
  - Brief description of the work performed (we do not need a copy of a position description), an overview of the type of work will suffice, and how it directly relates to your current state position, as required by some contracts.
  - Dates of employment (month, date, year)
  - Dates you were PTO/Vacation eligible (not always the same as dates of employment, as some employers do not extend vacation benefits until 6, 9, or 12 months after employment).
- Please submit this information to your facility's Regional HR Staff.

---

### Insurance (if eligible)

Find more information regarding the state’s insurance program and options.

- State Employee Group Insurance Program (SEGIP): <https://mn.gov/mmb/segip/>
- SEGIP representative: <https://mn.gov/mmb-stat/segip/doc/segip-contacts.pdf>
  - If you have any insurance-related questions, please contact SEGIP at 651/355-0100.
- If your appointment is insurance eligible, you should receive your insurance enrollment packet within 2 weeks from the State Employees Group Insurance Plan (SEGIP), and you have 30 days to make your selections.
- ***It is highly recommended to enroll in your benefits as soon as possible. If you wait until the last day, you will be double billed for your portion of the premiums.***

## Health Care Savings Plan (HCSP)

- [About Your HCSP - YouTube](#)
  - Any questions related to the Health Care Savings Plan account should be directed to MSRS
  - For information, visit <https://www.msrs.state.mn.us/about-hcsp>
- 

## Retirement Benefits

As an eligible state employee, you are required to participate in and contribute to the [Minnesota State Retirement System \(MSRS\)](#) defined benefits plan. There will be an automatic pre-tax employee deduction from your gross salary. The state will match your contribution. These rates are set by law and cannot be changed. Any questions regarding the State's Retirement Program should be directed to MSRS. For more information, check out: [Your pension plan - YouTube](#).

Another way to save for retirement available to you is through the [Minnesota State Deferred Compensation Program](#) (MNDCP). This is an optional investment retirement savings plan that allows you to set aside a portion of your income and accumulate it on a tax-deferred, or pre-tax basis.

All of the labor contracts and plans provide for a DOC match to your MNDCP account. Some allow you to convert accrued but unused compensatory time and/or vacation leave. There are differences between labor contracts and plans. (Refer to your contract or plan to determine your eligibility.)

- Learn more about [MSRS](#) & [MNDCP](#).
- 

## Social Security Number (SSN) Verification

The federal government *requires* that the name and social security number (SSN) listed on your social security card be an exact match to the name and social security number listed in our payroll and HR system.