7 TIMEKEEPING

*Timekeeping training is available. Go to the Timekeeping webpage: [Resources for Leave Reports & Web Time Entry](#) page for more information.

- Login to myWSU
  - o Staff /Temps should select the 'Faculty/Staff' tab
  - o Students/Grads should select the 'myFinances' tab
- Go to the 'Employee Self-Service' channel box
- Select the 'Employee Dashboard' link
  - o Submit your time

NEED HELP with this

- o Timekeeping training, information, and details can be found on the [Resources for Leave Reports & Web Time Entry](#) webpage.

  If you have questions or need help with Timekeeping, contact Timekeeping at timekeeping@wichita.edu

8 TITLE IX & CIVIL RIGHTS TRAINING (not required for Students or Grads)

- Login to myWSU
- Select the 'Home' tab
- Look for the 'Title IX Training' channel on the left column of the portal
- Select and complete 'Employee Title IX Training'
- The duration of the training is approximately 40 minutes

NEED HELP with this step

Title IX & Civil Rights Training questions may be directed to the [Office of Civil Rights, Title IX, and ADA Compliance](#) at CTAC@wichita.edu or (316) 978-3186.

9 DUO SECURITY

- Open your Duo Security Instructions Email
  - You will receive this email within your first month of employment once IT has completed your registration with DUO. You will not be able to complete this step until you receive this email.
- o Set-up your Duo Security two factor authentication by clicking on the link in the email and follow the prompt.

NEED HELP with this step

- o Duo Security information and details can be found on the [Duo Two-Factor Authentication](#) webpage.

  If you have questions or need help with Duo Security, contact the [Technology Help Desk](#) at HelpDesk@wichita.edu or (316) 978-4357.

ICAA NEW EMPLOYEE REQUIREMENTS
Updated 9/25/2024

Have Questions? Contact the HR Service Center at HR.ServiceCenter@wichita.edu or call (316) 978-3065

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