




Onboarding for non-Student Employee




Once logged into Workday, you will need to complete your **Onboarding** tasks. You will receive the following three **required** tasks that must be done in order for you to gain system-wide access:

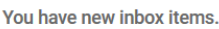

- ❖ Enter Personal Information
- ❖ Enter Government ID (**N/A for Rehire**)
- ❖ Complete Form I-9 (**N/A for Rehire within 3 years of original hire date**)

You can locate the Onboarding tasks via your Workday Inbox, found by clicking on the  icon in the upper-right corner of your screen.

1. Your *first* task will be to enter your **Personal Information**:

**To ensure a complete HR record, please provide as much information as available.*


- Click on the  icon within each section to allow for edits.
- Once your entry in each section is complete, click the  icon, and proceed to the next section.
- When you're done entering your information, click .

You will see the following message   in your left-hand menu bar.


Click on  to refresh your Inbox.



2. Your *second* task will be to enter your **Government ID**:

**In most cases, this is your Social Security Number.*

- Click on the  in the **National IDs** section under **Proposed IDs**.
- Select the **Country**, **National ID Type**, and enter the ID number in the **Add/Edit ID** field.
**It is not necessary to provide the Date information.*

Should you have additional IDs to enter, please use the **Additional Government IDs section.*

- When you're done entering your information, click .


You will see the following message   in your left-hand menu bar.

Click on  to refresh your Inbox.



3. Your *third* task will be to complete your **I-9 Form**:

Please read through the I-9 form carefully, and verify that your personal information has populated into the form accurately, and provide any missing information.

- Make the appropriate selection for your Citizenship status.
- Click the **I Agree *** box.
- Answer the questions in the **Preparer** section.
- When you're done entering your information, click .

**The form will now route within Workday to the Human Resources department.*

****IN ORDER FOR THIS TASK TO BE COMPLETE**, you will need to **UPLOAD** and **PRESENT** your I-9 documents in person to **Human Resources (Dolan Commons, Room 103)**.

To upload documents in Workday: On the Workday homepage, type “*Maintain My Worker Documents*” into the search bar at the top and select this task so you are able to add your I-9 document(s).

The list of acceptable documents can be found at: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. Documents must not be expired.

****EFFECTIVE AUGUST 1ST, 2023** – you are **REQUIRED** to present the actual document(s) in person to Human Resources (Dolan Commons, Room 103). Office operating hours can be found at <https://www.fairfield.edu/human-resources/index.html>

**If you fail to provide your documentation, your employment will be suspended.*

After you provide your documentation to Human Resources, the remaining Onboarding tasks will populate in your Workday Inbox for completion:

- ❖ Complete Federal Withholding Elections
- ❖ Complete State and Local Withholding Elections
- ❖ Payment Election Enrollment Event (direct deposit)
- ❖ Change Emergency Contacts
- ❖ Veteran Status Identification
- ❖ Change Benefit Elections (if eligible)

**Should you need assistance completing these tasks, please email WorkdayHR@fairfield.edu.*