Onboarding for <u>Student</u> Employee

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

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

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You can locate the Onboarding tasks via your Workday <u>Inbox</u>, found by clicking on the [icon] 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] icon within each section to allow for edits.

   ➢ Once your entry in each section is complete, click the [icon] icon, and proceed to the next section.

   ➢ When you're done entering your information, click [Submit].

You will see the following message You have new inbox items. [Refresh] in your left-hand menu bar.

Click on [Refresh] to refresh your Inbox.

2. Your *second* 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. **It is especially important that you verify your Social Security Number.***

   ➢ 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 [Submit].

*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)
- ❖ Veteran Status Identification

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