



Complete Onboarding

- ▶ Login to Workday.
- ▶ Complete Onboarding.
 - Click on your Workday inbox located at the top right
 - Complete the assigned **<Onboarding>*** tasks, which include:
 - Enter Personal Information
 - Enter Contact Information
 - Edit Government ID's (social security number or tax identification number)
 - Change Emergency Contacts
 - Complete the I-9 Form
 - Payment Elections (direct deposit)
 - Federal Taxes and Withholdings
 - State Taxes and Withholdings
- ▶ Click **<Submit>** to complete each onboarding task.

UP NEXT: HR will verify your two (2) physical forms of identification and provide you with a cleared to work letter.

***Note:** Refresh your Workday inbox after each task to receive additional onboarding tasks.

TIPS

All onboarding tasks must be completed in order to begin working.

Download the Workday mobile app to clock-in/out on your phone!

RELATED TASK(S)

- How to Complete the I-9 Form

RESOURCES

- [Student Employment Support Site](#)

Still need help? Contact your HR Business Partner or call Jobs on Campus at (703) 284-7781.