**JOBS ON CAMPUS**

# 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)
  — Change Emergency Contacts
  — Payment Elections (direct deposit)
  — Federal Taxes and Withholdings
  — State Taxes and Withholdings
  — Complete the I-9 Form

▶ Click <**Submit**> to complete each onboarding task.

**UP NEXT: HR will reach out to verify your 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!