

Workday Onboarding Tipsheets

**All Tipsheets are PennKey protected login to view*

❖ *Once you have been hired into your student role in [Workday](#) your inbox will have these tasks that you are required to complete in order to be paid. Below are the tip-sheets that can help guide you through these tasks. All students that submitted payroll documents will be hired into the system by 8/1/2021. You will need to log into Workday with your PennKey to complete these required tasks after 8/1/2021. Even if you have been paid through [Workday](#) before you should still log in and complete all inbox actions and double check Pay elections.*

- [Setting up pay elections \(direct deposit\) Tipsheet](#)
- [Tax Withholding form Tipsheet](#)
- [On-boarding in Workday for New Hires Tipsheet](#)

Onboarding Checklist

To complete the tasks you will need the following information:

- | | |
|---|---|
| <input type="checkbox"/> Social Security Number* | <input type="checkbox"/> Home Contact Information |
| <input type="checkbox"/> Personal Information:
DOB, Gender, Marital
Status, Citizenship | <input type="checkbox"/> Direct Deposit (if you do not
have a bank account you can
receive an Aline pay card) |
| <input type="checkbox"/> Emergency Contacts | <input type="checkbox"/> Passport and immigration
status documents (international
hires only) |
| <input type="checkbox"/> I-9 Part 1 | |
| <input type="checkbox"/> I-9 Part 2 (click submit) | |

- [Modify Personal information Tipsheet](#)
- [Understand Your Payslip Tipsheet](#)