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 tipsheets that can help guide you through these tasks. You will need to log into Workday with your PennKey to complete these required tasks. 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**
- **Onboarding in Workday for New Hires Tipsheet**

  ![Onboarding Checklist](image.png)

- **Modify Personal information Tipsheet**
- **Understand Your Payslip Tipsheet**