

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. 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

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](#)