

# 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. All BGS Students that submitted payroll documents will be hired into the system by August 5<sup>th</sup>. You will need to log into Workday with your PennKey to complete these required tasks after 8/5/2020. Even if you have been paid through [Workday](#) before you should still log in and complete all inbox actions and double check Pay elections by 8/24/2020.*

- [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:<br>DOB, Gender, Marital<br>Status, Citizenship | <input type="checkbox"/> Direct Deposit (if you do not<br>have a bank account you can<br>receive an Aline pay card) |
| <input type="checkbox"/> Emergency Contacts   | <input type="checkbox"/> Passport and immigration<br>status documents (international<br>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](#)