COMPLETING ONBOARDING

For NEW Student Workers:

24 hours after you have been officially hired in Workday, you will receive Onboarding tasks in your Workday inbox to complete. **These MUST be completed within the first 3 days of your start date**

The first task will be to **Enter Your Personal Information.** Once that task is completed, the following tasks will be generated that you will need to complete as well:

- o **Change Emergency Contacts**
- o **Complete State and Local Withholding Elections**
- o **Review Documents**
- o **Payment Election Enrollment Event**
- o **Complete Federal Withholding Elections**
- o **Complete Form I-9**

Instructions on completing the tasks begin on Page 2.

As part of the **Complete Form I-9** task, you will need to bring to the Student Employment Office ORIGINAL IDs/Documents that show your identity and authorization to work. **This MUST also be done within the first 3 days of your start date; however, you are strongly encouraged to do this BEFORE you are hired or even before you apply to a job.** An example of an ID is your passport. If you do not have a passport, a combination of your School ID AND your Social Security Card (or Birth Certificate) will do. Please click here for a list of all acceptable IDs/Documents. Due to government regulations, WE CANNOT ACCEPT COPIES of these documents. We will make copies when you bring them in.

For Returning Student Workers:

If you have previously worked for Endicott College and are **returning to the same job or are starting a different job** – you do not need to go through onboarding; however it is best practice to log into Workday to review your job details on your time card ahead of the first time submission

If you have questions regarding Student Employment at Endicott, you can reach out to **studentemployment@endicott.edu.** If you are having technichal issues with Workday, please open a **Freshservice ticket.**

Last Updated March 2025

To Enter Personal Information

1. On the left side of your **Workday Inbox**, select the **Enter Personal Information** inbox item.

2. Use the pencil icon ✏️ to add info for each of the following fields:
   a. Legal Name
   b. Preferred Name
   c. Gender at Birth
   d. Date of Birth
   e. Marital Status
   f. Race/Ethnicity
   g. Citizenship Status
   h. Gender Identity
   i. Pronoun
   j. Phone
   k. Email

   Note: Fields with a red asterisk * are required.

3. To add Disability information, Military Service, or additional Contact Information, click on the Add button below the chosen field(s).

4. Click the **Submit** button at the bottom of the screen when finished.

To Change Emergency Contacts

1. You can specify one contact as your **Primary Emergency Contact**.

   Use the pencil icon [pencil icon] to add information for each field.

   Note: The Legal Name, Relationship, and at least one contact fields are required; Preferred Language is optional. To add contact information, click on the Add button below the chosen field(s). The available options are as follows: Primary Email, Primary Address, Primary Phone, Additional Phone, Additional Email, Primary Instant Messenger, Primary Web Address.

Primary Emergency Contact

Legal Name

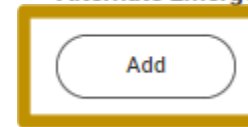Legal Name *

Relationship

Relationship *

Preferred Language
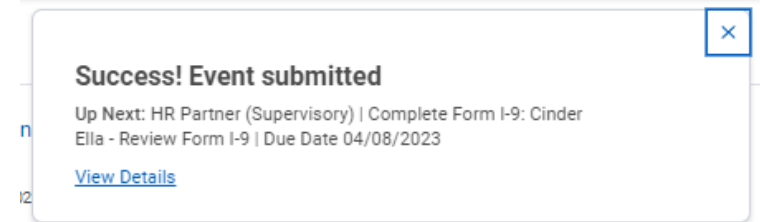
Preferred Language

2. You may add other emergency contacts by clicking on **Alternate Emergency Contacts**. Use the pencil icons in each section to add information about the contact.

Alternate Emergency Contacts

Add

3. Click the **Submit** button at the bottom of the screen when finished.

   Congratulations! You have completed your steps in the onboarding process.

   Success! Event submitted

   Up Next: HR Partner (Supervisory) | Complete Form I-9: Cinder Ella - Review Form I-9 | Due Date 04/08/2023

   View Details

To Complete State and Local Withholding Elections

1. Complete the form by entering the appropriate information in the following fields. Fields with a red asterisk * are required.
   a. **Worker:** This field will be prepopulated with your Worker name. It is not editable.
   b. **Company:** This field will be prepopulated with the default Company (Endicott College).
   c. **Effective Date:** This field will be prepopulated with today's date. It is not editable.
   d. **State:** This field will be prepopulated with the default option (Massachusetts).
   e. **Withholding Form Type:** This field will be prepopulated with the default type – MW507 – Withholding. You may change the selection to MW507M – Military Spouse Exemption, if applicable.

2. Select **OK** when complete.

3. On the next screen, the top portion will be prepopulated and is not editable.

   Massachusetts M-4 Data: Complete the bottom section of the form by entering the appropriate information in the following fields. Fields with a red asterisk * are required.

4. Once completed, select the **I Agree** checkbox.

5. Select **Submit**.

To Review Documents

1. Review documents for onboarding by selecting the Document links.

2. By selecting the box next to **I Agree**, you agree to the terms and conditions outlined by the agreement. **This is a legal and binding agreement.**

Document Link   Employee Handbook

Instructions   Please read the Staff Handbook

Signature Statement   By clicking on this box you agre

I Agree   ☐

3. Select **Submit**.

To Complete the Payment Election Enrollment Event

1. Select your Preferred Payment Methods for Expense Payments and USA

   Payroll Payment as well as enter Account Information for Direct Deposit.

   Note: Preferred Payment Methods default to Direct Deposit. If you wish to update these fields to Check, click the field to change.

2. Under Account Information, enter your banking account

   information for direct deposit.

3. Select **OK.**

4. On the next screen, review your accounts and payment elections. Optionally, you can add an additional account and edit where the payments route.

5. Once complete, select **Submit**.

To Complete Federal Withholding Elections

1. The top portion will be prepopulated. This section is not editable.

Company	Endicott College
Effective Date	04/07/2023
Name	Cinder Ella
Social Security Number	XXX-XX-XXXX
Address	123 Main Street No Where, FL 34957 United States of America

2. Complete the W-4 Data form by entering the appropriate information in the following fields. Fields with a red asterisk * are required.

W-4 Data

(View Blank Form)

Step 1:

Marital Status * [   ]

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:

Multiple Jobs or Spouse ☐
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on

3. Once the form is complete check the box next to **I Agree** to indicate agreement with the legal notice.

I Agree   * ☑

4. Select **Submit**.

To Complete Form I-9

REMINDER: As part of completing the I-9 Workday task, you MUST bring to the Student Employment Office ORIGINAL IDs/Documents that show your identity and authorization to work. Please click here for a list of acceptable IDs/Documents. Due to government regulations, WE CANNOT ACCEPT COPIES of these documents. We will make the copies ourselves when you bring them in. This MUST be done within the first 3 days of your start date.

1. The following fields will pre-populate with the information entered in the first set of onboarding steps:
   a. Last Name
   b. First Name
   c. Address
   d. Date of Birth
   e. Social Security Number

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047
Expires 10/31/2022

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Emplo errors in the completion of this form.

Form I-9 Instructions.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employr and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * `Ella`   First Name (Given Name) * `Cinder`

Middle Initial [ ]   Other Last Names Used (if any) [ ]

Address (Street Number and Name) * `123 Main Street`   Apt. Number [ ]

There are other fields that do not prepopulate. Please review those fields and complete them if applicable.

2. Select the appropriate citizenship status.

   Note: If you identify that you are an alien authorized to work, additional fields will appear for you to populate.

   I attest, under penalty of perjury, that I am (check one of the following boxes):

   ● 1. A citizen of the United States
   ○ 2. A noncitizen national of the United States (See instructions)
   ○ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): [ ]
   ○ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) Some aliens may write "N/A" in the expiration date field. (See instructions)

3. Under the Signature of Employee heading, you must check the **I Agree** checkbox to move forward.

   Signature of Employee

   I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

   By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

   I Agree ★ ☑   Today's Date   04/07/2023

4. Under the Preparer and/or Translator Certification heading, you must specify whether you used a preparer or translator. If you used a preparer or translator, you would need to supply information about that person in this section.

   Preparer and/or Translator Certification (check one):

   ● I did not use a preparer or translator.
   ○ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

5. Once finished, click **Submit**.