

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:

- **Change Emergency Contacts**
- **Complete State and Local Withholding Elections**
- **Review Documents**
- **Payment Election Enrollment Event**
- **Complete Federal Withholding Elections**
- **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 upload clear, legible images of your unexpired documents that establish your identity and authorization to work in the United States. 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 a combination of your School ID **AND** Birth Certificate) will do. Please click [here](#) for a list of all acceptable IDs/Documents. After uploading your document(s), you must schedule a virtual or in-person appointment with the Student Employment Office to present the **ORIGINAL** documents (**NOT COPIES**)

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 technical issues with Workday, please open a [Freshservice ticket](#).

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

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.

Note: Fields with a red asterisk * are required.

To Change Emergency Contacts

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

Use the 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



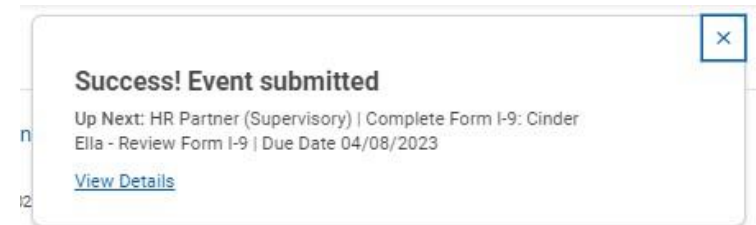
2. You may add other emergency contacts by clicking on **Alternate Emergency Contacts**. Use the pencil icons in each section to add information about the contact.

Alternate Emergency Contacts



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

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



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.

Complete State and Local Withholding Elections

1 hour(s) ago - Due 04/09/2023; Effective 01/16/2023

Worker	Cinder Ella
Company	X Endicott College ...
Effective Date	04/07/2023
State	* X Massachusetts ...
Withholding Form Type	* X M-4 - Withholding ...

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.

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

Massachusetts M-4 Data	
View Blank Form	
Personal Exemption	0
Married Exemption	0
Qualified Dependents	0

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

I Agree



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 agree
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.

Preferred Payment Method

Expense Payments *

Payroll Payment *

Search

☐ Check

☒ Direct Deposit

Account Setup

Account Holder Name:

2. Under Account Information, enter your banking account information for direct deposit.

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * ☒ Checking ☐ Savings

Account Number *

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.

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
My Bank *****7890	United States of America	My Bank	☒ Checking ☐ Savings ☐ None of the above	*****7890	Edit Remove View

Add

Payment Elections 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payments	Direct Deposit	My Bank *****7890	*****7890	Balance	Edit
Payroll Payment	Direct Deposit	My Bank *****7890	*****7890	Balance	Edit

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

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**.

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

To Complete Form I-9

REMINDER: As part of the **Complete Form I-9** task, you will need to upload clear, legible images of your unexpired documents that establish your identity and authorization to work in the United States. 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 a combination of your School ID AND Birth Certificate) will do. Please click [here](#) for a list of all acceptable IDs/Documents. After uploading your document(s), you must schedule a virtual or in-person appointment with the Student Employment Office to present the ORIGINAL documents **(NOT COPIES)**

The following fields will pre-populate with the information entered in the first set of onboarding steps:

- Last Name
- First Name
- Address
- Date of Birth
- 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. Employers 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.

[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 employment 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) * Eli 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.

- 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)

- 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

- 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.

- Once finished, click **Submit**.