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. All students that submitted payroll documents will be hired into the system by 7/29/2022. You will need to log into Workday with your PennKey to complete these required tasks after 7/29/2022. 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](#)

- ## [On-boarding in Workday for New Hires Tipsheet](#)

Onboarding Checklist

To complete the tasks you will need the following information:

- ❏ Social Security Number*
- ❏ Personal Information: DOB, Gender, Marital Status, Citzenship
- ❏ Emergency Contacts
- ❏ I-9 Part 1
- ❏ I-9 Part 2 (click submit)

- ❏ Home Contact Information
- ❏ Direct Depost (if you do not have a bank account you can receive an Aline pay card)
- ❏ Passport and immigration status documents (international hires only)

- ## [Modify Personal information Tipsheet](#)

- ## [Understand Your Payslip Tipsheet](#)