Onboarding for non-Student Employee

Once logged into Workday, you will need to complete your Onboarding tasks. You will receive the following three required tasks that must be done in order for you to gain system-wide access:

- Enter Personal Information
- Enter Government ID (N/A for Rehire)
- Complete Form I-9 (N/A for Rehire within 3 years of original hire date)

You can locate the Onboarding tasks via your Workday Inbox, found by clicking on the icon in the upper-right corner of your screen.

1. Your first task will be to enter your Personal Information:
   *To ensure a complete HR record, please provide as much information as available.
   - Click on the icon within each section to allow for edits.
   - Once your entry in each section is complete, click the icon, and proceed to the next section.
   - When you’re done entering your information, click .

You will see the following message in your left-hand menu bar. Click on to refresh your Inbox.

2. Your second task will be to enter your Government ID:
   *In most cases, this is your Social Security Number.
   - Click on the in the National IDs section under Proposed IDs.
   - Select the Country, National ID Type, and enter the ID number in the Add/Edit ID field.
     *It is not necessary to provide the Date information.
   - *Should you have additional IDs to enter, please use the Additional Government IDs section.
   - When you’re done entering your information, click .

You will see the following message in your left-hand menu bar. Click on to refresh your Inbox.
3. Your third task will be to complete your I-9 Form:

*Please read through the I-9 form carefully, and verify that your personal information has populated into the form accurately, and provide any missing information.*

- Make the appropriate selection for your Citizenship status.
- Click the checkbox.
- Answer the questions in the **Preparer** section.
- When you’re done entering your information, click **Submit**.

*The form will now route within Workday to the Human Resources department.*

**In order for this task to be complete, you will need to **upload and present** your I-9 documents in person to Human Resources (Dolan Commons, Room 103).**

To upload documents in Workday: On the Workday homepage, type “Maintain My Worker Documents” into the search bar at the top and select this task so you are able to add your I-9 document(s).

The list of acceptable documents can be found at: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents. Documents must not be expired.

**EFFECTIVE AUGUST 1ST, 2023 – you are **required** to present the actual document(s) in person to Human Resources (Dolan Commons, Room 103). Office operating hours can be found at https://www.fairfield.edu/human-resources/index.html**

*If you fail to provide your documentation, your employment will be suspended.*

After you provide your documentation to Human Resources, the remaining Onboarding tasks will populate in your Workday Inbox for completion:

- Complete Federal Withholding Elections
- Complete State and Local Withholding Elections
- Payment Election Enrollment Event (direct deposit)
- Change Emergency Contacts
- Veteran Status Identification
- Change Benefit Elections (if eligible)

*Should you need assistance completing these tasks, please email WorkdayHR@fairfield.edu.*