Objective

This tip sheet provides new hires step-by-step guidance to completing their assigned onboarding tasks in Workday.

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Onboarding Overview

- Your onboarding to the University of Pennsylvania is a top priority. To ensure a seamless transition, be certain to complete the Tasks in your Workday Inbox. Please complete these tasks prior to going to Penn's onboarding center, **Onboard@Penn.** If you have questions about any of the tasks, Onboard@Penn specialists are there to assist you.
- **Onboard@Penn** creates a one-stop welcome and onboarding experience for new hires. It is a physical location for you to receive support with onboarding tasks. Onboard@Penn will monitor and manage I-9 completion as well as other compliance related documents such as Social Security Number verification and current work authorization documentation.

Visit the Onboard@Penn website at https://www.onboard.upenn.edu/ for current hours and to make an appointment.

Onboarding Checklist

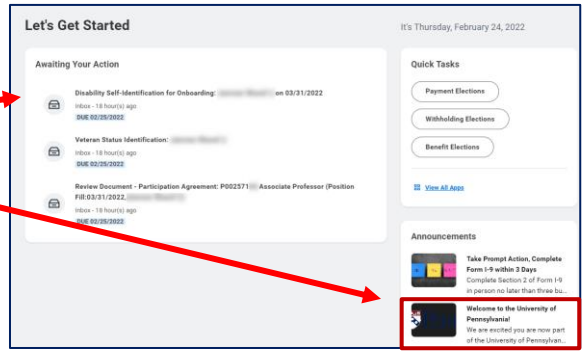
To complete the tasks you will need the following information:

- ❑ Social Security Number*
- ❑ Personal Information: DOB, Gender, Marital Status, Citzenship
- ❑ Emergency Contacts
- ❑ 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)

***Note:** Your SSN may already have been provided to create your Penn ID. If you are an international hire who does not have a US Social Security Number, you will have to apply for an SSN to receive it. Follow this link to find information about applying for a Social Security Number: https://global.upenn.edu/isss/ssn.

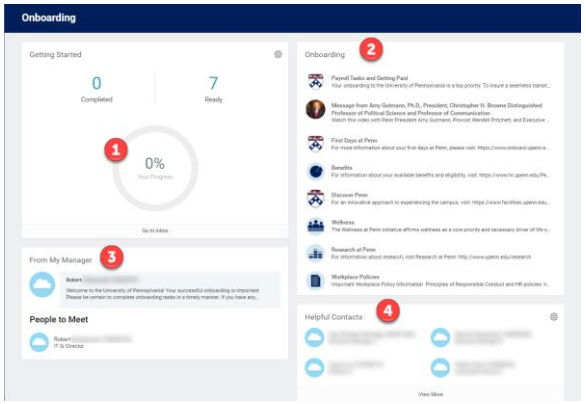
Complete Onboarding Tasks in Workday

1. When you log into Workday for the first time, all your new hire tasks will be in your inbox.
2. You will see a welcome announcement.



3. When you open the Welcome announcement, you will see a link to the Onboarding page.

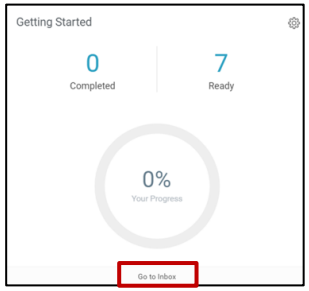
4. On that page, you can view your onboarding progress, helpful onboarding links, a messsage from your Manager, people to meet, and helpful contacts.



1 Onboarding progress
2 Onboarding links
3 Message from Manager/People to Meet
4 Helpful Contacts

5. Click on **Go to Inbox** in the Getting Started section on your homepage to complete your assigned onboarding tasks.

   Note: This is outlined in red in the screenshot below.



6. In your inbox, complete the various assigned onboarding tasks.

   Note: This includes part 1 of the task titled **Complete Form I-9.** You must complete that task before going to Onboard@Penn.

   Complete each of your assigned electronic onboarding tasks in Workday before going to Onboard@Penn. If you have questions about any of the tasks, an Onboard@Penn specialist will assist you.

   You will also see an announcement in Workday explaining your responsibility for completing part 2 of the I-9 form.

   NOTE: Your direct deposit information will not be processed until you have completed all your onboarding tasks (including both parts of your I-9 and the onboarding tasks in your Workday inbox).

   You will receive paper paychecks until everything is completed.