

Workday Onboarding Quick Reference Guide for Hourly Student Employees & Graduate Assistants

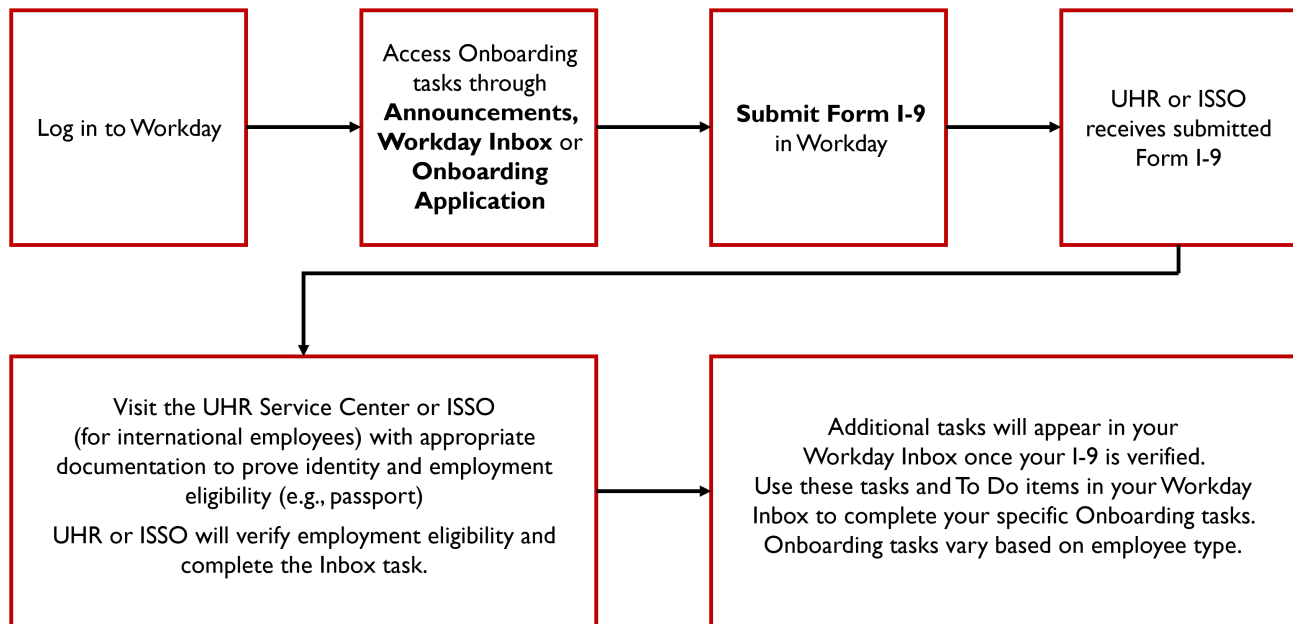
👤 Revised by Lukas Miller

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Process Flow



When new hires receive email notifications regarding **onboarding** tasks, the Workday tile will appear on their Okta screen.

Workday can also be access via the Workday Mobile app. Used the instructions linked before for your device.

- Workday: Install Workday Mobile for iPhone Users
- Workday: Install Workday Mobile for Android Users

After logging into Workday, you can access your onboarding tasks in three ways:

1. **Announcements:** Select the Onboarding hyperlink to access the dashboard.
2. **My Tasks:** This icon takes you directly to your onboarding tasks.
3. **Onboarding application:** Searching for Onboarding in the search board or add the app to your main menu: Go to Menu in top left, click Add Apps button and search Onboarding then click the plus to add.

This onboarding dashboard example shows that 6 new tasks are ready to complete. Select the numbered “Ready” box to view your tasks. You can also select the Inbox icon to view this information.

Onboarding



Welcome to Iowa State University!

Thank you for choosing to join us at Iowa State University. At Iowa State, we strive to create an inclusive and collaborative environment that fosters growth,...

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Get Started

• Onboarding: The Onboarding Program will allow you to complete the forms, processes and new hire coursework needed at Iowa State. [Please click here for more information.](#)

[View More](#)

Getting Started

6
Completed

10
Ready

38%

Your Progress

[Go to Inbox](#)

Onboarding Learning Program

Learning

>

Self-Service Tasks | HR Knowledge Base Articles

HR Knowledge Base Articles

Iowa State Service Portal

ISU Service Portal Homepage

General Onboarding Tasks

1. The first onboarding task is the **Complete Form I-9**.

MENU

My Tasks

All Items

Filters

All Items

1 item

Complete Form I-9

01/06/2023

☆

Due: 01/03/2023

Effective: 01/01/2023

2. The **new hire as-self** will complete the **Complete Form I-9** task, filling in the employee portion (section 1) of the Form I-9.
 - Under Section 1, make sure that their personal information is correct. If they have a U.S. SSN, they will make sure the number is entered correctly. If they do not have a U.S. SSN, leave that field blank.
 - Select their citizenship status.
 - Complete additional sections, as necessary based on citizenship status selection.
 - Scroll down to the Signature of Employee section. You must select the I Agree checkbox.

- In the Preparer and/or Translator Certification, select the correct radio button. If someone else assisted you to complete the Form I-9, ensure that the appropriate fields are completed.
- To finish the I-9, select the **Submit** button. Note: You may have to refresh your Inbox by selecting the orange banner.

3. Next they will receive a To Do in your Inbox notifying you to visit the UHR Service Center (U.S. Citizens and Permanent Residents) **or** ISSO (for international employees, students and scholars) for in-person, identification document verification (Section 2 of Form I-9).

Note: Employees visiting either the UHR Service Center in 3810 Beardshear or the ISSO in 3241 Memorial Union, must bring original documents proving identity and permission to work. Review the acceptable identification documents list.

4. When the document verification (Section 2 of Form I-9) is complete, they will receive additional onboarding tasks in their Workday Inbox, including but not limited to:

- Manage Payment Elections (direct deposit)
- Complete Federal Withholding Elections
- Complete State and Local Withholding Elections

Note: a list of onboarding tasks sent to Merit, P&S and Faculty hires can be found in the Workday Onboarding Quick Reference Guide.

Iowa State University New Hourly Student Employee Onboarding Program in Workday Learning

New Hourly Student Employee's will also be enrolled in the applicable Workday Learning Iowa State University Orientation program. An email and Workday Notifications will be sent once they are enrolled.

Courses that are part of the orientation includes:

- Welcome to Iowa State University
- Understanding FERPA
- Building Supportive Communities Title IX and Clery Act
- Iowa Board of Regents Free Speech Training (for Graduate Assistants)
- Conflict of Interest and Commitment (COIC) Training (for Graduate Assistants)
- Fire Safety and Fire Extinguisher Training
- Emergency Response Guide Video
- Drug Free Workplace
- Iowa State University Policy Library
- Annual Security Report
- Iowa State University New Employee Orientation - Required Notices (for Hourly Student Employees)

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