

Workday Onboarding Checklist – New Employee

**Welcome to the University of Washington, Tacoma**! Soon, you will receive an email invite from Workday, the online HR/Payroll System the University uses for all HR and Payroll processes. The invite is sent to the email address you provided upon your initial employment process and will provide you links to the necessary forms required by payroll as well as personal information needed for employment at the University. The Onboarding Checklist below will assist you through the onboarding tasks found in your Workday inbox. To complete your onboarding tasks, please login to Workday using the link on the Employee Workday Help website: <https://employeehelp.workday.uw.edu/>. If you have questions, please contact your department manager; [UWT HR](https://www.tacoma.uw.edu/fa/hr/contact-guide-staff-and-student-employees) or [Employee Workday Help](https://employeehelp.workday.uw.edu/contact-us/).

The hyperlinks included below will take you to the appropriate online user guides or webpages and provide you with instructions for the various tasks (you may need to scroll down the webpage for the specific information).

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|  | Complete registration for [two-factor authentication](https://itconnect.uw.edu/security/uw-netids/2fa/) (2FA) through DUO. You’ll need to be enrolled in order to access your Workday self-service web portal. |
|  | [Complete Form I-9](https://employeehelp.workday.uw.edu/user-guides/complete_form_i9/). Section one of the I-9 Form **must** be completed no later than your first day of employment. Please provide documentation to your I-9 Coordinator.\*If you are a rehire and have previously completed a Form I-9 in Workday, you may only need to complete a portion of the form. See the Considerations section of the user guide for more information.  |
|  | [Change Emergency Contacts](https://employeehelp.workday.uw.edu/user-guides/edit_personal_information/), as appropriate. |
|  | [Enter Contact Information](https://employeehelp.workday.uw.edu/user-guides/edit_personal_information/). Update your contact information, as appropriate. Enter your home address and indicate it’s for mailing. |
|  | [Enter Personal Information](https://employeehelp.workday.uw.edu/user-guides/edit_personal_information/). Confirm your personal information is accurate; if not, update as appropriate. |
|  | Manage [Payment Elections](https://employeehelp.workday.uw.edu/user-guides/payment_elections-initial/) (Direct Deposit). |
|  | Complete [Federal Withholding Elections](https://employeehelp.workday.uw.edu/user-guides/add_federal_withholding_elections/) (W4). \*Foreign National hires will receive an invite from Glacier to determine Federal Withholding Elections and provide appropriate forms to complete. |
|  | Complete [State and Local Withholding Elections](https://employeehelp.workday.uw.edu/user-guides/state_and_local_withholding_elections/).**Note: Only update if you live in a state and locality with state/local income tax.** |
|  | Change [Self-Identification of Disability](https://employeehelp.workday.uw.edu/user-guides/edit_personal_information/), as appropriate. (See information under the “Considerations” section of the online user guide.)Notes: Navigate to your profile in Workday. Select **Actions**, choose **Personal Data**, and then select **Change Self-Identification of Disability** to open the Voluntary Self-Identification of Disability form. **Only for Staff and Academic Personnel**. |
|  | For additional onboarding resources, please visit the following webpages:* [OneUW](http://hr.uw.edu/oneuw/) for UWT Staff
* [Employee Workday Help webpage](https://employeehelp.workday.uw.edu/) for Academic Personnel
* [Employee Workday Help webpage](https://employeehelp.workday.uw.edu/) for all employee types, to access Workday and gain access to the Workday User Guides, Workday Training Videos, and other useful information.
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