Onboarding

This process is required in order to start work as a Florida Atlantic University employee.

Welcome to Florida Atlantic University!

Onboarding is completed by the new or returning employee.

The employee will receive an email from workday@fau.edu with a URL address for Workday (where onboarding will take place), a temporary user name and a series of steps to be completed. A temporary password will be sent in a separate email.

The onboarding process needs to be completed in the Workday system prior to the first day of employment.

For assistance with the onboarding process, contact the Human Resources department at hres@fau.edu (for non-student employees), stuemp@fau.edu (for student employees) or call 561-297-6156.

ONBOARDING OVERVIEW

1. Log into the FAU Onboarding website using the URL, temporary user name and password received in the onboarding email from workday@fau.edu. NOTE: this is a non-responsive account. Do not send emails to it.

2. When you first log into Workday with your temporary account information, you will be asked to change your initial temporary password.

3. Once logged into the Workday system, your inbox will have a series of To Do tasks that are required in order to complete your employee record.

4. Review the instructions for each of these tasks carefully and follow each step; the next transaction will not appear until each prior task is successfully completed. Some of the tasks will kick off additional tasks. Watch the inbox for an orange bar indicating that you need to refresh your page to view the additional tasks.

5. After completing the onboarding steps, you will receive an email letting you know that your FAU Net ID has been generated and your permanent FAU account is ready to be activated.

Once you receive the activation email, your temporary account information will no longer be valid and you will need to activate your FAU account. Activation of your FAU account also gives you access to many FAU services including your FAU email.

ONBOARDING STEPS

6. The first time you log into Workday, the system will default to a Welcome screen. Click on Let’s Get Started:

7. Click on your Profile, then click on your Inbox.

The new password will need to be 8+ characters containing both upper and lower case letters, at least 1 number, and a symbol (Ex. !, %, $, ?, etc.).
Onboarding

8. The onboarding process begins with a Welcome to FAU notice that includes instructions for the onboarding process. Read the information and click **Submit** to begin onboarding.

An orange bar will appear in the inbox, notifying you of new inbox items. Click the bar to refresh the page.

9. The onboarding process begins with five (5) tasks that need to be completed.

Entrada Contact Information task:

10. Enter your contact information. If it is already showing, confirm the information is correct, edit if needed.

11. Click **Add** under **Primary Address**. Enter a valid mailing address and click **✓** when complete.

Your screens and processes may vary from those described here.
12. Enter an Additional Address, if applicable.

13. Click Add under Primary Phone. Select the Phone Device, then enter the Area Code, and Phone Number. Click ✓ when complete.

14. Enter any Additional Phone numbers, if applicable.

15. Verify the correct Email Address is listed, edit if needed.

16. Click Submit.

19. For the National ID Type, select Social Security Number (SSN).

20. Enter your SSN in the Identification # field.

21. Leave the Issue Date and Expiration Date fields blank.

22. Click Submit.

23. Legal Name and Preferred Name will automatically populate. Edit the information if needed.

24. Click on the Edit icon (ред) to update your Legal Name, if it differs from what appears. Click Done when complete.

25. If you have a Preferred Name that you would like listed, click on the Edit icon (ред), add the preferred name and click ✓ when complete.

Edit Government ID’s:

NOTE: This action requires a social security number to be entered. If you do not have a social security number, do not proceed with the rest of Onboarding until you are issued one.

17. Click the Plus (+) button under National IDs.

18. Use the Prompt icon (ред) under Country to search for United States of America.

NOTE: Do not use any other country besides United States of America.

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New employees

26. Click the Edit icon ( ) for each field under Change Personal Information and select the appropriate response.

This includes the following fields:

- Gender
- Date of Birth
- Marital Status
- Ethnicity
- Citizenship Status
- Disability, if applicable
- Military Service, if applicable

27. Click Submit when complete.

Change Emergency Contacts task:

28. To enter the Legal Name for an emergency contact click on the Edit icon ( ), enter the First Name and Last Name, then click √.

29. Enter the Relationship of the emergency contact by clicking on the Edit icon ( ), and selecting the appropriate relationship from the drop down menu.

30. Enter at least one contact information for the emergency contact by clicking on Add and entering the appropriate information.

Primary Phone is recommended.

31. Alternate Emergency Contacts may be entered by clicking on Add and entering the appropriate information.

32. When complete, click Submit.

Add Payment Elections (Direct Deposit information) task:

33. Click on Add Payment Elections.

34. Payment Type will default to Direct Deposit. Florida Atlantic University uses direct deposit as the method of salary payments for employees.

35. Select the Account Type (Checking or Savings).

36. Enter your Bank Name, Routing Number, and Account Number for direct deposit.

37. Click Ok.
38. After adding the banking information, a review page will appear. If entered correctly, click Done.

39. At the inbox, the To Do: Add Payment Elections will still appear. After adding the banking information, click Submit to finalize the payment elections.

40. After completing the initial onboarding steps, refresh the inbox. Three additional tasks will need to be completed to finish the online onboarding process.

Complete Federal Withholding Elections (W-4 information) task:

41. Complete the information on the W-4 as required.

42. When finished, click the I Agree checkbox.

43. Click Submit.

Review Documents task:

44. Review the documents in this task by clicking on the title of the document.

45. After reviewing each document, check the I Agree box acknowledging receipt of the document and that you have read the information.
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New employees

46. There are three documents that you will need to review, print, complete the information and upload the signed document. The Loyalty Oath will need to be signed in front of a notary.

47. When all of the documents have been reviewed, boxes checked, and documents uploaded, click Submit.

Complete I-9 Form task:

48. Verify that the information is correct on the electronic I-9. Add any missing information or make corrections, if needed.

49. Click on the appropriate checkbox for Employment Eligibility.


51. If someone is preparing and/or translating the I-9 for you, click on “A preparer(s) and/or translator(s) assisted the employee in completing Section 1” under Preparer and/or Translator Certification and complete the appropriate information under Signature of Preparer or Translator.

52. When finished, click Submit and refresh inbox.

To Do: Present Documents to Human Resources Department:


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54. The **To Do: Present Documents to Human Resources Department** is notifying you that on your first day of employment (no later than within 3 days of start date), you must bring original, unexpired I-9 identification to Human Resources.

**This is a federal law.**


**NOTE:** This link provides a copy of the Lists of Acceptable Documents and a paper version of the Form I-9. DO NOT complete the paper Form I-9.

55. After reading the notification, you must click Submit in order to finalize the onboarding process in Workday.

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**FAU ACCOUNT INFORMATION**

56. The onboarding process is now complete.

At this point, Workday will generate your FAU account. A confirmation message from Workday will be sent to your email, notifying you that your FAU account is ready to be claimed. Follow the directions to enable your account.

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**FIRST DAY OF EMPLOYMENT**

57. Bring original, unexpired I-9 identification to Human Resources.

**NOTE:** If you reside out of the area, please contact hres@fau.edu for instructions.

If you are a student and you reside out of the area, please contact stuemp@fau.edu for instructions.

58. When this step has been completed, your hiring manager will receive a notification, letting them know you are now eligible to begin work.

Your screens and processes may vary from those described here.