

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

If the employee has trouble logging into the *Workday*, contact the Help Desk at 561-297-3999 for a temporary password.

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.

Online instructions for completing the onboarding process can be found at this website: <http://www.fau.edu/hr/onboarding>.

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

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.).

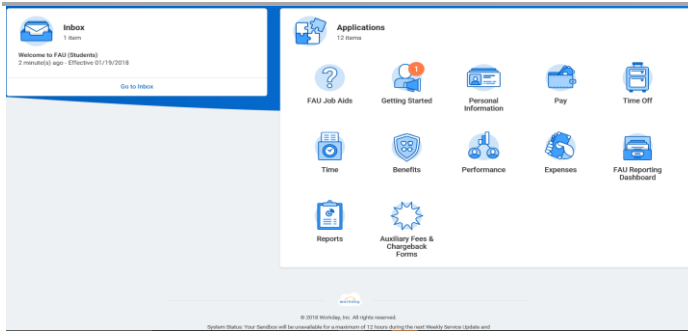
3. Once logged into the Workday system, your inbox will have a series of To Dos and tasks that are required in order to complete your employee record.
4. Review the instructions for each of these tasks carefully and follow each step. Some of the tasks will kick off additional tasks. **Watch the inbox 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 FAUNet 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 Getting Started:

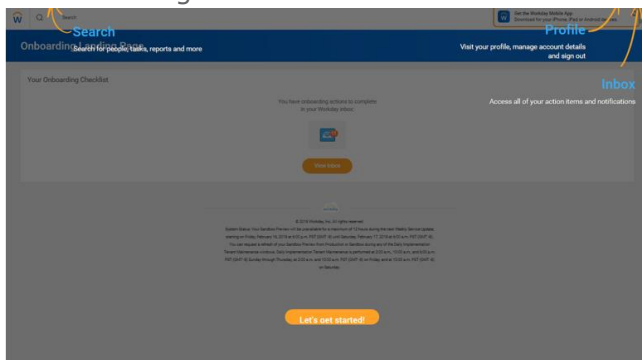




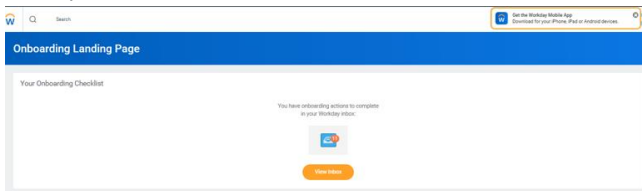
7. Click on Take Me There.



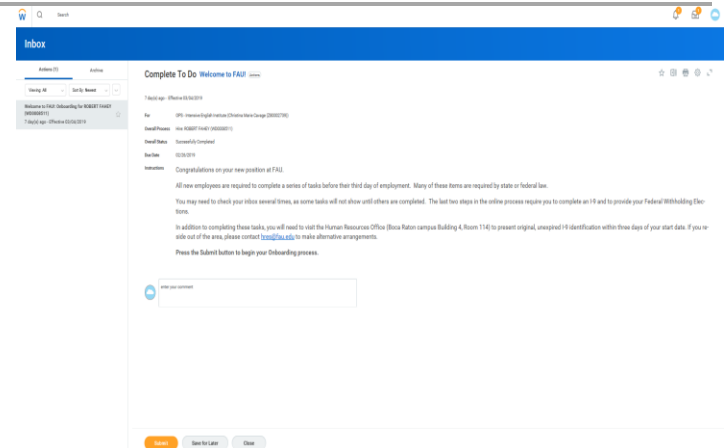
8. Click on let's get started!



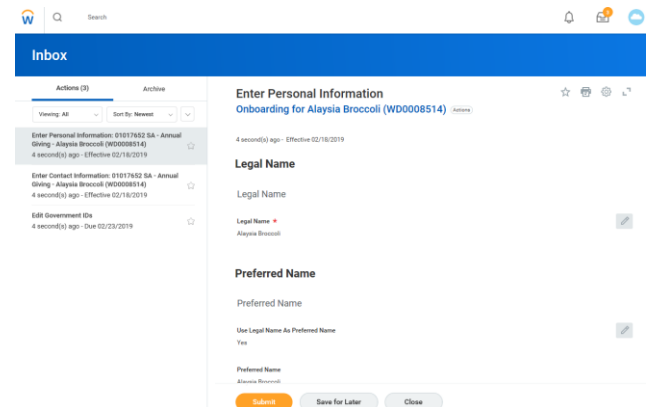
9. Then, view inbox



10. 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.



11. Carefully read the first action that appears in the inbox then submit. An orange bar will appear in the inbox, notifying you of new inbox items. Click the bar to refresh the page where at least 3 actions will appear at first.



12. Start to complete those actions and at some point the orange bar will reappear to refresh. If no orange bar appear, click on the envelope at top right of the screen several times until more actions are visible in the inbox.



Onboarding

Student Employees

13.

Add Payment Elections: Onboarding for Zoie Tepper (WD0008513)
11 minute(s) ago - Effective 02/23/2019
Enter Contact Information: 01017651 OPS A&L (Job Filled 02/25/2019 Zoie Tepper (WD0008513))
11 minute(s) ago - Effective 02/25/2019
Enter Personal Information: 01017651 OPS A&L (Job Filled 02/25/2019 Zoie Tepper (WD0008513))
11 minute(s) ago - Effective 02/25/2019

Success! Event submitted
Onboarding for Zoie Tepper (WD0008513) Actions
11 minute(s) ago - Effective 02/23/2019
Do Another
Change My Legal Name
Details and Process

NOTE: The tasks may not be in the order listed on this job aid.

14. Additional Actions (2nd Batch) appear after process in # 12 above is carried out.

Change Emergency Contacts
Alaysia Broccoli (WD0008514) Actions
3 minute(s) ago - Due 02/23/2019
Primary Emergency Contact
Legal Name
Relationship
Relationship
Preferred Language
Preferred Language
Submit Save Later Cancel

Click on each task and complete. When finished with a task, select the next until all have been completed.

Complete I-9 Form (Employment Eligibility Verification) task:

15. Enter your personal information on the electronic I-9, including: First/Last Name, Enter Middle Initial if have a Middle Name, Other Names (check the N/A box if you do not have a middle or other names), Address, Date of Birth, Social Security Number, Email and Telephone.
16. Click on the appropriate checkbox for Employment Eligibility.

Complete Form I-9
Employment Eligibility Verification
Department of Homeland Security, U.S. Citizenship and Immigration Services
Verify the information on the electronic I-9 is correct. Add missing information or make corrections, if needed.
Section 1. Employee Information and Attestation
Last Name First Name Middle Initial Other Names Used (if any)
Address Apt. Number City or Town State Zip Code
Date of Birth Social Security Number Email Address Telephone Number
By checking one of the boxes below, I acknowledge that I have read the below attestation, and attest under penalty of perjury that I am (check one of the following):
☒ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number)
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
1. Alien Registration Number/USCIS Number
OR
2. Form I-94 Admission Number
Submit Save Later Cancel

17. Review the information on the electronic I-9. If you agree, click on the **I Agree** checkbox.
18. If someone is preparing and/or translating the I-9 for you, complete the appropriate information under **Preparer and/or Translator Certification** and click on the I Agree checkbox.

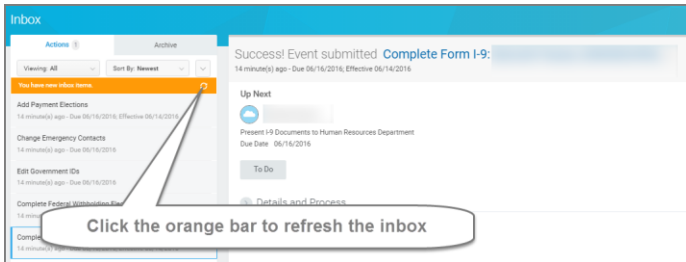
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
1. Alien Registration Number/USCIS Number:
OR
2. Form I-94 Admission Number:
If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:
Foreign Passport Number: N/A
Country of Issuance: (empty)
By checking the I Agree checkbox, I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in:
I Agree ☒
Preparer and/or Translator Certification
To be completed and signed if Section 1 is prepared by a person other than the employee.
Last Name First Name
Address City State
I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.
I Agree ☐
If someone is preparing and/or translating the I-9 for you, enter this information
Process History
Complete Form I-9 - Awaiting Action
Jim Dean Due 02/23/2019
Submit Save Later Cancel

19. When finished, click **Submit**.



To Do: Present Documents to Human Resources Department:

- 20.** A new task will appear after submitting the electronic I-9. Click the orange bar to refresh the inbox and see the new task.



- 21.** 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.

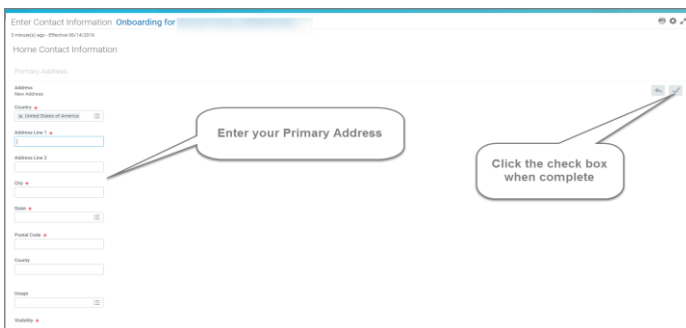
This is a federal law. For a list of acceptable identification, see:

https://www.uscis.gov/system/files_force/files/fo rm/i-9-paper-version.pdf?...1

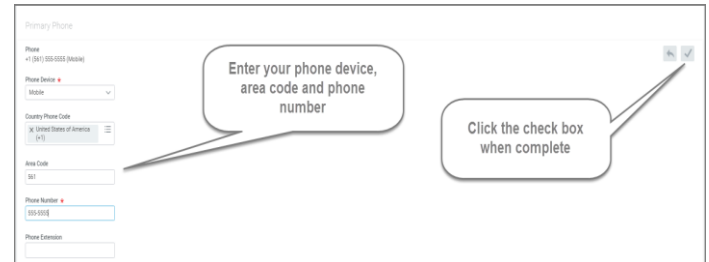
After reading the notification, click **Submit**.

Enter Contact Information task:

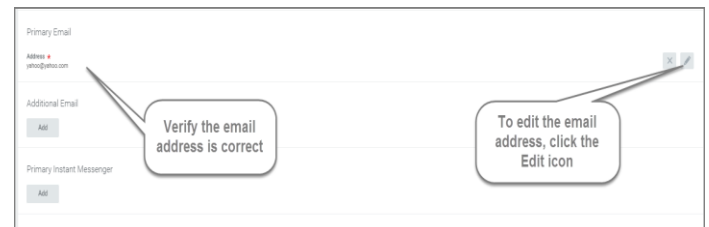
- 22.** Enter your contact information. If it is already showing, confirm the information is correct, edit if needed.
- 23.** Click **Add** under **Primary Address**. Enter a valid mailing address and click the **Check Box** when complete.



- 24.** Enter an **Additional Address**, if applicable
- 25.** Click **Add** under **Primary Phone**. Select the **Phone Device**, then enter the **Area Code**, and **Phone Number**. Click the **Check Box** when complete.



- 26.** Enter any **Additional Phone** numbers, if applicable.
- 27.** Verify the correct **Email Address** is listed, edit if needed.



- 28.** Click **Submit** after entering all contact information.

Edit Government ID's task:

NOTE: For student employees without Social Security Numbers, contact Student Employment at stuemp@fau.edu before completing this task.

- 29.** Click the Plus (+) button under **National IDs**.
- 30.** Use the Prompt icon (🗉) under **Country** to search for **United States of America**



Edit Government IDs - John Doe

3 minute(s) ago - Due 10/11/2015

Proposed IDs

*Country	*National ID Type	Identification #	Issued Date	Expiration Date
United States of America	Social Security Number (SSN)			

Additional Government IDs

Previous IDs

Enter Personal Information - Onboarding for John Doe

2 minute(s) ago - Effective 10/09/2015

Legal Name

Enter any name changes to Legal Name or Preferred Name, if applicable

Preferred Name

Enter changes and click Save

First Name

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

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

Proposed IDs

*Country	*National ID Type	Identification #	Issued Date	Expiration Date
United States of America	Social Security Number (SSN)			

Additional Government IDs

Previous IDs

32. Enter your SSN in the **Identification #** field.

33. Leave the **Issue Date** and **Expiration Date** fields blank.

34. Click **Submit**.

38. 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
- **NOTE: If Citizenship Status is 'Citizen,' the 'Country of Birth' & 'Primary Nationality' Fields MUST be left Blank.**

39. Click **Submit** when complete.

Enter Personal Information task:

- 35.** **Legal Name** and **Preferred Name** will automatically populate. Edit the information if needed.
- 36.** Click on the Edit icon (✎) to update your **Legal Name**, if it differs from what appears. Click **Done** when complete.
- 37.** If you have a **Preferred Name** that you would like listed, click on the Edit icon (✎), add the preferred name and click **Save** when complete.

Change Emergency Contacts task:

- 40.** To enter the **Legal Name** for an emergency contact click on the Edit icon (✎), enter the First Name and Last Name, then click the **Check Box** to save the information.
- 41.** Enter the **Relationship** of the emergency contact by clicking on the Edit icon (✎), and selecting the appropriate relationship from the drop down menu.



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

Primary Phone is recommended.

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

44. When complete, click **Submit**.

Add Payment Elections (Direct Deposit information) task:

45. Click on **Add Payment Elections**.

Student Employees

- 46.** **Payment Type** will default to Direct Deposit. Florida Atlantic University uses direct deposit as the method of salary payments for employees.
- 47.** Select the **Account Type** (Checking or Savings).
- 48.** Enter your **Bank Name, Routing Number,** and **Account Number** for direct deposit.
- 49.** Click **Ok**.

50. After adding the banking information, a review page will appear. If entered correctly, click **Done**.



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

52. For the 3 Additional Forms action, Loyalty Oath, Florida Retirement System Certification (FRS) and the Compliance with Florida Statute 119.01, these are electronically completed via FREVVO. Click on the action, then click on the link. Complete all 3 and submit.

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

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

54. When finished, click the **I Agree** checkbox.

55. Click **Submit**.

Review Documents task:

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

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

NOTE: The Understanding of International Student Employment Eligibility document is only required for international student workers which will have to be completed and approved by the International Student and Scholar Services (ISSS) Office.



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

FAU ACCOUNT INFORMATION

58. After completing all of the required tasks, 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.

FIRST DAY OF EMPLOYMENT

59. Bring original, unexpired I-9 identification to Human Resources on or before your first day of employment.

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

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

