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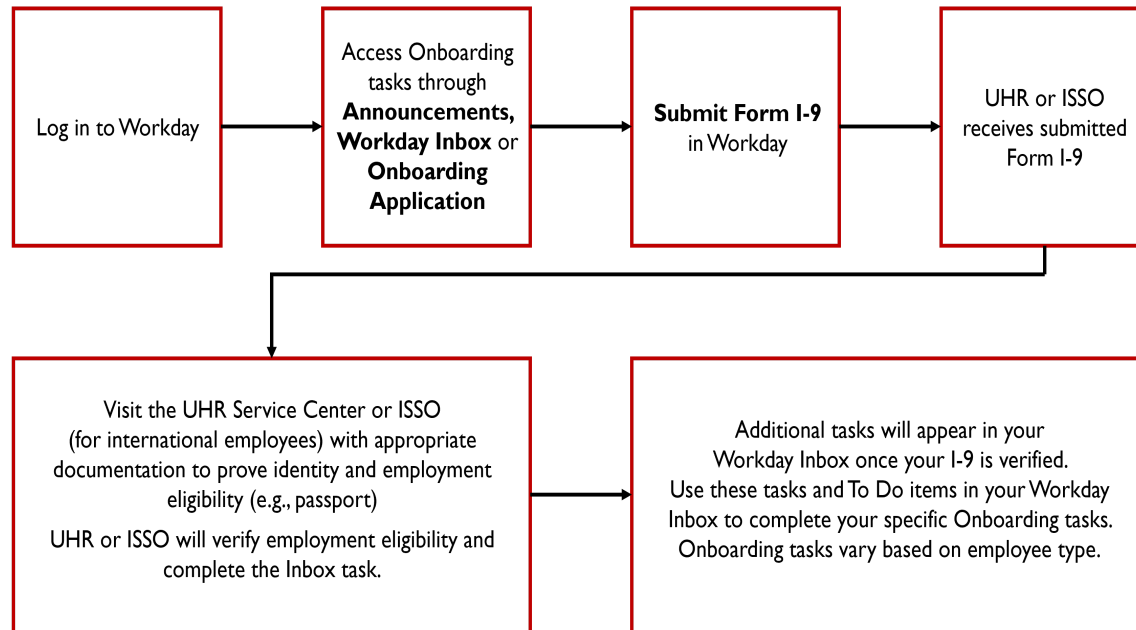
Workday Onboarding Quick Reference Guide for Student Workers & Graduate Assistants

👤 Revised by Dani Mitchell

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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.

The dashboard is titled "Onboarding" and features two main introductory cards: "Welcome to Iowa State University!" with a "View More" link, and "Get Started" with a "View More" link. Below these is a "Getting Started" section with a progress indicator showing 6 completed tasks and 10 ready tasks, with a 38% progress gauge. To the right, a list of tasks includes "Onboarding Learning Program", "Self-Service Tasks | HR Knowledge Base Articles", and "Iowa State Service Portal".

General Onboarding Tasks

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

The screenshot shows the "My Tasks" interface. A sidebar on the left contains a "MENU" button, the "IOWA STATE UNIVERSITY" logo, and navigation options for "My Tasks", "All Items", and "Filters". The main content area shows "All Items" with a search bar and a list of tasks. The first task is "Complete Form I-9", which is due on 01/03/2023 and effective from 01/01/2023.

2. Select "Complete Form I-9" to fill in the employee portion of the I-9 form. Under Section 1, make sure that your personal information is correct. If you have a U.S. SSN, make sure the number is entered correctly. If you do not have a U.S. SSN, leave that field blank.

1. Select your citizenship status.

Select “an alien authorized to work” (Box 4) if you require a visa (for example, F-1, J-1, H-1B) to enter the U.S. or if you are a Canadian citizen holding nonimmigrant status. If neither of these applies, skip to step 14. Enter the end date reflected on your I-20, DS-2019, I-797, or EAD as the expiration date of your work permission. Do not select the “N/A” or “D/S” boxes.

2. Complete the following sections, as necessary:

- Select 1 – If you hold an EAD (Employment Authorization Document) and enter the USCIS# printed on your EAD or your Alien Registration Number. USCIS Numbers are nine-digit numbers. Alien Registration Numbers are nine-digit numbers preceded by the letter “A.” If you do not hold an EAD, then EITHER:
 - Select 2 – Enter your most current 11-digit I-94 Number. I-94 Numbers can be obtained from [I-94.cbp.dhs.gov](https://i-94.cbp.dhs.gov) by clicking on “Get Most Recent I-94.” OR
 - Select 3 – Enter your passport number and the name of the country that issued your passport

3. Scroll down to the Signature of Employee section. You must select the I Agree checkbox.

4. In the Preparer and/or Translator Certification, select the correct radio button. If someone else assisted you to complete the I-9, ensure that the appropriate fields are completed.

5. To finish the I-9, select the Submit button. Note: You may have to refresh your Inbox by selecting the orange banner.

3. Next you will receive a To Do in your Inbox notifying you to visit the UHR Service Center or ISSO (for international employees) for in-person I-9 verification (Section 2 of Form I-9).

Note: Employees visiting either the UHR Service Center, 3810 Beardshear or the ISSO, 3241 Memorial Union, must bring original documents proving identity and permission to work. Please see the ISSO Website: <https://www.isso.iastate.edu/> for I-9 times and required documentation.

4. When the in-person verification is complete, you will receive additional onboarding tasks in your Inbox, including but not limited to.

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

- Payment Election Enrollment Event
- Complete Federal Withholding Elections
- Complete State and Local Withholding Elections

Iowa State University New Hire Onboarding Program in Workday Learning

New hires will also be enrolled in Workday Learning's 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 Student Hourly Employees)

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