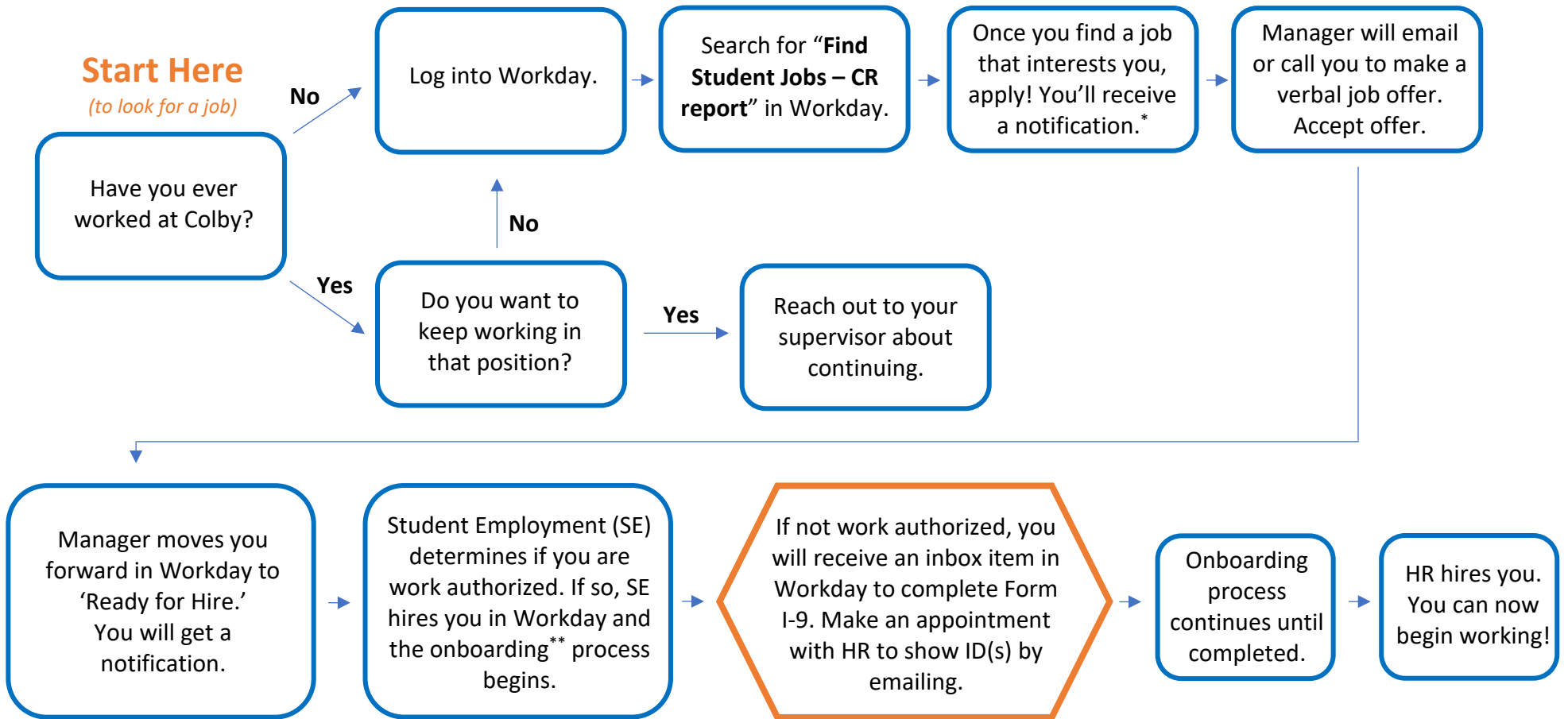


## Student Employment Flowchart



\*Notifications in Workday (see bell icon in the upper-right corner of home page).

\*\*Onboarding in Workday:

- 1) Complete Form I-9
- 2) Enter Personal Info
- 3) Enter Contact Info
- 4) Edit Government IDs (SSN)
- 5) Complete Federal Withholding Elections
- 6) Complete State and Local Withholding Elections
- 7) Payment Election Enrollment (direct deposit)

**Questions?**  
 Please contact the Student Employment (SE) office at [studentemployment@colby.edu](mailto:studentemployment@colby.edu)  
 For more information about Student Employment, please visit our website.