

Colby Student Employment Flowchart for Student Employees

Scan the QR code to access the student employment website!



*For Notifications in Workday, see bell icon in the upper-right corner of home page

BTW

- 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.

