

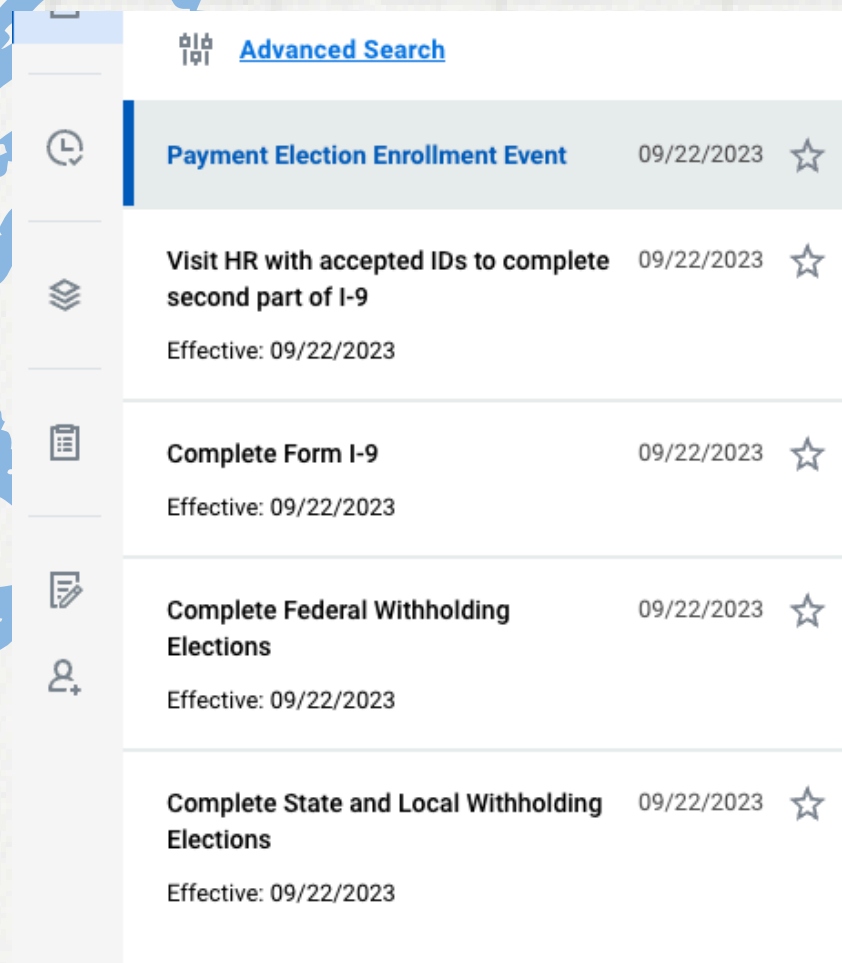
# After Getting Hired

## Before starting your first job you are required to fill out the Onboarding Requirements

- Seems more complicated than it actually is
- You will receive Email after getting accepted to your first jobs
  - It will notify you about the I-9 process and help you schedule a meeting with Student Employment
  - Quick 10 minute process to get it completed
  - Documents needed:
    - SSN number
    - If you have a Passport that is all you need
    - If not, access list of accepted documentation
      - ID or Driver's License
      - Birth Certificate or SSN card
  - After completing it in person, go to WorkDay to complete the virtual Copy
- Completing Federal and State Withholding Election
  - Exempt from taxes due to being a college student
  - Ask parents or guardians for help
- Set up Direct Deposit
  - Fill out where you will be receiving your pay, card information
- Review the Confidentiality Agreement

GOT A JOB, NOW WHAT?

- COMPLETE I-9 FORM IN PERSON  
HR (ROBERTS 119) AND IN WORKDAY
- COMPLETE FEDERAL TAXES  
WORKDAY
- COMPLETE STATE TAXES  
WORKDAY
- INDICATE PAYMENT OPTION/SET UP  
DIRECT DEPOSIT  
WORKDAY



Advanced Search	
Payment Election Enrollment Event	09/22/2023 ☆
Visit HR with accepted IDs to complete second part of I-9	09/22/2023 ☆
Effective: 09/22/2023	
Complete Form I-9	09/22/2023 ☆
Effective: 09/22/2023	
Complete Federal Withholding Elections	09/22/2023 ☆
Effective: 09/22/2023	
Complete State and Local Withholding Elections	09/22/2023 ☆
Effective: 09/22/2023	



QR code with approved documents

All documents have to be original and unexpired