ONBOARDING (FOR STUDENTS AND GA'S)

1. Employee as Self logs into Workday. First time screen information will appear. Click the **Let's Get Started!** button to proceed.
2. Click the **Getting Started worklet.** Click the **Take Me There** button.
3. Click on the rows under Welcome for more information regarding:
   a. Before Your First Day of Work
   b. Important Information for Benefits Eligible Employees
   c. Message from Human Resource Management
   d. Love Purple Live Gold
4. Once done, click the **View Inbox** button on the right.
5. Complete all Action Items in your Inbox:
   a. **Review Documents** Action Item:
      i. Click on each Document Link and review, then click **I Agree** checkbox next to each document. Documents include: **Loyalty Oath**, **Misuse of Drugs and Alcohol Policy – PS-67** (only for LSU Baton Rouge employees)**,** **Equal Opportunity Policy PS-1** (only for LSU Baton Rouge employees)**, Title IX and Sexual Misconduct Policy, LSU Board of Supervisors Bylaws and Regulations,** and **Health Insurance Coverage Notice** (if applicable).
      ii. You can add comments.
      iii. Click **Submit** (Save for Later or Cancel). Click **Done.**
   b. **Personal Information Change** Action Item:
      i. Complete all sections including: **Gender**, **Date of Birth**, Marital Status, Race/Ethnicity, **Citizenship Status**, Nationality, Disability, Military Service, and any comments. You can click the **pencil** to access a section; click the **check mark** to close the section.
      ii. Click **Submit** (Save for Later or Close). Click **Done.**
   c. **Nepotism** Action Item:
      i. Select **YES** or **NO**. If you answered **YES**, enter relative's information in the text box provided – including name(s), relationship(s), and department(s).
      ii. Click **Submit** (Save for Later or Cancel). Click **Done.**
   d. **Veteran Status Identification** Action Item:
      i. Read and select your answer; add any comments.
      ii. Click **Submit** (Save for Later or Cancel). Click **Done.**
   e. **Prior State Service** Action Item:
      i. Answer all questions on the questionnaire.
      ii. Click **Submit** (Save for Later or Cancel). Click **Done.**

f. **Add Payment Elections** Action Item:
   i. Click the **Add Payment Elections** button to add your banking (direct deposit) information.
   ii. **Confirm Payment Type** > Direct Deposit
   iii. **Use for Pay Type** > Expense Payment and/or Payroll Payment
   iv. Under Account Information, complete the following:
      - Account Nickname (optional)
      - **Account Type** (checking or savings)
      - **Bank Name**
      - **Routing Transit Number** (ABA Number)
      - **Account Number**
   v. Click **OK** (or Cancel).
   vi. Confirm information entered is correct.
   vii. Click **Done.**
   viii. Click **Submit.** Click **Done.**

g. **Change Emergency Contacts** Action Item:
   i. Add **Emergency Contacts** to your Worker Profile.
   ii. Complete **Legal Name, Relationship, Primary Address**, and **Primary Phone.** Click **Add** button under Alternate Emergency Contacts to add additional contacts. Click the **pencil** to the right to access a section. Click the **check mark** to close a section.
   iii. Click **Submit.** Click **Done.**

h. **Enter Contact Information** Action Item:
   i. Complete/confirm **Home Contact Information** (**Primary Address**, Additional Address, **Primary Phone**, **Primary Email**, Primary Instant Messenger, Primary Web Address). Click the **pencil** to the right to access a section. Click the **check mark** to close a section.
   ii. Click **Submit** (Save for Later or Close). Click **Done.**

i. **Disability Self-Identification** Action Item:
   i. Review and complete information as required. Please select one: **Yes I have a disability**, **No I do not have a disability**, or **I do not wish to answer.**
   ii. Add any comments.
   iii. Click **Submit** (Save for Later or Cancel). Click **Done.**

Once you have completed those Action Items in your Inbox, additional Action Items will appear in your Inbox.

NEXT STEP: COMPLETE ADDITIONAL ACTION ITEMS IN YOUR INBOX

6. Complete all Action Items in your Inbox:

   a. **Complete Federal Withholding Elections** Action Item:

      i. Review and complete information as required in the W-4 Data section (**Marital Status**, **Number of Allowances**, etc.); click **I Agree** and add any comments.

      ii. Click **Submit** (Save for Later or Cancel). Click **Done.**

   b. **Complete Form I-9** Action Item:

      i. Review and complete information as required (**Name, Other Names Used** [If no other names used, check **N/A**], **Address, Date of Birth,** and **Social Security Number**).

      ii. Check appropriate box regarding Citizenship and complete additional information as required

      iii. Click **I Agree** checkbox.

      iv. **If completed by a Preparer and/or Translator, complete the Preparer and/or Translator Certification and check the box by I Agree.**

      v. Add any comments if necessary.

      vi. Click **Submit** (Save for Later or Cancel). Click **Done.**

   c. **Complete State Withholding Elections** Action Item:

      i. Complete/confirm **Company** and **State**. Click **Continue.**

      ii. Complete **Marital Status**, Dependents, Personal Exemptions, Increase or Decrease Withholding Amount. Click **I Agree.**

      iii. Click **OK.** Click **Done.**

Once you have completed those Action Items in your Inbox, the Onboarding process will route for approvals. Once approved, the process is complete.