1. **Login to MySCU Portal**

   ![MySCU Portal Login](image1.png)

2. **Go to the Workday tab on the landing page.**

   ![Workday Tab](image2.png)

3. **Click on Inbox Items - Review Documents and Submit** *(Note: If you did not apply to the job posting you will not see this step, please proceed to Step 4)*

   ![Inbox Items](image3.png)

4. **Complete Onboarding Documents in Inbox**
   - **Personal Information**: PCN6785 Student Worker - Hourly - 20 minute(s) ago - Effective 08/16/2019
   - **Marital Status**: ONLY and click on Submit & Done

---

**Keep in Mind:**
- This guide is for students who have NEVER worked on-campus before.
- These are steps to follow after being hired by an on-campus department.

**Guide for Students:** New Hire Student Employee Onboarding

**Student Employee**

- **Personal information** should automatically populate, please review.
- **Marital Status** ONLY and click on Submit & Done
c. Review **Home Contact** and click on **Submit** (Note: Students can’t edit Home Contact using Workday – Please update in eCampus under Personal Details) *Alert is a warning and you can proceed with step.*

| Home Contact: PCN6785 Student Worker - Hourly - 20 minute(s) ago - Effective 08/16/2019 |

5. Click on the Refresh button or go back to **Inbox** to continue with onboarding documents
   a. Complete State & Local Withholding Elections

   | Inbox 1 Item |
   | Complete State and Local Withholding Elections 45 second(s) ago - Due 08/28/2019; Effective 08/16/2019 |

   b. Click **OK**
   c. Fill out the following:
      i. **Filing Status Withholding Allowances** – (REQUIRED) Select One: Head of Household, Married, Single or Married (with two or more incomes).
      ii. **Number of Allowances**: Optional
      iii. **Estimated Deductions**: Optional
      iv. **Additional Amount**: Optional
      v. **Military Spouse Exemption**: Optional

6. Click on the Refresh button or go back to **Inbox** to continue onboarding documents
   a. Complete Federal Withholding Elections (W-4):
      i. **Nonresident Alien**: ONLY click if you are currently a nonresident
      ii. **Filing Status Withholding Allowances** – (REQUIRED) Select One: Married, Married but withhold at higher single rate, or Single.
      iii. **Number of Allowances**: Optional
      iv. **Additional Amount**: Optional
      v. **Exempt**: Optional (Note: If you select “Exempt” you can’t enter any “Allowances” or “Additional Amount”)
   b. Complete the following:
      i. Click on “I Agree” and **Submit** to continue

   | Complete Federal Withholding Elections 2 minute(s) ago - Due 08/28/2019; Effective 08/16/2019 |

   | Complete Federal Withholding Elections 3 minute(s) ago - Due 08/30/2019; Effective 08/16/2019 |

   b. **State**
   c. **Allowances**
   d. **Additional Amount**
   e. **Exempt**

   | I Agree |
   | Submit |

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7. Click on the Refresh button or go back to Inbox  to continue with onboarding documents
   a. Payment Election Enrollment Event: Direct Deposit Information (Note: Optional – If you select to “Skip” this step your check will be mail out to your mailing address listed on eCampus)
   b. Please fill out Bank and Account information:
      c. Click OK

8. Click on the Refresh button or go back to Inbox to continue onboarding documents
   a. Complete the following for Change Emergency Contacts:
      i. Legal Name
      ii. Relationship
      iii. Select ONE Primary Emergency Contact Information

   Change Emergency Contacts Steven

   Primary Emergency Contact

9. Open “Complete I-9”
   a. Fill out the following:
      i. Address
      ii. Verify Date of Birth
      iii. U.S. Social Security Number (REQUIRED)
   b. Select One (REQUIRED):
      i. A Citizen of the United States
      ii. A noncitizen national of the United States
      iii. A lawful permanent resident (Note: Enter Alien Registration Number/USCIS Number)
      iv. An Alien authorized work until end date on I-20
c. Check “I Agree” (REQUIRED)

![Signature of Employee]

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. By checking the “I Agree” box, I acknowledge that I have read the attestation statement above and electronically signing this Form I-9.

[I Agree] [ ]

d. Check One and click on Submit (REQUIRED)

![Preparer and/or Translator Certification (check one)]

- 1. I do not use a preparer or translator
- 2. A preparer(s) and/or translator(s) assisted me in completing Section 1.

How Many? 0

10. Click on Review Documents

![Success! Event submitted Complete Form I-9: ]

Complete Form I-9: [Action]

Up Next

Review Documents
Due Date 08/28/2019

Review Documents

a. After reviewing click on “I Agree” and Submit

Note: NO items should be left in your inbox

9. Student Employment will email you to come stop by the HR office to complete the second portion of the I-9 (Note: Please look at list of original documents you can bring to HR - NO SCAN, COPY, PICTURES ARE ACCEPTABLE DOCUMENTS).

NOTE: You are not eligible to work until you come to the HR Office and your I-9 is verified. Once verified, you will get a “Receipt” to provide to your supervisor.

Tips:

→ Click on the Onboarding icon then click on the number completed to view any missing steps and status

→ Click on Process and scroll down to click on Remaining Process

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Any **Remaining Process** will have status of “Awaiting Action”

<table>
<thead>
<tr>
<th>Complete Form I-9</th>
<th>Review Form I-9</th>
<th>Awaiting Action</th>
</tr>
</thead>
</table>

**NOTE**: You are not eligible to work until you come to the HR Office and your I-9 is verified. Once verified, you will get a “Receipt” to provide to your supervisor.