

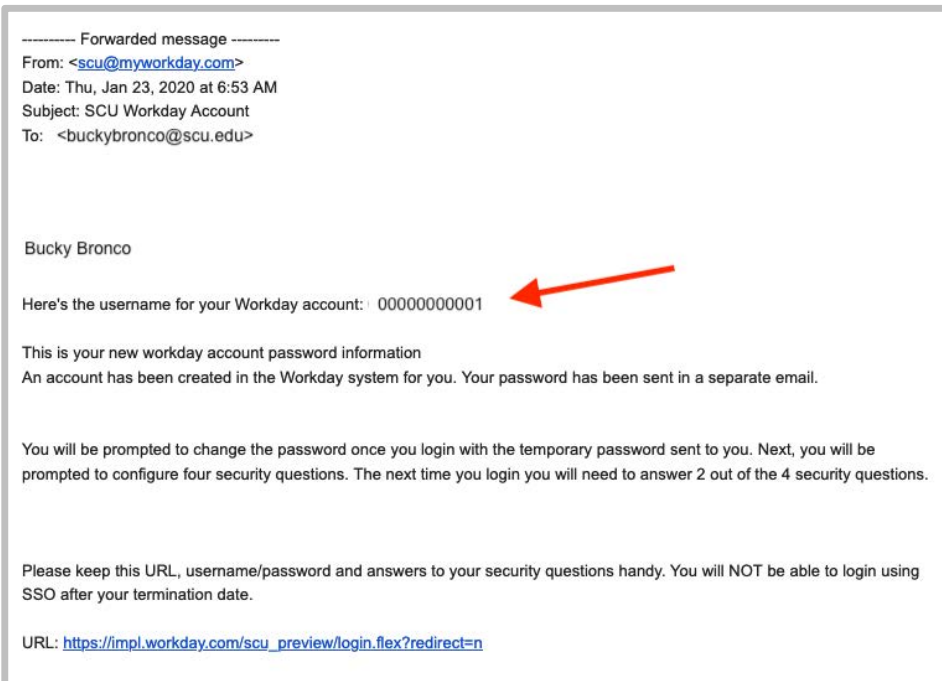
# Workday: Logging into Workday Prior to Hire Date

Upon hire or rehire, you will receive **TWO** emails.

1. One email will be from “scu@myworkday.com”

It will contain:

- 1) Your username (your 11-digit employee ID number)
- 2) Instructions on resetting your password



2. Another email will also be from “scu@myworkday.com”

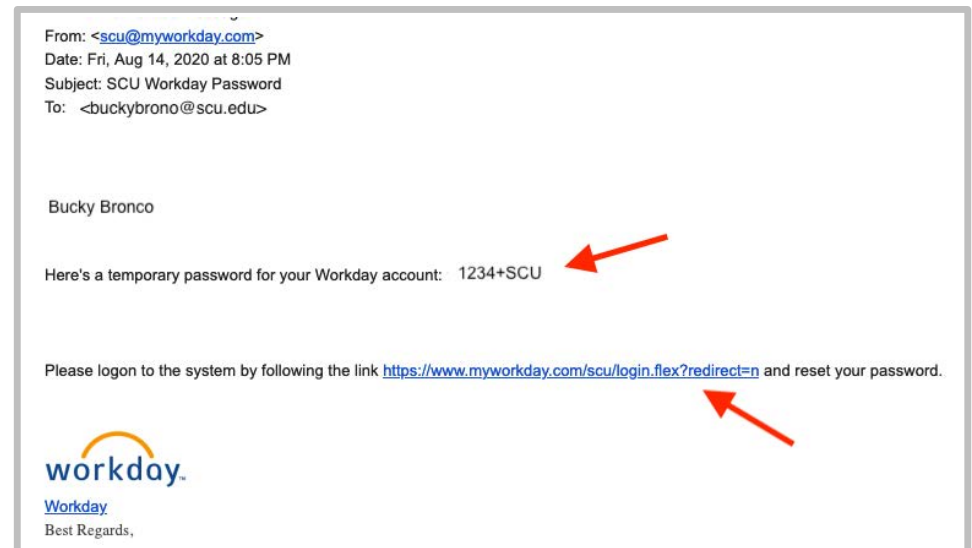
It will contain:

- 1) A temporary password
- 2) A Workday link to access your account:

<https://www.myworkday.com/scu/login.flex?redirect=n>

3. Click on the Workday link below:

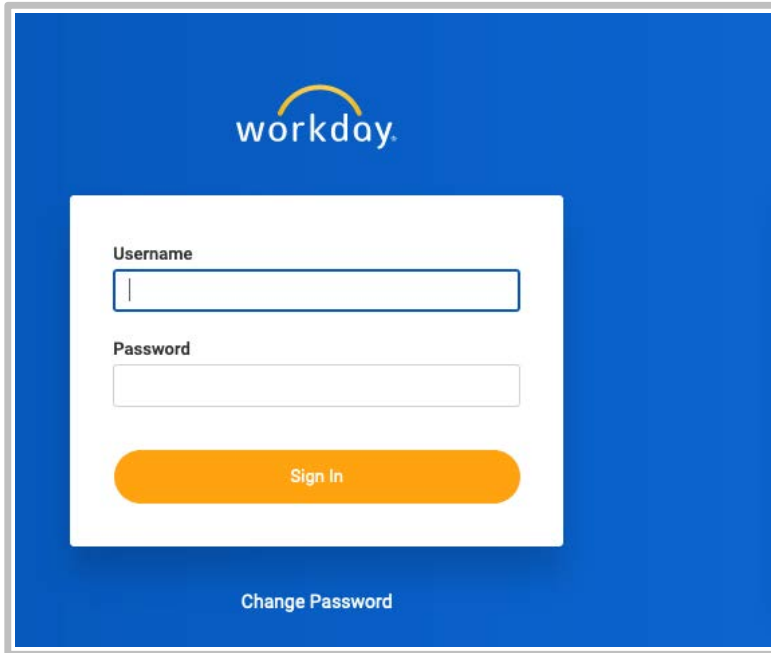
<https://www.myworkday.com/scu/login.flex?redirect=n>



## Workday: Logging into Workday Prior to Hire Date

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4. Your screen should look like this.



The screenshot shows the Workday login interface. At the top center is the Workday logo. Below it is a white rectangular login form. Inside the form, there are two input fields: 'Username' and 'Password'. Below these fields is a large orange 'Sign In' button. At the bottom of the form area, there is a link that says 'Change Password'.

5. Enter your username: 11-digit employee ID number.
6. Enter your temporary password.
7. Click Sign In.
8. You will be prompted to reset your password.
9. From here you will be able to complete any inbox tasks.
10. On your **hire date**, you will then access Workday through single sign-on (SSO) through the MySCU Portal.

<https://www.scu.edu/apps/login/>

## ONBOARDING FLOW CHART

Upon hire, 10 tasks will populate Employee's Inbox:

1. Personal Information
2. Home Contact
3. Edit Government IDs
4. Complete Federal Withholding Elections
5. Payment Election Enrollment
6. Veteran Status Identification
7. Disability Self-Identification
8. Sexual Harassment Training – EEO/Title IX
9. Transcript Submission Reminder
10. Review Documents

**\*IMPORTANT – These 10 tasks must be completed before you can move forward.**

Click the **REFRESH** button to load more tasks.

Employee's Inbox:

1. Complete Section 1 of the I-9 form
2. Emergency Contacts

Dean or Provost Office:

1. The Dean or Provost Office will notify you via email to schedule an in-person appointment to verify documents.  
→ Documents must be verified in person within 3 days of appointment start date

*\*Dean's Office notifies Academic Year Adjunct Lecturers  
\*Provost Office notifies tenure stream and Lecturers*

### ONBOARDING COMPLETE

Benefits questions - Contact [Benefits@scu.edu](mailto:Benefits@scu.edu)

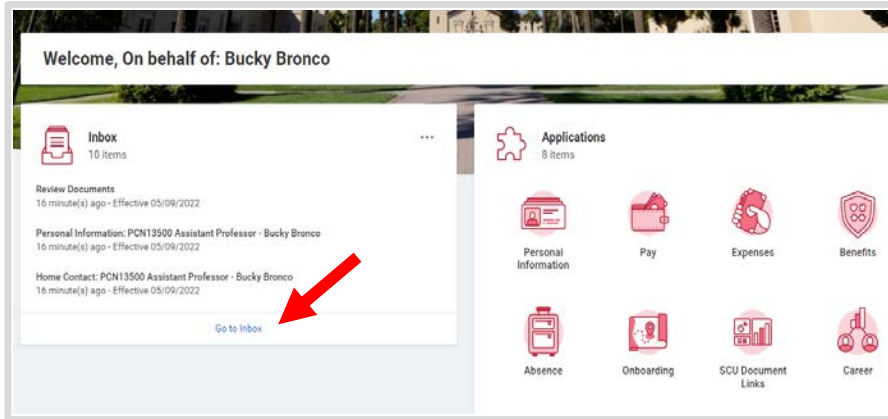
Employee's Inbox:

1. State and Local Withholding Elections
2. Review Documents

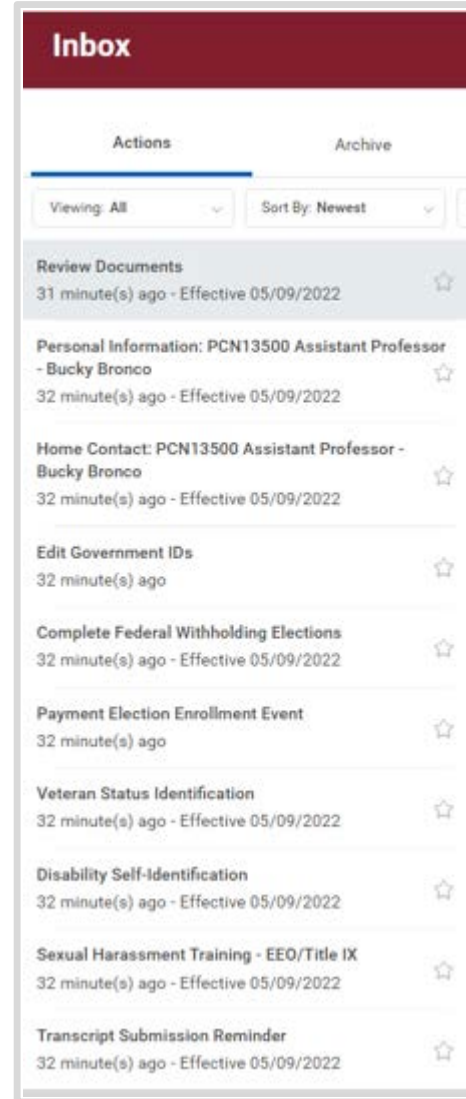
Following tasks will populate your inbox **ON OR AFTER** the hire date

Onboarding tasks will be found in the Inbox.

1. Click the **Go to Inbox** link.



2. To begin, there will be 10 tasks that can be completed in any order.



3. Personal Information: complete the required sections.

**Personal Information** [Onboarding for Bucky Bronco](#)

32 minute(s) ago - Effective 05/09/2022

**Change Personal Information**

**Gender**

Gender \*

**Date of Birth**

Date of Birth \*

**Age**

**Place of Birth**

Country of Birth

**Marital Status**

**Marital Status \***

Marital Status Date

**Race/Ethnicity**

Hispanic or Latino  
No

Race/Ethnicity  
Hispanic or Latino (United States of America)

**Disability**

Add

**Military Service**

Add

4. Home Contact: complete the required sections.

**Home Contact** [Onboarding for Bucky Bronco](#)

32 minute(s) ago - Effective 05/09/2022

**Change Home Contact Information**

**Address**

Add

**Phone**

Primary  
Yes

Phone  
+1 (408) 5551212 (Mobile)

Visibility  
Private

Add

**Email**

Add

**Instant Messenger**

Add

5. Edit Government IDs: click the + icon to create a row in the National IDs section. Enter the information for the Social Security Number.

6. Complete Federal Withholding Elections: Complete the required sections. Mark the "I Agree" box. Click Submit.

7. Manage Payment Elections: select Direct Deposit or Manual Check

8. Change Veteran Status Identification: complete the required sections.

### Manage Payment Elections

19 hour(s) ago

In the **Preferred Payment Method** section, choose either **Direct Deposit** or **Check** in the drop-down options.

Person: Bucky Bronco

Default Country: United States of America

Default Currency: USD

#### Preferred Payment Method

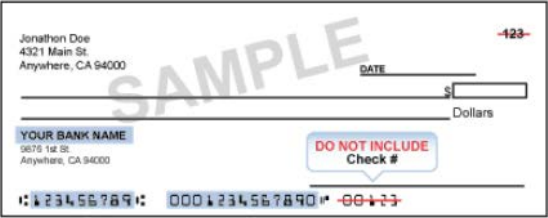
Payroll Payments \*

Expense Payments \*

#### Account Setup

Account Holder Name: Bucky Bronco

Sample Check



Jonathon Doe  
4321 Main St.  
Anywhere, CA 94000

DATE

\$

Dollars

YOUR BANK NAME  
9876 1st St.  
Anywhere, CA 94000

DO NOT INCLUDE Check #

1234567890123456789012345678901234

OK Cancel

### Change Veteran Status Identification

Bucky Bronco

19 hour(s) ago - Effective 05/09/2022

We are a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in their careers: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans referred to all together as "protected veterans":

A Disabled Veteran is one of the following: a veteran of the U.S. military, ground, naval or air service who, while serving on active duty (or the equivalent), was determined to be permanently and totally disabled (which includes conditions that became manifest before, during, or after active duty) because of a service-connected disability.

A Recently Separated Veteran means any veteran during the three-year period beginning on the date of discharge from military, ground, naval, or air service.

An Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty (or the equivalent) during a war, or in support of a war, or in support of a campaign, expedition, or military operation for which a campaign badge has been authorized under the laws administered by the Secretary of Veterans Affairs.

An Armed Forces Service Medal Veteran means a veteran who, while serving on active duty (or the equivalent) during a war, or in support of a war, or in support of a campaign, expedition, or military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 11654 (35 U.S.C. 624), was awarded the Armed Forces Service Medal.

If you believe you belong to any of the categories of protected veterans listed above, please provide this information in order to measure the effectiveness of our affirmative action and equal opportunity programs. If you are not a protected veteran, we request this information in order to measure the effectiveness of the VEVRAA.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse action, and your answers will not be used in any adverse action. Your answers, whether or not provided, will not be used in any adverse action. Your answers are not inconsistent with VEVRAA as amended. We are an equal opportunity employer. We do not discriminate on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, citizenship, or any other factor protected by anti-discrimination laws.

#### Select a veteran status

Veteran Status \*

#### Process History

Bucky Bronco

Veteran Status Identification - Awaiting Action

Submit Save for Later Cancel

- 9. Change Self-Identification of Disability: complete the required sections.

- 10. Sexual Harassment Training – EEO/Title IX: this task is an acknowledgement. Actual training is to be completed outside of Workday. Click the **Submit** button to acknowledge.

### Change Self-Identification of Disability

19 hour(s) ago - Effective 05/09/2022

For reference [View this form at the U.S. Department of Labor website.](#)

#### Voluntary Self-Identification of Disability

Form CC-305

OMB Control Number 1250-0005

Expires 05/31/2023

#### Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled, we must ask you if you have a disability or have ever had a disability.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially. Your answer to this form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form, please contact the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

#### How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity.

**Disabilities include, but are not limited to:**

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

**Please check one of the boxes below:**

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

I Don't Wish To Answer

1995 no persons are required to respond to a collection of information...

### Complete To Do Sexual Harassment Training - EEO/Title IX

19 hour(s) ago - Effective 05/09/2022

For PCN13500 Assistant Professor in Cultural Anthropology

Overall Process [Hire: Bucky Bronco](#)

Overall Status Successfully Completed

Due Date 05/24/2022

Instructions The Office of Equal Opportunity and Title IX hosts online and in-person trainings for faculty in order to undergo this training every two years. The University, in compliance with state law, requires all faculty to undergo this training every two years. You are also required to attend a mandatory session on sexual harassment and sexual violence. Please contact the **EEO / Title IX Office** to schedule your class at [titleixadmin@scu.edu](mailto:titleixadmin@scu.edu). Click **Submit** to acknowledge this. Thank you!

enter your comment

- 11. Transcript Submission Reminder: this task is an acknowledgement.

### Complete To Do Transcript Submission Reminder

19 hour(s) ago - Effective 05/09/2022

For PCN13500 Assistant Professor in Cultural Anthropology

Overall Process [Hire: Bucky Bronco](#)

Overall Status Successfully Completed

Due Date 05/24/2022

Instructions SCU must confirm your highest degree. If you have not already done so, contact the institution where you received your highest degree to have your official transcripts sent to the Provost's Office of Santa Clara University. They may be sent by regular mail to: 500 El Camino Real Santa Clara, CA 95053 Attention: Sheryl Becker Or electronically to [sbecker@scu.edu](mailto:sbecker@scu.edu) Please **note** that the transcripts must be sent **directly** from the institution to SCU. Click **Submit** to acknowledge this notice. Thank you!

enter your comment



12. **Review Documents:** Review each section on this page. You can download the documents and review.

**\*\* Staff Policy Manual 311 Acknowledgment:** Click “I Agree”. Download document. Sign it. Upload signed document in space provided. Click the **Submit** button to acknowledge.

13. Click the **Refresh** button to load additional tasks.

**Print Generated Document** Review Documents for Onboarding for Bucky Bronco

19 hour(s) ago - Effective 05/09/2022

**Documents**

**Document** Instructions to complete Single Sign On Account Creation

**Instructions** You will receive an email from IT to your personal email address with the subject line: "New SCU Account Inform Google Workspace (Gmail), Workday, etc.

**Document** Staff Policy Manual 311 Acknowledgement

**Instructions** Please download, fill and sign the Staff Policy Manual Acknowledgement document and attach it with

**Signature Statement** I, the undersigned, declare that I have received a copy of the Staff Policy Manual Acknowledgement and myself in accordance with the policy. I also understand that this acknowledgement will be kept in my

**I Agree**

Drop file here  
or  
Select files

Submit Save for Later Cancel

Actions Archive

Viewing: All Sort By: Newest

You have new inbox items. Refresh

Review Documents  
19 hour(s) ago - Effective 05/09/2022

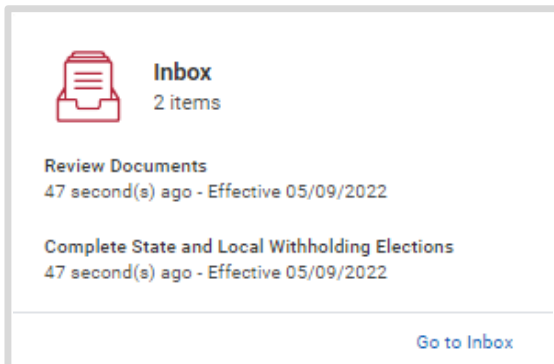
14. Complete Section 1 of the Form I-9: Complete the required fields. The provost or dean’s office will contact you to coordinate a time to provide your documents for employment eligibility verification.

**\*\* The I-9 form must be verified within 3 days of appointment start date.**

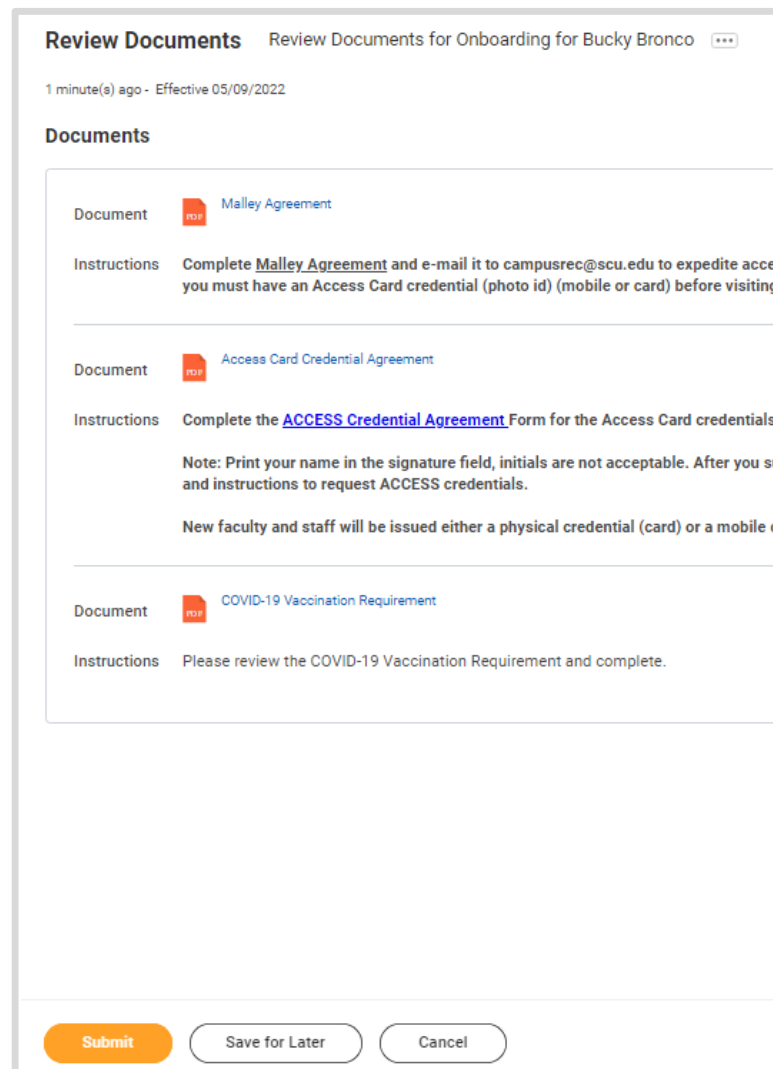
15. Change Emergency Contacts: complete the required sections.

16. At this point, your inbox is empty. The dean's office has received the notification of the I-9 form completion. A representative will reach out to schedule a time to verify the I-9 documents.

17. Once the I-9 documents have been verified, two additional tasks will populate your inbox.



18. Review Documents: Review the sections on this page. Documents can be downloaded and reviewed. Click the **Submit** button to acknowledge.



- 19. Complete State and Local Withholding Elections: complete the required sections.

**NOTE:** This form is ineligible to be completed until your hire date. You will receive an error message when trying to submit this form if before your hire date. The hire date will depend on your appointment letter.

**YOU HAVE COMPLETED ONBOARDING!**

**Complete State and Local Withholding Elections**

1 minute(s) ago - Effective 05/09/2022

Worker Bucky Bronco

Company

Effective Date 05/11/2022

State \*