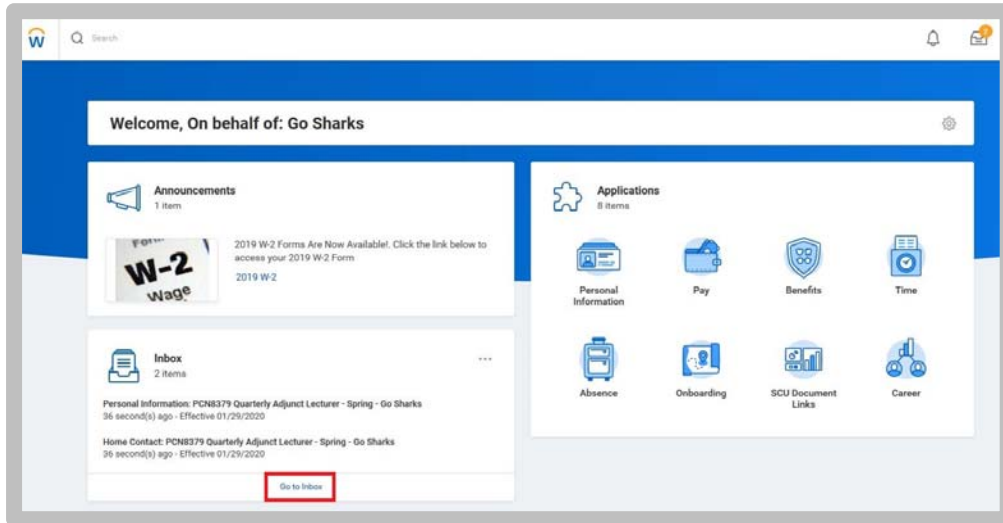


Onboarding tasks will be found in the Inbox.

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



2. First two tasks to complete:

1) Personal Information

Personal Information

[Onboarding for Go Sharks](#) Actions

3 minute(s) ago - Effective 01/29/2020

Change Personal Information

Gender

Gender *
Female

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

2) Home Contact

Home Contact

[Onboarding for Go Sharks](#) Actions

3 minute(s) ago - Effective 01/29/2020

Change Home Contact Information

Address

Primary
 Yes added

Address
Santa Clara, 95050

Usage
(empty)

Visibility
Private

Add

Email

Primary
Yes

Email Address *
gosharks@noemail.com

Visibility
Private

Add

Instant Messenger

Add

Web Address

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

Edit Government IDs
Go Sharks (Actions)
3 second(s) ago

Proposed IDs
National IDs 0 items

| + (highlighted) | *Country | *National ID Type | Current ID | Add/Edit ID | Issued Date |
|-----------------|----------|-------------------|------------|-------------|-------------|
| No Data | | | | | |

Additional Government IDs 0 items

| + (highlighted) | *Country | *Government ID Type | Identification # | Issued Date | Expiration Date | Verification Date |
|-----------------|----------|---------------------|------------------|-------------|-----------------|-------------------|
| No Data | | | | | | |

Previous IDs
National IDs 0 items

| *Country | *National ID Type | Current ID | Add/Edit ID | Issued Date | Expiration Date | Issued By | Series | Verification Date | Verified By |
|----------|-------------------|------------|-------------|-------------|-----------------|-----------|--------|-------------------|-------------|
| No Data | | | | | | | | | |

Additional Government IDs 0 items

| *Country | *Government ID Type | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|----------|---------------------|------------------|-------------|-----------------|-------------------|-------------|
| No Data | | | | | | |

4. Complete Federal Withholding Elections

Complete Federal Withholding Elections
23 second(s) ago • Effective 01/29/2020

Company: President and Board of Trustees of Santa Clara College
 Effective Date: 01/29/2020
 Name: Go Sharks
 Social Security Number: XXX-XX-XXXX
 Address: Santa Clara, 95050, United States of America

W-4 Data
View Blank Form

By filling out the information below, you are completing the Employee's Withholding Certificate (Form W-4) which affects how much federal income tax is withheld from your pay. You should review this current form and any accompanying instructions before filling out the information below. You should also consider reviewing your state withholding elections at this time, as submitting this form may affect your state withholding in some states.

Marital Status: + [Dropdown menu]

Multiple Jobs or Spouse Works:

Do only one of the following:
 (a) Use the estimator at www.irs.gov/W4App for most accurate withholding, or
 (b) Use the Multiple Jobs Worksheet on "view blank form" page 3 and enter the result in line Step 4(c) "Extra Withholding" below for roughly accurate withholding, or
 (c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Claim Dependents: If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
 Number of Qualifying Children Under Age 17: 0

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

6. After submitting the Payment Elections task, 6 tasks will appear in your inbox. These tasks do not need to be completed in any particular order.

Manage Payment Elections
3 second(s) ago

Worker: Go Sharks
Default Country: United States of America
Default Currency: USD

Preferred Payment
 Check
 Direct Deposit
 Manual Check

Payroll Payments * search

Account Setup
Worker: Go Sharks
Sample Check

Account Information
Account Nickname (optional):
Routing Transit Number *:
Bank Name *:
Bank Identification Code:
Account Type * Checking Savings

Buttons: OK, Cancel

- Disability Self-Identification**
3 second(s) ago - Effective 01/29/2020
- Complete Form I-9**
3 second(s) ago - Effective 01/29/2020
- Sexual Harassment Training**
3 second(s) ago - Effective 01/29/2020
- Review Documents**
3 second(s) ago - Effective 01/29/2020
- Change Emergency Contacts**
3 second(s) ago
- Veteran Status Identification**
3 second(s) ago - Effective 01/29/2020

9. Change Emergency Contacts (optional)

Change Emergency Contacts

[Go Sharks](#) Actions

4 minute(s) ago

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

Preferred Language

Preferred Language

Primary Address

Add

10. Sexual Harassment Training: this task is just an acknowledgement. Actual training is to be completed outside of Workday.

Complete To Do

Sexual Harassment Training

Actions

4 minute(s) ago - Effective 01/29/2020

For PCN8379 Quarterly Adjunct Lecturer - German (POOL)-2

Overall Process [Hire: Go Sharks](#)

Overall Status Successfully Completed

Due Date 02/12/2020

Instructions Information included in offer letter. Contact the EEO/Title IX office to register.

- 11. Complete Form I-9: your dean’s office will contact you to coordinate a time to provide your documents for employment eligibility verification.

Complete Form I-9
7 minute(s) ago - Effective 01/29/2020

Employment Eligibility Verification
Department of Homeland Security, U.S. Citizenship and Immigration Services
USCIS Form I-9
OMB No. 1615-0047
Expires 08/31/2019

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronic completion of this form.
[Form I-9 Instructions.](#)

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) are required. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation
Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * First Name (Given Name) *

Other Last Names Used (if any)

Address (Street Number and Name) * Apt. Number

State * ZIP Code *

- 12. Review Documents: Review each section on this page. Some documents you can download and review. Other documents you will be asked to download, sign, and upload in the space provided.

Print Generated Document

Review Documents for Onboarding for Go Sharks Actions

11 minute(s) ago - Effective 01/29/2020

Documents



| | |
|---------------------|---|
| Document | Staff Policy Manual 311 Acknowledgement |
| Instructions | Please download, fill and sign the Staff Policy Manual Acknowledgement document and attach it with this document . |
| Signature Statement | I, the undersigned, declare that I have received a copy of the Staff Policy Manual Acknowledgement and Discrimination. I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy. I also understand that this acknowledgement will be kept in my personnel file or such other file as may be appropriate. |
| I Agree | <input checked="" type="checkbox"/> |

Drop file here


or

Select files

| | |
|---------------|--|
| Document | Policy 311-Prevention of Unlawful Harassment and Discrimination |
| Instructions | Please review. |
| Document Link | CFRA Leave Notice |
| Document Link | EHS New Employee Orientation Schedule |
| Instructions | Information included in offer letter. You have been registered for the training. |

| | |
|---------------|---|
| Document Link | Paid Family Leave Benefit Notice |
| Document Link | Sexual Harassment Pamphlet |
| Document Link | Flow Charts for the 311 Policy |
| Document Link | Campus Security Authority Notice |
| Document |  Worker's Compensation (TravNet MPN) Employee Notice |
| Document Link | CA Worker's Compensation Benefit(English) |
| Document Link | CA Worker's Compensation Benefit(Spanish) |
| Document |  Benefits Marketplace Exchange Notice |

Document Link [Payroll Schedule](#)


Document  [SCU Notice 2810.5 01/29/2020.pdf](#)

Instructions Please print this document, sign it and attach it with this document .


Drop file here

or

Select files

Document  [Malley/Access Card Agreement](#)

Instructions Visit the Access Card Office to apply for your card. Note: this should be done first before applying for your email address. Please download, complete, and take to the Access Card Office.

Document  [Disability Insurance Provisions](#)

Instructions For your review

Document Link [IT Forms](#)

Instructions In order to receive a SCU Username and Google Apps (E-Mail) account, the Network Account Form must be filled out and signed by each individual faculty and/or staff member requesting network access (this includes contractors and affiliates). You can either drop off the two-page form in person at the [Technology Help Desk](#) or e-mail the form to TechDesk@scu.edu

Complete the forms and submit to IT AFTER you have applied for your access card.

13. Complete State and Local Withholding Elections

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.

Complete State and Local Withholding Elections

2 minute(s) ago - Effective 01/29/2020

Worker Go Sharks

Company

Effective Date 01/29/2020

State *