

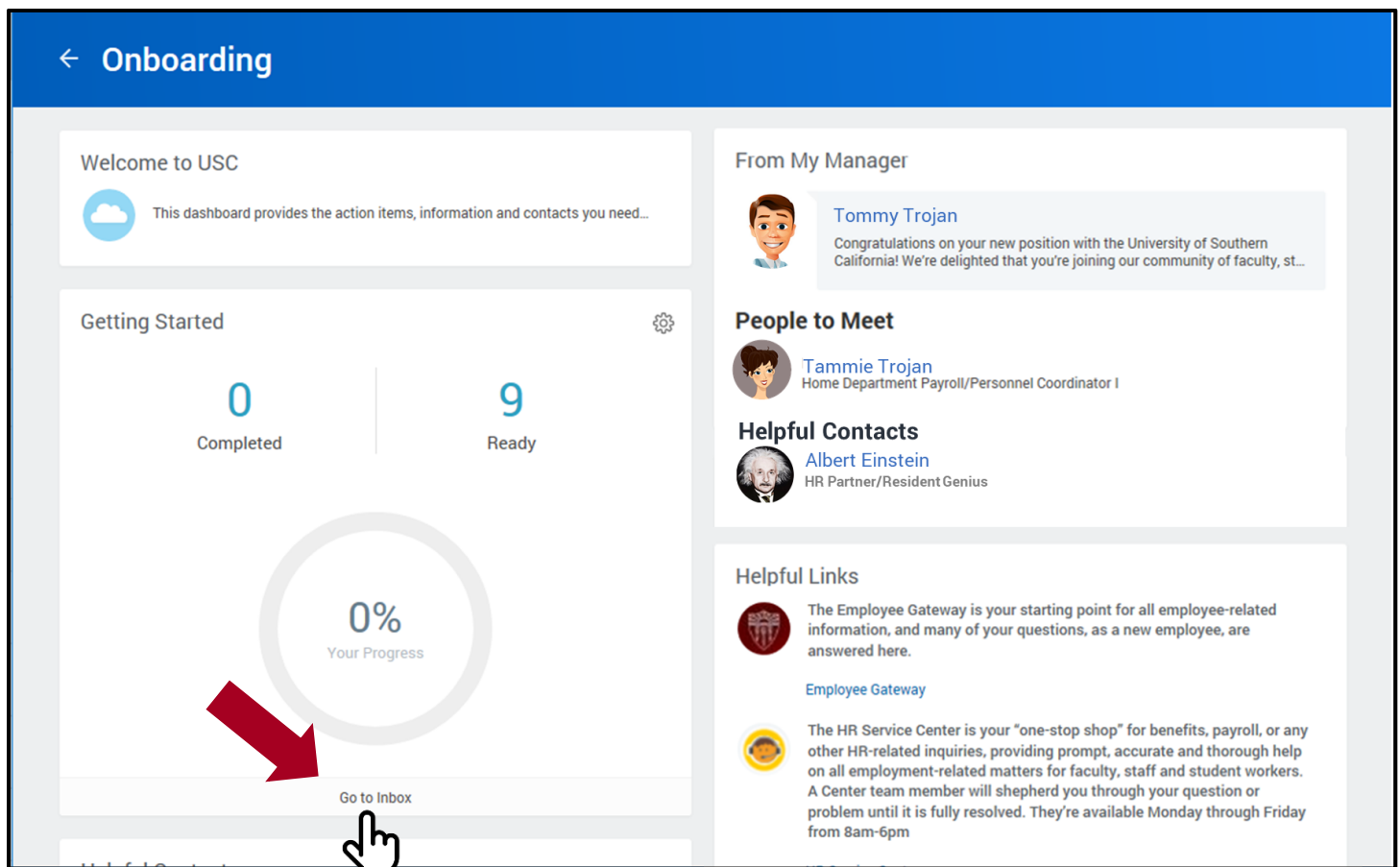
Reference Guide – Onboarding for New Hires

Last updated November 26, 2018

After logging in to Workday, you will have several tasks to complete. The tasks will be assigned in three “waves.” It is crucial that the first wave be completed by the end of your first week of work. Some tasks can be skipped, and skipping a task will be seen by the system as completing it. See the steps below for information and instructions about how to complete and/or skip these tasks.

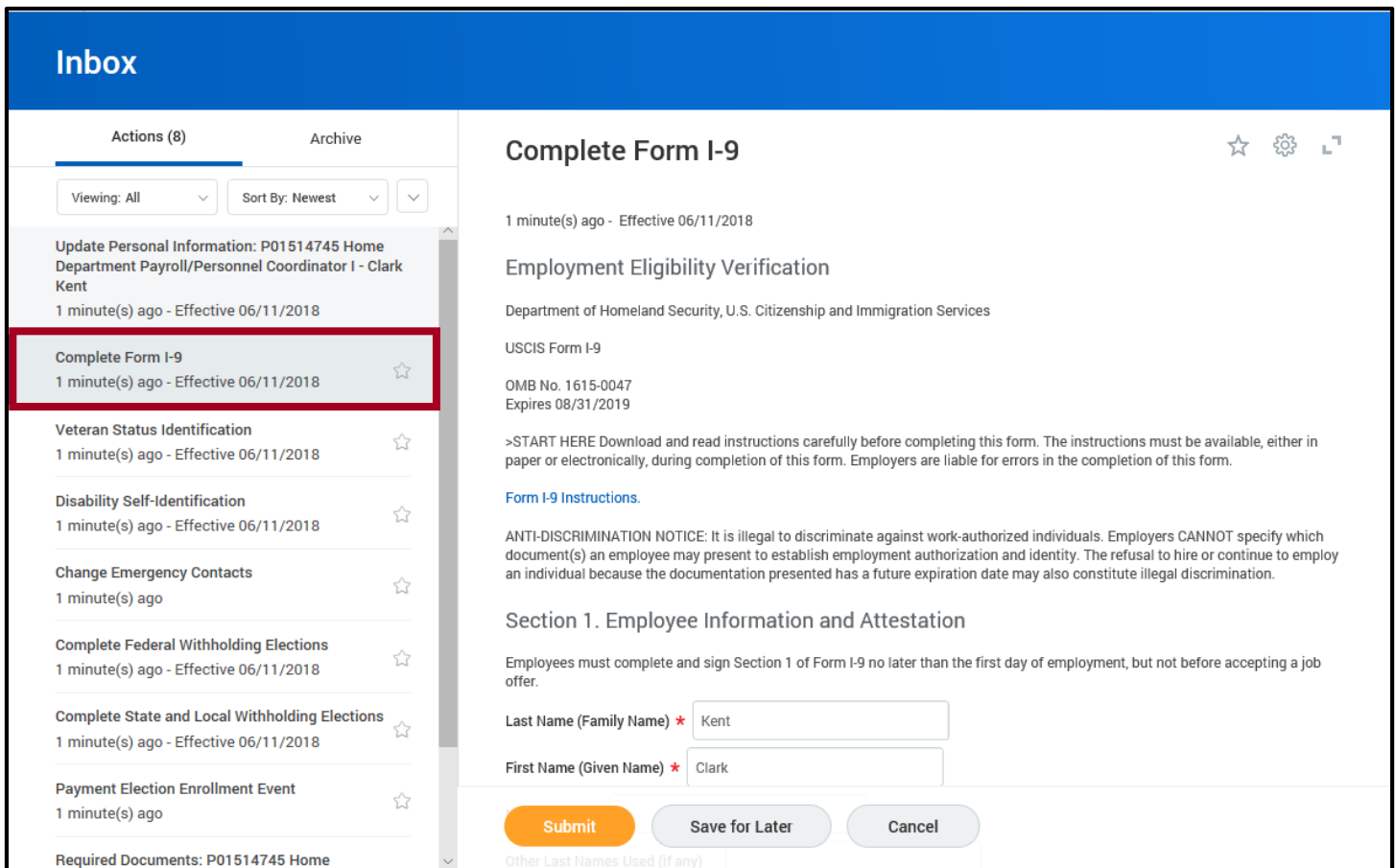
Steps

1. Upon logging in, you will see the Onboarding announcement, which you can click on to reach the Onboarding dashboard.
2. On the dashboard will be a record of the tasks you have completed, as well as helpful information, including a message from your manager, people to meet, and helpful links.



3. Under your progress indicator, you will click on “Go to Inbox” to see the tasks that are waiting to be completed in your inbox.

4. Once in your Inbox, you will see the list of Onboarding tasks. Of these, the most important is **Complete Form I-9**. Hopefully, your hiring process has begun early enough that you have plenty of time to complete this task. **It must be completed by the end of your first day of work.** This is vital for compliance.



Inbox

Actions (8) Archive

Viewing: All Sort By: Newest

Update Personal Information: P01514745 Home
Department Payroll/Personnel Coordinator I - Clark Kent
1 minute(s) ago - Effective 06/11/2018

Complete Form I-9
1 minute(s) ago - Effective 06/11/2018

Veteran Status Identification
1 minute(s) ago - Effective 06/11/2018

Disability Self-Identification
1 minute(s) ago - Effective 06/11/2018

Change Emergency Contacts
1 minute(s) ago

Complete Federal Withholding Elections
1 minute(s) ago - Effective 06/11/2018

Complete State and Local Withholding Elections
1 minute(s) ago - Effective 06/11/2018

Payment Election Enrollment Event
1 minute(s) ago

Required Documents: P01514745 Home

Complete Form I-9

1 minute(s) ago - Effective 06/11/2018

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 electronically, during completion of this form. Employers are liable for errors in the 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) an employee may present to establish employment authorization and identity. 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) * Kent

First Name (Given Name) * Clark

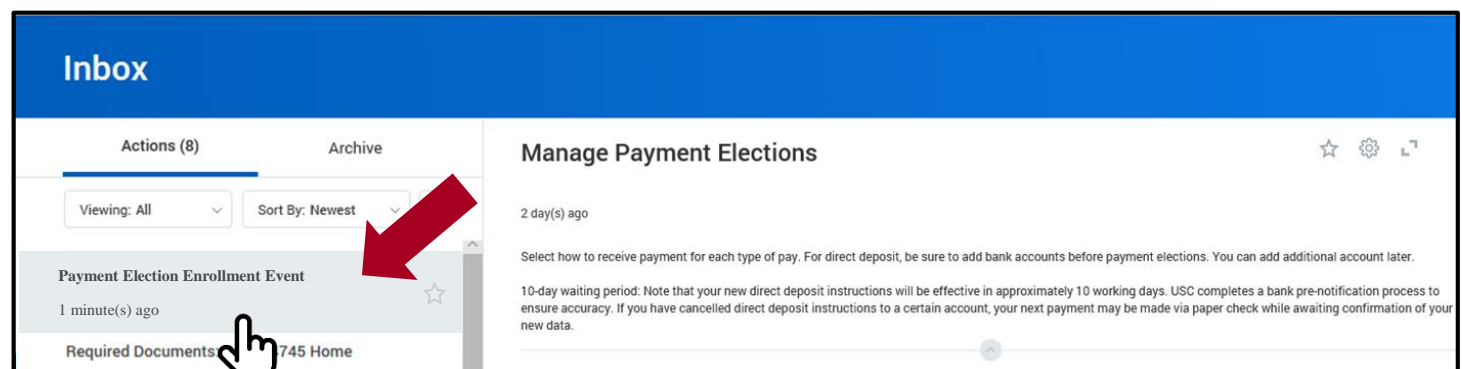
Submit Save for Later Cancel

5. All of the other tasks should be completed by the end of your first week of work. While most of the tasks are mandatory, some, like the Payment Election Enrollment Event (Direct Deposit) can be skipped. Don't worry. If you wish to enroll in Direct Deposit in the future, you can. See the next section for information on how to skip a task.

SKIPPING A TASK

Steps

1. Select the task in the Inbox that you want to Skip.



Inbox

Actions (8) Archive

Viewing: All Sort By: Newest

Payment Election Enrollment Event
1 minute(s) ago

Required Documents: P01514745 Home

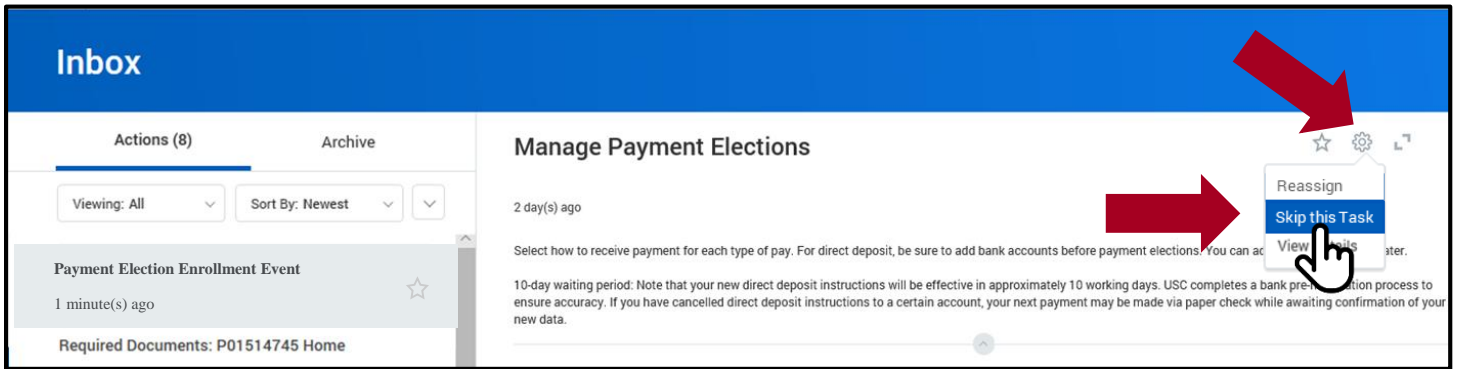
Manage Payment Elections

2 day(s) ago

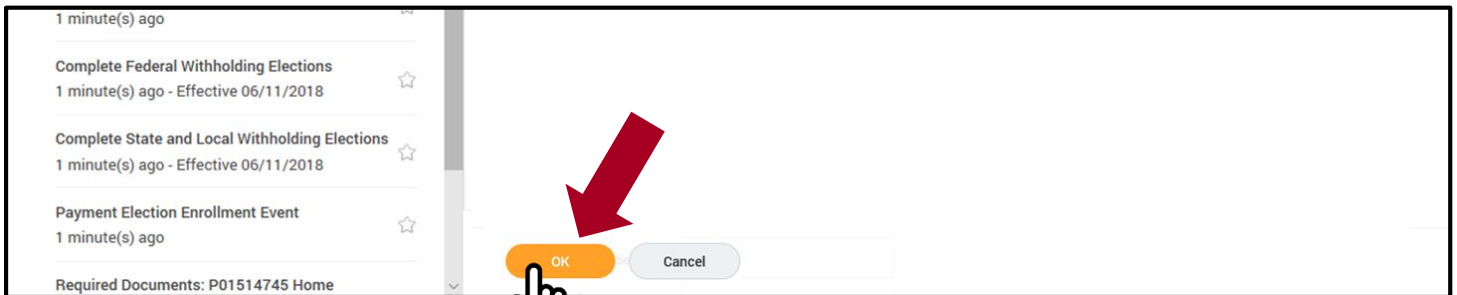
Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections. You can add additional account later.

10-day waiting period: Note that your new direct deposit instructions will be effective in approximately 10 working days. USC completes a bank pre-notification process to ensure accuracy. If you have cancelled direct deposit instructions to a certain account, your next payment may be made via paper check while awaiting confirmation of your new data.

2. Click on the gear icon in the upper right hand corner. In the drop-down box, select Skip This Task. If the task is mandatory, you will not see this option.



3. Click the OK button.



4. Again, it is vital that all your tasks get completed by the end of your first week at work. If you have questions, or need any help, call the HR Service Center at 213-821-8100 or uschr@usc.edu.