NEW HIRE ONBOARDING

WORKDAY USER GUIDE FOR NEW HIRES

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WORKDAY ONBOARDING CHECKLIST

Welcome to Grossmont-Cuyamaca Community College District! You will soon receive an email invite from Workday, the online Human Resources (HR)/Payroll System the District uses for all HR and Payroll processes. The invite is sent to the email address you provided upon your initial hiring process. The invite will provide you information on your login credentials and instructions on how to login to Workday to complete your new hire paperwork online.

The Onboarding Checklist below will assist you through the onboarding tasks found in your Workday inbox. Please reference the rest of the Workday Onboarding guide to assist you in navigating through your new hire paperwork online. The hyperlinks included below will take you to the appropriate online user guides or webpages and provide instructions for the various tasks.

If you have questions, you may contact your supervisor, HR (619-644-7572) and/or Payroll (619- 644-7902).

- **Access your Workday self-service web portal:** Follow the directions in the email sent by Workday.
- **Personal Information:** Confirm and enter Personal Information and Contact Change. The address provided must be a California address and your legal name should match exactly what is on your Social Security card.
- **Social Security Number:** Enter your SSN in the Edit Government ID's section. Non-U.S residents must also complete the Additional Government IDs row.
- **Change Emergency Contacts:** At least one emergency contact and one form of contact must be provided.
- **Complete Form I-9:** Section one and two of the I-9 Form must be completed online no later than the third day of employment. We encourage you to complete the form prior to your start date to avoid delays in your hiring. *I-9 Identification Section Two: You will need to provide work authorization documents to HR to be approved to start work. *Please contact Human Resources to schedule an appointment to provide your I-9 verification.* **The hire process is not complete until you have presented your I-9 supporting documents to HR.**
- **Federal Withholding Elections(W-4):** Complete in Workday. Click here for information.
- **State/Local Withholding Elections:** Complete in Workday. Click here for information.
- **Manage Payment Elections Enrollment (Direct Deposit & Check).** Direct Deposit will require bank information.
- **Disability Self-Identification**: Complete as appropriate.
- **Veteran Status Identification**: Complete as appropriate.
- **District Policies and Forms**: Download and review all District policies and forms. Complete and upload the required forms as applicable. Screen shots or images of the completed forms are acceptable for upload.
  - **District Policies and Procedures**
  - **Workers Compensation**
  - **Alternative Benefits & Plans**
  - **Oath of Allegiance**
  - **Designation of Beneficiary**
  - **California Public Retirement System Membership Verification**
  - **Reciprocal Self-Certification Form**
- **Employment Screening Forms**: TB Assessment and LiveScan Fingerprints are required for all District employees **except GCCCD students**. TB Assessment and LiveScan results/receipts must be uploaded if available or provided in person no later than ten days after the first day of employment.
- **Job Specific Forms**: These are forms specific to your job. These forms must be completed and uploaded.

COMPLETE ONBOARDING TASKS

Before you may begin working, you must complete several Onboarding tasks in Workday to get you set up in the system. The steps below will help you through the Onboarding process the first time you access Workday.

This is where you'll see important announcements. Click on Onboarding to get started.

This is your inbox where you will find all of your messages and task notifications. Your inbox is accessible on the left side of your Workday dashboard or in the top right corner of any Workday screen.

ONBOARDING DASHBOARD

The names and contact information of your Initiator/Supervisor, HR, and Payroll Technician will appear in this section.

Helpful links and department information.

Click on **Ready** to view the Onboarding Tasks.

Your Onboarding Tasks will appear on the left side of the screen. When you complete the first three tasks you will be prompted to complete additional tasks.

As you complete Onboarding Tasks be sure to click Submit and Done when finished. The task will not be processed if Submit and Done are not selected.

If you miss a field you will not be allowed to move forward or cause a delay in the hiring process.

Instructions on how to complete each task will be located at the top in orange.

Always scroll down to the bottom of the window to avoid missing information.

The Pencil symbol indicates the field is editable.

Inbox

Personal Information and Contact Change — Onboarding for Scout Finch

Instructions
- Home Address should be a California address
- Legal Name should match exactly what is on your Social Security Card

Begin by clicking on the "pencil" symbol in each section to enter your information. When you are done completing the section, you would click on the "check" symbol to save that section.

Note: The task is not submitted and complete until you click on the "Submit" button of each task item.

Change Home Contact Information

Address

As you complete Onboarding Tasks, the number in your inbox will decrease.

The Plus sign will add row items to input required information.

Edit Government IDs — Scout Finch

Instructions

Under the Proposed IDs section:
For US Residents, please complete the National ID section.
For Non-US residents, please complete both the National ID and Government ID sections.

Begin by clicking on the "plus" symbol in each row to enter in your information. Complete each field as applicable.

Proposed IDs

National IDs

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date
No Data				

Additional Government IDs

*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification
No Data					

The Prompt symbol will display a list of options to select from.

Tip: When "Preferred" is shown as an option it will display the most commonly selected options.

Edit Government IDs — Scout Finch

Instructions

Under the Proposed IDs section:
For US Residents, please complete the National ID section.
For Non-US residents, please complete the Government ID section.

Begin by clicking on the "plus" symbol in each row to enter in your information. Complete each field as applicable.

Proposed IDs

National IDs

*National ID Type	Current ID	Add/Edit ID	Issued Date
			MM / DD / YYYY

Additional Government IDs

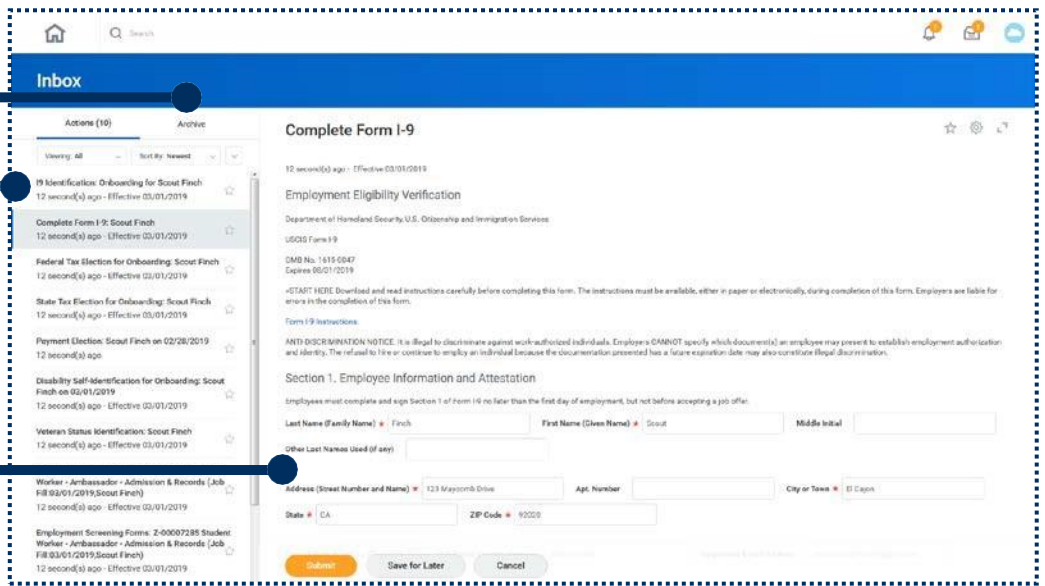| *Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification
No Data					

Previous IDs

You may click on Archive to review items completed.

Additional tasks will display once the initial three tasks have been completed.

Personal information submitted in the first three Onboarding Tasks will auto-populate in later tasks.

ONBOARDING FORMS

In the Onboarding Forms section you will be asked to download and review various forms. There are forms that require you to complete and upload to Workday. If a required form is not uploaded you will not be able to move forward in the Onboarding Process.

*Screen shots and clear photo images will be accepted.
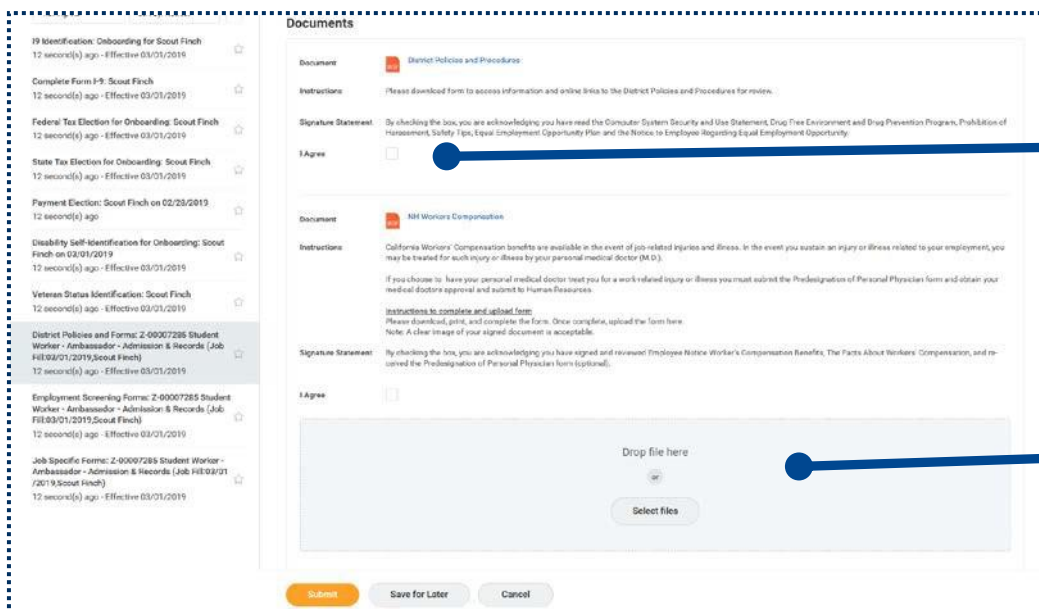
After downloading and reviewing each document. Read each Signature Statement and select the *I Agree* checkbox to continue.

To upload forms, drag your saved form to the box or click on *Select files* to open a search dialogue.

Carefully read all instructions as some documents may not apply to you.

ONBOARDING-DOWNLOADING FORMS

Click on document link and open the document in Adobe Acrobat.

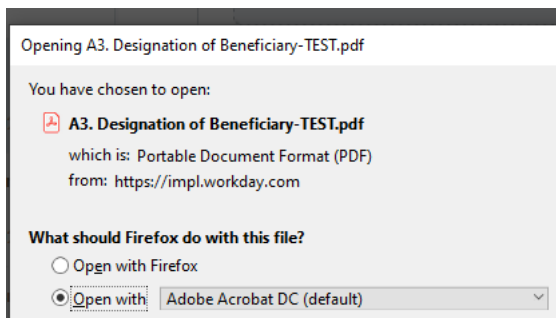| Document	[PDF] A3 Designation of Beneficiary
Instructions	Please complete and upload the attached form to file a Designation of Beneficiary. It is your responsibility to keep this designation current. This designation is in addition to and separate from the beneficiary designation filed with the State Teachers' Retirement System and/or the California Public Retirement System, or in any other will, codicils or like documents.
	Instructions to complete and upload form Click on document link above and **open the document in Adobe Acrobat**. Utilize the Fill and Sign function to fill-in and complete the form. Save the form to your computer and upload the document here. Chose the 'Select Files' button, or drag and drop the completed document to upload the document.
Signature Statement	By checking the box, you are acknowledging you have signed and understand the terms of the Designation Beneficiary.
I Agree	☐

Drop file here

or

Select files

To open the document in Adobe Acrobat, select the down arrow in the upper right corner of the screen.

Select 'Open with'

Opening A3. Designation of Beneficiary-TEST.pdf

You have chosen to open:

🅰 **A3. Designation of Beneficiary-TEST.pdf**
which is: Portable Document Format (PDF)
from: https://impl.workday.com

What should Firefox do with this file?
○ Open with Firefox
● Open with   Adobe Acrobat DC (default)
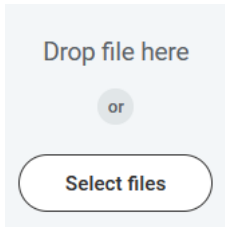
Utilize the Fill and Sign function, located in the right panel of the document, in order to fill-in and complete the form.
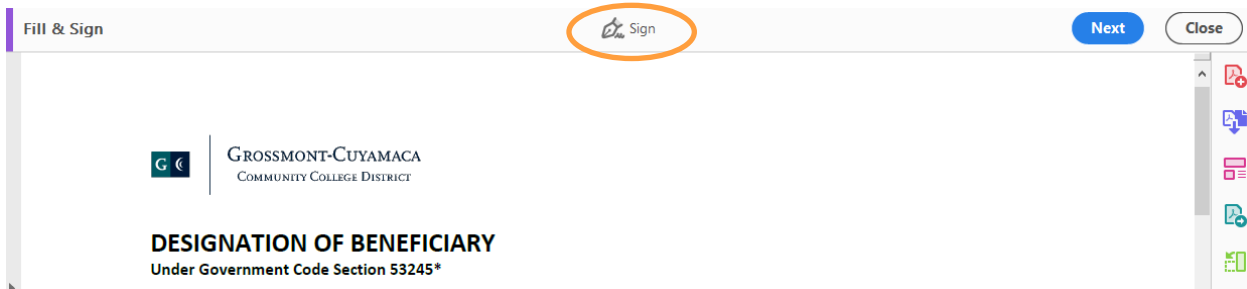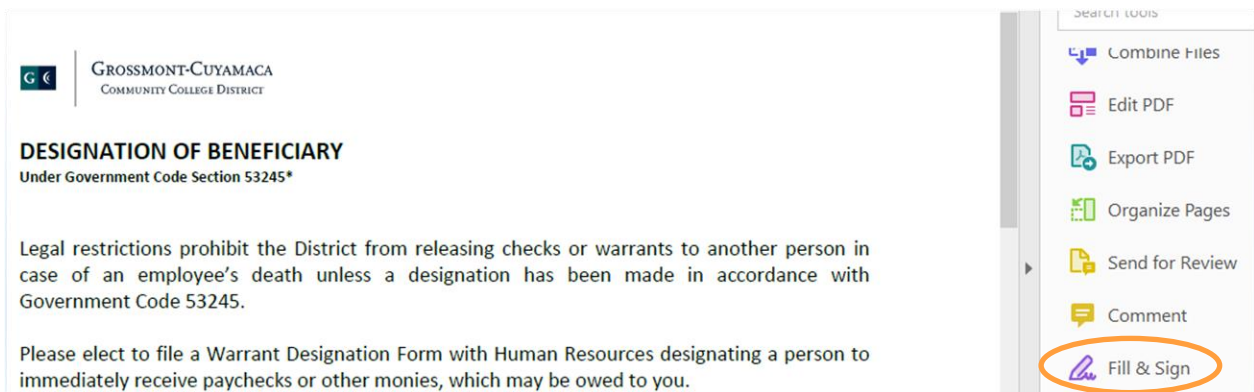
Once you have completed the form, save the form to your computer and upload the document to the document task box. Chose the 'Select Files' button, or drag and drop the completed document to upload the document.
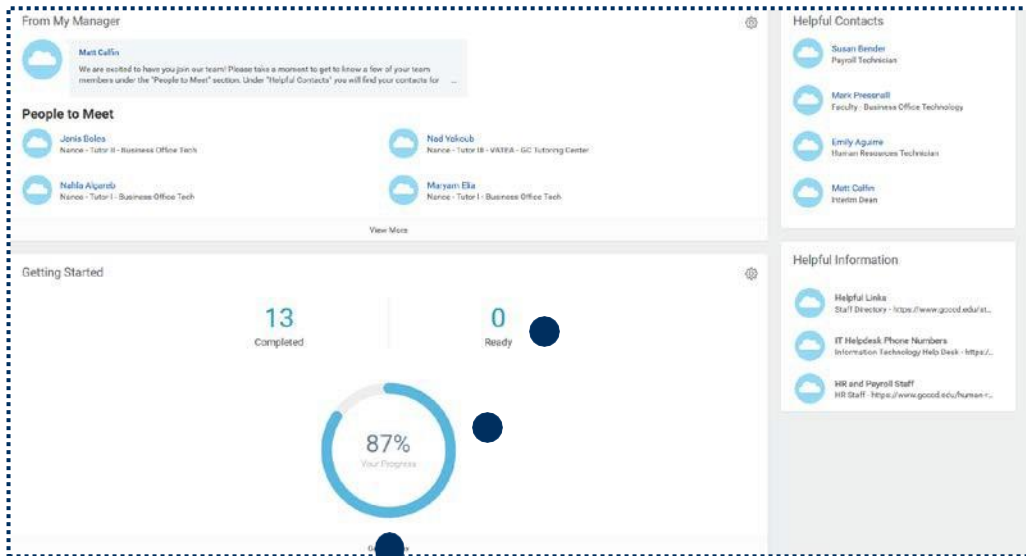

Once all documents have been uploaded, and you have acknowledged all 'I Agree' signature statements, select the 'Submit' button at the bottom of the screen, to finalize the task.

ONBOARDING DASHBOARD-COMPLETION

If you have successfully completed Onboarding, a zero will display above **Ready**. This indicates there are zero items left for you to complete in Onboarding.

The percentage and completed items displayed will vary by position.

The Onboarding Dashboard will be available to new employees only during their first three months of employment.

Important Note: Once you complete Onboarding, the percentage of **Your Progress** will not display at 100%. This is because HR and Payroll must review the documents you submitted and complete internal processes. **Also, you must contact HR to finalize the I-9 verification process.**