

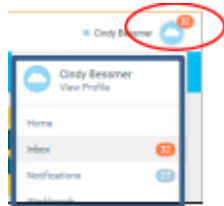
## Onboarding in Workday after you are hired (completing tax forms)

First time employees - Once you have completed your I-9 form and are hired in JobX, the *following day* you can access [Workday](#) to complete your Onboarding. Onboarding consists of completing state and local tax forms and verifying your social security number.

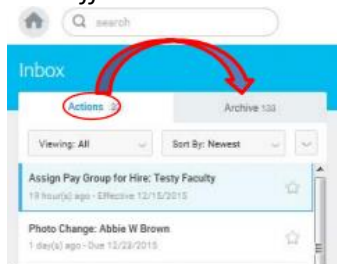
1. Enter your Vassar username and password on Log In page



2. Access your Workday Inbox (upper right corner) Click cloud next to your name. Click Inbox or notices to complete your tax forms (W-4 and State taxes.)

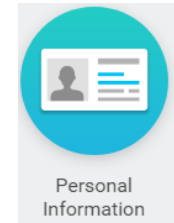


3. Complete **IN FULL all** requests in the “Actions” pane on the left, use right pane to enter your information. **\*\*These actions must be completed for your direct deposit to be in effect.**



Once completed the task will move to the “Archive” side

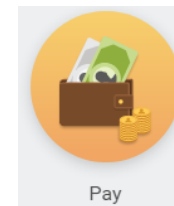
4.



Verify that your Social Security number is correct – Click “Personal Information” worklet - About Me/ Personal tab/IDs tab. If there is an error, please email [stuemp@vassar.edu](mailto:stuemp@vassar.edu)

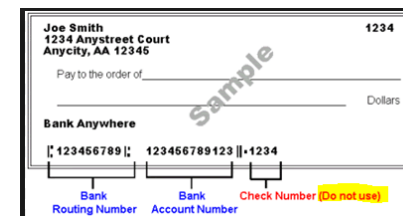
## Set up Direct Deposit for your earnings

It is highly advised that students set up direct deposit for their earnings to avoid lost checks and ensure funds go immediately into your bank account even when you leave for breaks. After entering direct deposit in Workday, allow one complete pay cycle to pass before your direct deposit takes effect. **\*\*\*Direct deposit will not work until you have completed all Workday Onboarding requests**



Click on the “Pay” Worklet then click Payment Elections and follow the prompts.

- Use your Routing and Account number (as below sample)



### Working in Workday:

1. Any fields marked with a red asterik ( **\*** ) are required fields and must be filled in.
2. To enter or edit fields click on the pen icon.
3. Click on calendar icon to enter dates
4. Some fields require you to choose your response, click on the list icon

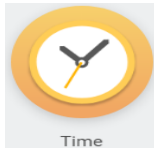
## Entering and submitting time



Enter your hours as you finish work each day. Hours will be rounded to the nearest 5 minute during the payroll process (e.g., 8:02 a.m. will round to 8:00 a.m. and 8:03 a.m. will round to 8:05 a.m.)

Pay cycles are bi weekly (every two weeks) On payroll Mondays students must submit time sheets by 10AM for supervisors to approve by 12PM (noon). Students must submit each individual week that has reported time. They may submit time at the end of each week, or they may wait until the end of the two week pay period to submit both weeks.

1. Log on to [Workday](#)
2. Click on the Time worklet



3. Select the appropriate week

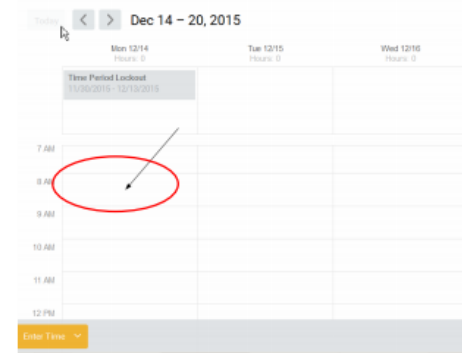
Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

4. From the week displayed, click anywhere on the day of the week where you need to enter time for (See Monday example below.)



5. This will open a window in which you enter the “in” and “out” time. Choose an “Out Reason” from drop down. Click “OK” to save entry.

Enter Time 12/07/2015

Time Type \* X Hours Worked

In \* 08:00 AM

Out \* 12:00 PM

Out Reason \* Out

Hours \* 4

Details

Cost Center

Time Tracking Worktag

Comment

OK Cancel

**\*\***If you have more than one job, from the “Position” drop down choose the correct job you are recording hours for. Please be accurate when choosing positions and recording hours for each.

Out Reason \* Out

Hours \* 0

Position URSI Social Helper

Details

select one

DIR Peer Mentor Asprey (\*)

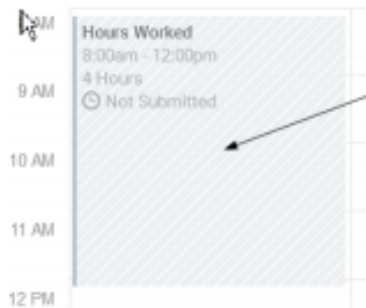
URSI Social Helper

6. Your time sheet is automatically saved. Submit your time sheet once it is completed for each week. Click “Submit” for each week for your supervisor to approve.



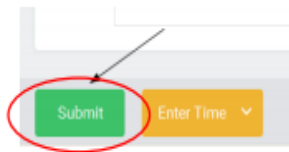
7. Select “Submit” again at the next screen; enter a comment for your approver, if applicable.

**Updating your timesheet after it has been submitted:** The system will allow you to make changes to your timesheet after it has been submitted and/or approved, as long as the pay period is not locked (deadline is noon on the Monday after the pay period ends). From your calendar click on the timeblock (8:00 a.m. to 12:00 p.m. in the example below) that you would like to update.



Enter your changes and then click “Ok” to save

When you make a change to a timesheet that was previous submitted, the Submit button will reappear. Select the “Submit” button to resend your timesheet to your approver .



Click “Submit” again on the next screen which provides an option to enter a comment

## Entering late hours

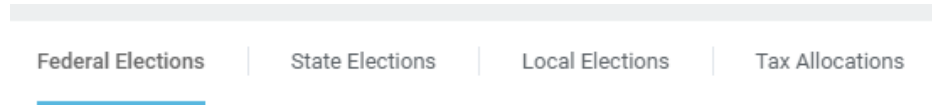
Did you forget to submit a time sheet or log hours on a previous pay? Students can record missed hours from previous pays either through Workday or on late paper time sheets following the below guidelines

- Un-submitted/late hours worked in the past THREE prior pay periods (6 weeks) must be reported in Workday. *If you add hours on to an already paid pay cycle, only the unpaid hours will appear for approval.*
  - Once Payroll is done processing a pay, you can access your time sheet. This will most likely be on the Thursday the week time sheets were due. Follow instructions above “Entering and Submitting time.”
- Un-submitted/late hours later than three prior pay periods (6 weeks) must be recorded on a paper time sheet, available in Student Financial Services Office or under “Forms and Guides” for [Student Employment](#) in Student Financial Services web page.
  - Complete time sheet, have your supervisor to sign and return to the Student Financial Services Office to be processed on the next pay cycle.

## Need to update your W-4 exemptions or other tax forms

Click the Pay Worklet

Click Withholding Elections



To update your Federal Elections (W-4 form)

Click “Federal Elections” tab click “Update”

On next screen click OK

Scroll down to Number of Allowances and enter new number

Click “I Agree” box, then “OK”

To update your State Elections

Click “State Elections” tab, Click “Update”

On next screen, if tax form is correct, click “OK”

Scroll down and make any necessary corrections

Click “I Agree” box then “OK”

## Need to update your Direct Deposit information

Click the Pay Worklet

Click “Payment Elections”

Click either Add Account (add new bank account) or Change Account (current account numbers) or Delete Account



Follow prompts

If your old bank account is still there, click Delete Account

Then click “OK” and follow prompts to save