



Employee Onboarding Checklist

INTEGRATED SERVICE CENTER

UNIVERSITY of WASHINGTON

Welcome to the University of Washington! This Employee Onboarding Checklist is intended to ensure you have completed the necessary documentation as you start your new position at the university. This is an exciting time at UW as we transition to a new HR/Payroll system called Workday on June 27, 2017. This Employee Onboarding Checklist is an interim process during this transition period. If you have any questions, please contact your manager, or contact the ISC at ischelp@uw.edu or 206-543-8000.

To complete your onboarding tasks listed below, please log-in to Workday using the link on ISC Website: <https://isc.uw.edu/>

| | |
|--------------------------|--|
| <input type="checkbox"/> | <p>Complete Form I-9</p> <p>Note: in the interim, you will need to launch the Form I-9 process following these steps:</p> <ul style="list-style-type: none"> • Login to Workday • Select the Cloud Icon in the upper right corner, and then select “View Profile” from the dropdown menu. • Once you’re on your profile, select the “Actions” button below your name • From the “Personal Data” option on the drop-down menu, select “Complete I-9 Form” • Refer to the Form I-9 user guide, and start on Step 2 to complete Section 1 <p>You may also need to complete a paper Form I-9 if you started work between 6/19 and 6/26. Confirm with your I-9 Coordinator.</p> |
| <input type="checkbox"/> | <p>Change Emergency Contacts, as appropriate.</p> |
| <input type="checkbox"/> | <p>Enter Contact Information. Update your contact information, as appropriate.</p> |
| <input type="checkbox"/> | <p>Enter Personal Information. Confirm your personal information is accurate; if not, update as appropriate</p> |
| <input type="checkbox"/> | <p>Manage Payment Elections (Direct Deposit)</p> <p>Note: Not for Paid Direct employees</p> |
| <input type="checkbox"/> | <p>Complete Federal Withholding Elections (W-4)</p> <p>Note: Not for Paid Direct employees</p> |
| <input type="checkbox"/> | <p>Complete State and Local Withholding Elections</p> <p>Note: Only update if you live in a state and locality with state/local income tax.</p> <p>Note: Not for Paid Direct employees</p> |
| <input type="checkbox"/> | <p>Change Self-Identification of Disability, as appropriate.</p> <p>Note: Navigate to your profile in Workday. Select Actions, choose Personal Data, and then select Change Self-Identification of Disability to open the Voluntary Self-Identification of Disability form.</p> <p>Note: Only for Staff and Academic Personnel</p> |
| <input type="checkbox"/> | <p>For additional onboarding resources, please visit the following:</p> <ul style="list-style-type: none"> • OneUW for Non-Medical Centers Staff • ISC Website for Academic Personnel • ISC Website for Medical Centers Staff • ISC Website for all Faculty, Academic Personnel, Staff, and Students. This provides a complete library of user guides and training videos for instruction on how to use Workday. |