Welcome to the University of Washington! This is an exciting time at the UW as we transitioned to a new HR/payroll software system called Workday on June 27, 2017. This Workday Onboarding Checklist for new employees is part of an interim process during the transition period from the old software system to the new. Please use it to ensure you have completed the necessary documentation for your new position at the University. The hyperlinks included below will take you to the appropriate online user guides or webpages (you may need to scroll down the webpage for the specific information).

To complete your onboarding tasks listed below, please log-in to Workday using the link on ISC Website: https://isc.uw.edu/ If you have any questions, please contact your manager, or contact the ISC at ischelp@uw.edu or at 206-543-8000.

- Complete registration for two-factor authentication (2FA) through Duo. You’ll need to be enrolled in order to access your Workday self-service web portal.

- Complete Form I-9.*
  *if you are a rehire and have previously completed a Form I-9 in Workday, you may only need to complete a portion of the form. See the Considerations section of the user guide for more information.

- Change Emergency Contacts, as appropriate.

- Enter Contact Information. Update your contact information, as appropriate.

- Enter Personal Information. Confirm your personal information is accurate; if not, update as appropriate.

- Manage Payment Elections (Direct Deposit). Note: Not for Paid Direct employees.

- Complete Federal Withholding Elections (W-4). Note: Not for Paid Direct employees.


- Change Self-Identification of Disability, as appropriate. (See information under the “Considerations” section of the online user guide.)
  Notes: 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. Only for Staff and Academic Personnel.

- For additional onboarding resources, please visit the following webpages:
  - OneUW for Non-Medical Centers Staff
  - ISC Webpage for Academic Personnel
  - ISC Webpage 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.