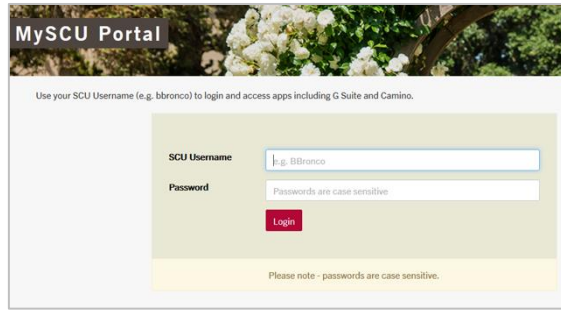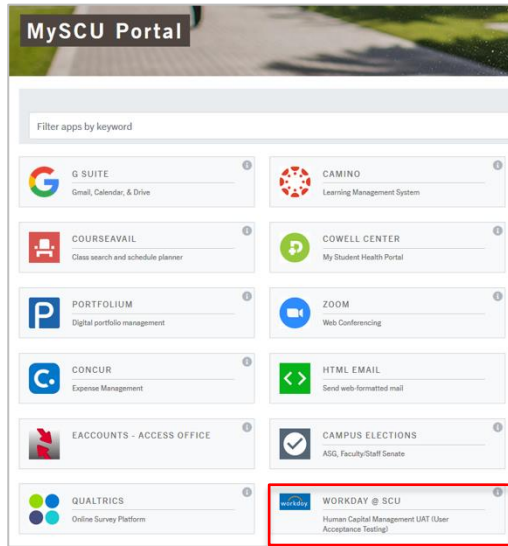*Keep in Mind:*

- This guide is for students who have NEVER worked on-campus before.
- These are steps to follow after being hired by an on-campus department.
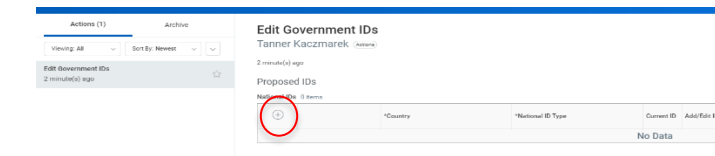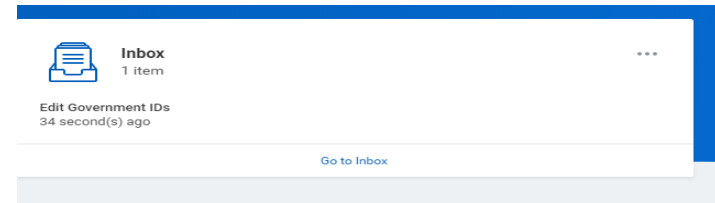
1. Login to MySCU Portal

**2.** Go to the **Workday** tab on the landing page.

3. Click on **Inbox** - Edit Government IDs (==NOTE: Please add your SSN in that field for payroll purpose==)

    a. Click on + sign
    b. Country: USA
    c. National ID Type: SSN
    d. Click 'Submit' (Leave all other fields blank).

4. Click on the Refresh button 🔄 Refresh or go back to **Inbox** 📥
to continue with onboarding documents

    a. Complete State & Local Withholding Elections

workday. | **EDUCATION**
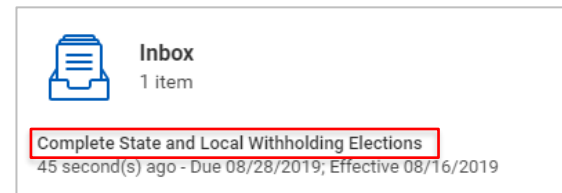
Complete State and Local Withholding Elections

3 minute(s) ago - Due 08/28/2019; Effective 08/16/2019

Worker	Steven Marten
Company	× President and Board of Trustees of Santa Clara College
Effective Date	08/16/2019
State	★ × California

b. Click **OK**

c. Fill out the following:

   i. **Filing Status Withholding Allowances** – (REQUIRED) Select One: Head of Household, Married, Single or Married (with two or more incomes).

   ii. **Number of Allowances:** Optional

   iii. **Estimated Deductions:** Optional

   iv. **Additional Amount:** Optional

   v. **Military Spouse Exemption:** Optional

(Note: International Students can only select Single and 0 or 1 allowances.)

b. Check 'I Agree' and **Submit** to continue

I Agree ★ ✓

5. Click on the Refresh button ⟳ Refresh or go back to **Inbox** 📥¹ to continue onboarding documents

   a. Complete Federal Withholding Elections (W-4):

   Complete Federal Withholding Elections
   2 minute(s) ago - Due 08/28/2019; Effective 08/16/2019 ☆

   b. Complete the following:

   i. **Marital Status – (REQUIRED)** Select One:Head of Household, Married filing jointly, or…

Single or Married filing separately.

   ii. **Nonresident Alien**: ONLY click if you are currently a nonresident (Note: This will apply if you are an international Student)

   iii. **Exempt:** Optional (**Note: Please review IRS website for more information**) (Note: International Students cannot select 'Exempt'.)

c. Click on "I Agree" and **Submit** to continue

I Agree ★ ✓

6. Click on the Refresh button ⟳ Refresh or go back to **Inbox** 📥¹ to continue with onboarding documents

   a. Payment Election Enrollment Event: Direct Deposit Information (**Note: Optional – If you select to "Skip" this step your check will be mail out to your mailing address listed on eCampus**)

   📄 **Inbox**
   1 item

   Payment Election Enrollment Event
   28 second(s) ago - Due 08/28/2019

   b. Please fill out Bank and Account information & Click **OK**

7. Click on the Refresh button   ⟳ Refresh   or go back to **Inbox** 📥¹ to continue onboarding documents
   a. Complete the following for Change Emergency Contacts:
      i. **Legal Name**
      ii. **Relationship**
      iii. Select ONE **Primary Emergency Contact Information**

Change Emergency Contacts Steven [Actions]
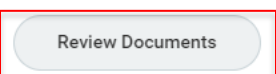1 minute(s) ago - Due 08/28/2019
Primary Emergency Contact

8. Click on **Review Documents**

Success! Event submitted
Complete Form I-9: _____ (Actions)
Up Next
☁️
Review Documents
Due Date 08/28/2019
[Review Documents]

   a. After reviewing click on "I Agree" and **Submit**

Review Documents
Review Documents for Onboarding: Aidan Fromm on 08/31/2019 (Actions)
Documents
Document — Student Employment Agreement
I Agree: ☑
Document — Student New Health Insurance Marketplace
Document — Student Workers Comp
Document — Student Employee BMS Orientation Training Instructions

9. Download 'SCU Notice 2810.5' and upload Only (**Note: Don't need to print**)

Print Generated Document
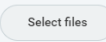Review Documents for Onboarding for Tanner Kaczmarek (Actions)
9 minute(s) ago - Effective 11/16/2019
Documents
Document [PDF] SCU Notice 2810.5 11/26/2019.pdf
Drop file here
or
[Select files]

10. Open Complete I-9

Inbox
Actions (1)   Archive
Viewing: All ⌄ Sort By: Newest ⌄ ⌄
Complete Form I-9
3 second(s) ago - Effective 01/16/2020 ☆

   a. Review the following:
      i. Verify Address
      ii. Verify Date of Birtth
      iii. Verify U.S. Social Security Number

b. Select One (==REQUIRED==):
    i. A Citizen of the United States
    ii. A noncitizen national of the United States
    iii. A lawful permanent resident (Note: Enter Alien Registration Number/USCIS Number)
    iv. **An Alien authorized work until end date on I-20 (Note: International Students select this option**)

c. Check "I Agree" (==REQUIRED==)

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree ★ ☐

d. Check One and click on **Submit** (==REQUIRED==)

Preparer and/or Translator Certification (check one):

◉ I did not use a preparer or translator.

◯ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
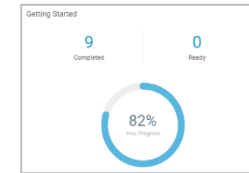
How Many? 0

Note: NO items should be in your inbox 🗀

11. ==REQUIRED==: Student Employment will **email** you to come to HR office to complete the second portion of the I-9 (**Note: Please look at list of original documents you can bring to HR - NO SCAN, COPY, PICTURES ARE ACCEPTABLE DOCUMENTS**).

NOTE: You are ==NOT== eligible to work until you come to the HR Office and your I-9 is verified. Once verified, you will get a "Receipt" to provide to your supervisor.

Tips:

→ Click on the **Onboarding** 📇 icon then click on the number completed to view any missing steps and status

→ Click on **Process** and scroll down to click on **Remaining**

→ Any **Remaining Process** will have status of "Awaiting Action"

Complete Form I-9	Review Form I-9	Awaiting Action

Remaining Process

→ **NOTE**: You are ==NOT== eligible to work until you come to the HR Office and your I-9 is verified. Once verified, you will get a "Receipt" to provide to your supervisor.