Workday Onboarding Tipsheets

All Tipsheets are PennKey protected login to view

❖ *Your Workday inbox will have the onboarding tasks that you are required to complete in order to be paid. Below are the tip-sheets that can help guide you through these tasks. You will need to log into Workday with your PennKey to complete these required tasks as soon as possible. Even if you have previously been paid through Workday you should still log in and complete all inbox actions and double check Pay elections.*

- ## Setting up pay elections (direct deposit) Tipsheet

- ## Tax Withholding form Tipsheet

- ## On-boarding in Workday for New Hires Tipsheet

Onboarding Checklist

To complete the tasks you will need the following information:

- ☐ Social Security Number*
- ☐ Personal Information: DOB, Gender, Marital Status, Citzenship
- ☐ Emergency Contacts
- ☐ I-9 Part 1
- ☐ I-9 Part 2 (click submit)

- ☐ Home Contact Information
- ☐ Direct Depost (if you do not have a bank account you can receive an Aline pay card)
- ☐ Passport and immigration status documents (international hires only)

- ## Modify Personal information Tipsheet

- ## Understand Your Payslip Tipsheet

PEFSpayroll@seas.upenn.edu   215-898-8113