Workday Delivered Onboarding Notifications

When a new hire record is finalized in Workday by the HR Shared Services team, a series of notifications are generated to the new hire. Each individual notification represents a task or “to do” the individual needs to complete as part of the onboarding process. These notifications replace paper documents that used to be completed during an onboarding session. Completion of these forms is now a “self-service” activity. During the onboarding session, the representative will confirm with the employee that these actions are complete. The Hiring Manager has visibility to monitor completion status and is expected to remind the new hire of the importance to complete these activities during the process as well.

**Change Emergency Contacts:** In Workday, add emergency contact information if desired.

**Change Self-Identification of Disability:** Formerly a paper document, this form is now delivered electronically in Workday.

**Change Veteran Status Identification:** Formerly a paper document, this form is now delivered electronically in Workday.

**Complete Federal Withholding Elections:** Formerly a paper document, this form is now delivered electronically in Workday. It must be completed prior to the first payroll deadline to ensure payroll accuracy.

**Contact Information:** In Workday, review and update personal and work contact information as needed. Updating the primary (local) address is important to ensure that payroll taxes are calculated accurately.

**Intellectual Property Agreement:** Formerly a paper document, this form is now delivered electronically in Workday. This is the only form that requires a wet signature. It must be downloaded, signed and uploaded to Workday.

**Manage Payment Elections:** Formerly a paper document, this form is now delivered electronically in Workday. Individuals must provide their direct deposit information. Penn State does not support paper checks. This document must be completed prior to the first payroll deadline.

**Personal Information:** In Workday, this includes Gender, Date of Birth, Age, Marital Status, Race/Ethnicity and Citizenship Status. These fields should be reviewed for accuracy. Changes route to HR Services for approval.

**Preferred Name:** In Workday, an individual can have both a legal name and preferred name. The preferred name can be updated by the individual. Changes route to HR Services for approval. The preferred name is what is visible to the public in Workday.
**Review Documents – Notice to Full Time Students and Part Time Non-Academic Employees:** Formerly a paper form, this document is now delivered electronically in Workday. It is only delivered to those required to complete it based upon appointment type.

**Review Documents – Workers Compensation:** Formerly a paper form, this document is now delivered electronically in Workday.

**To Do: Complete Section 1 of Electronic I-9:** The link to access and complete Section 1 of Form I-9 in electronic format is provided. Penn State uses Equifax to manage the I-9 Employment Verification process.

**To Do: Update Professional Profile:** The individual is asked to update their Job History, Skills, Education, languages and certifications in Workday.