

On-Boarding

Please read the information closely as it provides specific instructions that will facilitate your new hire onboarding process. Please be prepared to complete phase 1 of the on-boarding in one session. Logging out or timing out can potentially lead to your account being locked out.

You will be completing your employment paperwork using Vassar's Workday HR information system. You will be receiving two emails to your personal email account from vassar@myworkday.com; the first email will give you log-in instructions to Workday (this includes your temporary user name and a link to the website), and the second email will provide you with a temporary Workday password. (Please also check your spam filter or junk mail folder.) Please log in, and click on the "on-boarding" button/bar located at the top of the screen. You can also click the envelope in the top right hand corner. You will be asked to complete several steps. If you are not able to sign into Workday, please let me know. Phase 1 steps include:

Phase 1:

1. Enter Contact Information
2. Enter Personal Information
(These two steps include confirming Legal Name, Personal Information and Preferred Name)
3. Federal Withholding Election
4. Emergency Contacts
5. Review Documents
6. Edit Government IDs- I-9 Document information

(**Please note- if you do not see all these items, please refresh your window and they should populate.)

Once all these steps are completed, HR will need to view your original I-9 documents. (Usually on your first day of employment during your scheduled time.)

Once your I-9 documents are processed by Human Resources, you will then receive an additional email providing you instructions on how to set up your permanent Vassar single sign-on credentials. This email will include your Vassar final user name with a link. The link will bring you to complete security questions and setting up your final password. This password must be 15+ characters long. This is the user account you will use to log back into Workday to complete Phase 2 of the on-boarding process. This will be your final account credentials. You will use this account/credential information to access your pay records in Workday, sign on to your Vassar email account, and any other systems access you require to perform your job duties. Phase 2 includes:

Phase 2:

1. State and Local Withholding Elections
2. Payment Elections - Live check vs. Direct Deposit. If you would like direct deposit, you will need to know your account and routing number.
3. Benefit Elections - This requires reviewing the page, electing or waiving and clicking "ok" at the bottom.

You must complete all the steps to finish your on-boarding.