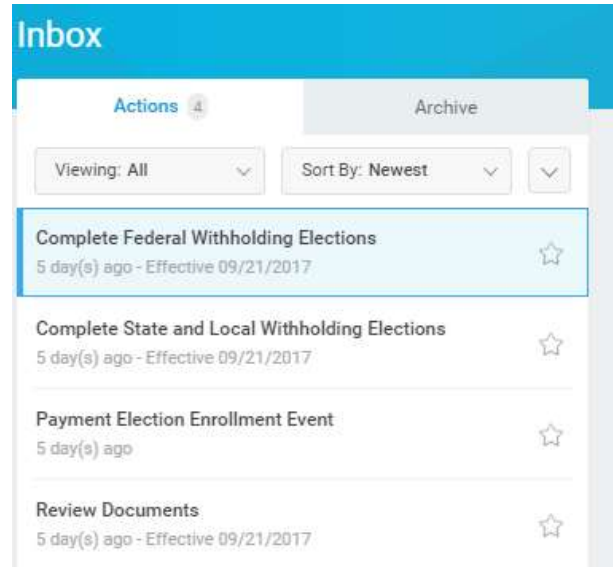


Guide to Onboarding in Workday

To access a list of the actions (tasks) you must complete, click on the cloud in the upper right corner. Select Inbox.



IMPORTANT: Vassar staff members are not permitted to give individual tax advice. We suggest that you review the IRS website, consult a parent, and/or seek professional advice from a qualified accountant or attorney.

1. Complete Federal Withholding Elections (W-4)

W-4 Data

[View Blank Form](#)

Nonresident Alien

If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Last Name Differs from SS

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

Marital Status *

If married, but legally separated, or spouse is a nonresident alien, choose "Single".

Number of Allowances

Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).

Additional Amount

Additional amount, if any, you want withheld from each paycheck.

Exempt

I claim exemption from withholding for 2017 and I certify that I meet both of the following conditions for exemption.

* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and

* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, click the Exempt Box.

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, and
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I Agree *


Have questions?

Refer to the IRS website: <https://www.irs.gov/faqs/irs-procedures/w-4-allowances-excess-fica-students-withholding/w-4-allowances-excess-fica-students-withholding>

2. Complete State and Local Withholding Elections

Complete State and Local Withholding Elections

5 day(s) ago - Effective 09/21/2017

Worker 

Company

Effective Date 09/21/2017

State *

Withholding Form Type *

- IT-2104.1 - Non-Resident Exempt
- IT-2104-E - Exempt
- IT-2104-IND - Exempt
- IT-2104-SNY - Exempt
- IT-2104 - Withholding

Which withholding form do I select?

The most commonly used forms are outlined below.

For detailed information and to view these forms with full instructions, please visit:

https://www.tax.ny.gov/forms/withholding_cur_forms.htm

I am *not* a NY state resident (IT-2104.1):

New York IT-2104.1 Data

[View Blank Form](#)

Nonresident of New York State *

Percentage of services performed in New York *

Nonresident of New York City *

Nonresident of Yonkers *

Percentage of services performed in Yonkers *

What is percent of services?

The percent of services performed in New York State or Yonkers may be computed using days, miles, time, or similar criteria. For example, an individual working in New York State two out of five days for the entire year performs 40% of his or her services in New York State.

Legal Notice

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true and correct.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I will notify my employer within 10 days of any change in the percentage of my services performed within New York State or Yonker York State, New York City, or Yonkers.

I Agree *

I am a NY state resident and exempt from withholding for NY State income tax:

New York IT-2104-E Data

[View Blank Form](#)

Marital Status

Exempt from New York State Withholding *

Exempt from New York City *

Exempt from Yonkers work income tax *

Exempt from Yonkers resident income tax *

Full-time Student

Military Spouse Exemption *

Am I Exempt?

Per the IRS, to claim exemption from withholding for NY state income tax you must meet these conditions:

- you must be under age 18, or over age 65, or a full-time student under age 25; and
- you did not have a New York income tax liability for 2016; and
- you do not expect to have a New York income tax liability for 2017 (for this purpose, you have a tax liability if your return shows tax before the allowance of any credit for income tax withheld).

LEGAL NOTICE

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true and correct.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I certify that the information on this form is correct and that, for the year 2017, I expect to qualify for exemption from withholding under the SCRA. I will notify my employer within 10 days of any change requiring revocation of the exemption from withholding.

I Agree *

I am a NY state resident and expect to have income tax liability (IT -2104):

New York IT-2104 Data

[View Blank Form](#)

Marital Status *

Resident of New York City

Resident of Yonkers

Work in Yonkers

New York State and Yonkers Allowances

New York City Allowances

New York State Additional Amount

New York City Additional Amount

Yonkers Additional Amount

Legal Notice

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

I certify that I am entitled to the number of withholding allowances claimed on this certificate.

I Agree *

3. Payment Election Enrollment Event (Direct Deposit):

Manage Payment Elections

5 day(s) ago

Worker 
Default Country United States of America
Default Currency USD

Preferred Payment Method

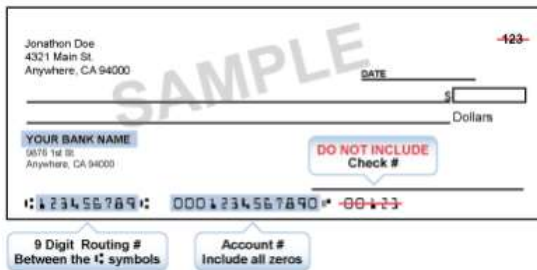
Payroll *

Expense *

Account Setup

Worker 

Sample Check



Jonathon Doe
4321 Main St.
Anywhere, CA 94000

DATE

Dollars

YOUR BANK NAME
5676 1st St.
Anywhere, CA 94000

DO NOT INCLUDE
Check #

⑆ 123456789 ⑆ 0001234567890 ⑆ 00123

9 Digit Routing #
Between the ⚡ symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)

Account Type * Checking
 Savings

Bank Name *

Routing Transit Number *

Account Number *

Direct Deposit Fast Facts:

- All onboarding actions must be completed IN FULL in order for direct deposit to work
- After enrolling it takes one complete pay cycle to pass before direct deposit takes effect. Your first paycheck will be a paper check.

4. Review Documents:

Review Documents Review Documents for Onboarding

5 day(s) ago - Effective 09/21/2017

Documents

Document Link [Student Handbook](#)

Instructions Please click the link below to download a copy of the Student Handbook

Signature Statement I acknowledge that I have received and reviewed the Student Handbook.

I Agree

Document Link [Vassar College Regulations](#)

Instructions Please click the link above to view or download a copy of the Vassar Col

Signature Statement I acknowledge that I have received and reviewed the Vassar College Reg

I Agree

Document  [Employee Confidentiality Agreement](#)

Instructions Please click the link above to download a copy of Vassar College's Empl

Signature Statement I acknowledge that I have received and reviewed the Employee Confider

I Agree