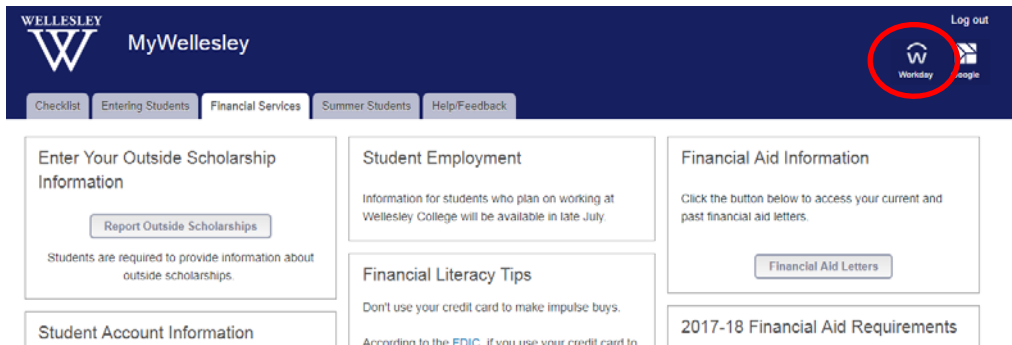
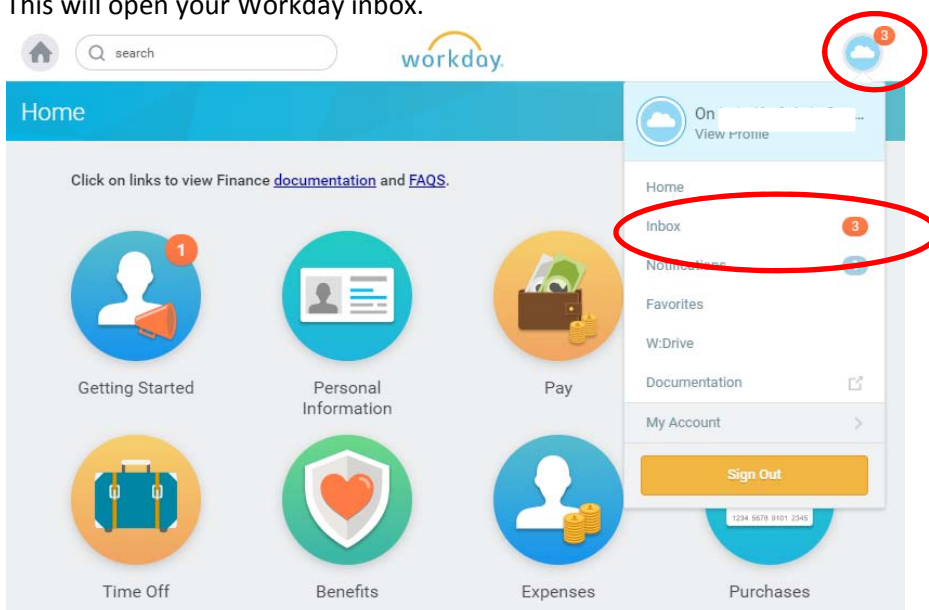


# How to complete your student employment paperwork in Workday

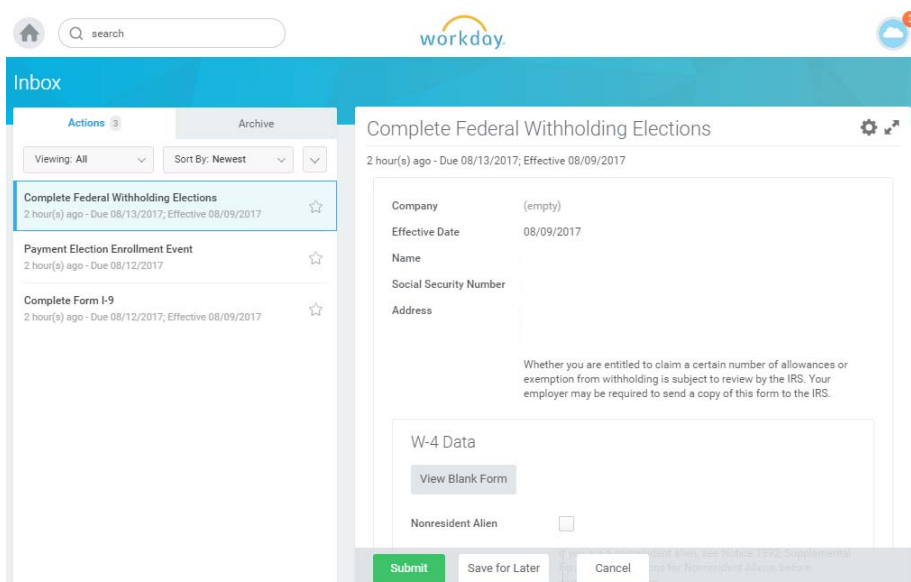
- 1.) Log into your MyWellesley portal (portal.wellesley.edu) and click the Workday icon at the top:



- 2.) When your Workday account opens, you will see a welcome screen. In the top right corner, click the cloud. This will open your Workday inbox.



- 3.) Your inbox will contain three items required for to complete your student employment paperwork: Federal Withholding Elections (IRS Form W-4), Payment Election Enrollment Event, and Form I-9. We'll start with the Federal Withholding Elections (Form W-4). If you are an international student, skip this step:



- 4.) Scroll down on the right to review your elections. You must enter a marital status and review other data elements to proceed. Wellesley College is unable to offer assistance in selecting your elections. If you're unsure how to complete this form, please ask your parents/family or a tax professional.

- 5.) Once you've reviewed your form and the legal notice, click the "I agree" check box to electronically sign your W-4 and click submit.

- 6.) You will receive a confirmation that your Federal Withholding Elections (Form W-4) has been submitted. You should also see your inbox go from 3 outstanding items to 2. Next, click "Open" to review your Form I-9:

7.) Review important Form I-9 instructions.

8.) Review and confirm all employee information. Your name, address, date of birth, Social Security Number, and email address are pre-filled. Check the box that describes your citizenship status. Once all information has been reviewed or entered, you may sign the form by clicking "I agree."

9.) If you have a preparer or translator completing this form on your behalf, s/he must complete the Preparer and/or Translator Certification fields. If you completed this form without assistance from a preparer or translator, click “I did not use a preparer or translator.” When you’re finished reviewing your Form I-9, click submit at the bottom of your screen.

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?

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

**Signature of Preparer or Translator**

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

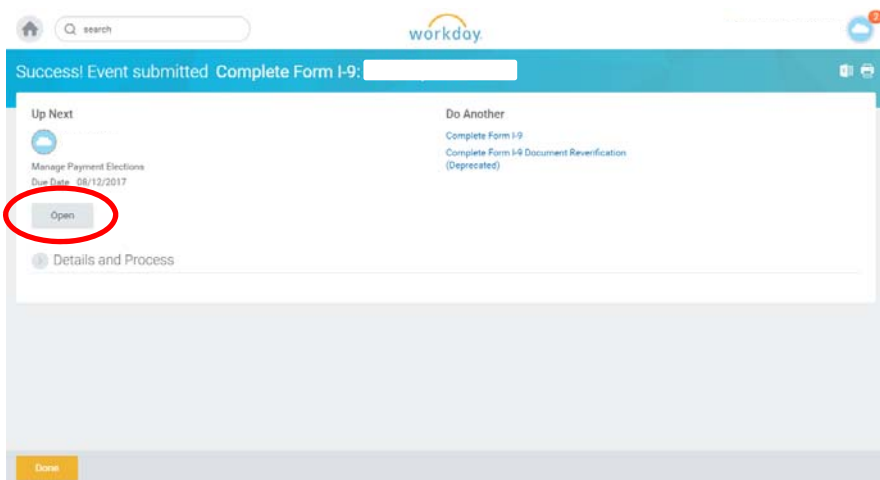
I Agree

Last Name (Family Name)  First Name (Given Name)

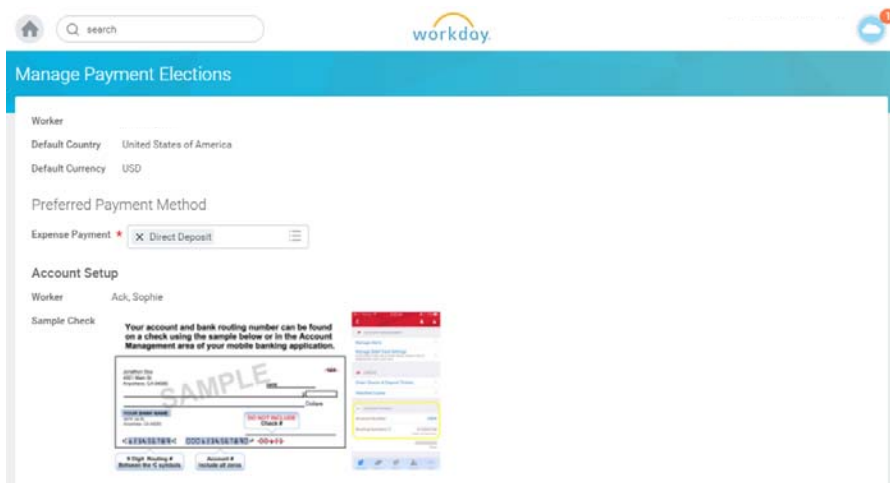
Address (Street Number and Name)  City or Town  State

ZIP Code

10.) You will receive a confirmation that your Form I-9 has been submitted. Next, click “Open” to review your Payment Elections or Direct Deposit form:




11.) All payroll at Wellseley is processed via direct deposit. Managing Payment Elections in Workday allows you to set up and confirm your direct deposit information.



12.) Scroll down to enter your account information. You may create a nickname for your account. You must provide information about the type of account, name of your bank, and routing and account numbers. Be very careful when entering your routing and account numbers. Click "OK" to review your information.

Sample Check

Your account and bank routing number can be found on a check using the sample below or in the Account Management area of your mobile banking application.



Account Information

Account Nickname (optional)

Account Type  Checking  Savings

Bank Name

Routing Transit Number

Account Number

13.) Review the information you entered. If everything is correct, click submit.

Manage Payment Elections

Worker

Default Country United States of America

Default Currency USD

Status In Progress

Accounts 1 Item

| Account Nickname | Country                  | Bank Name       | Account Type  | Account Number |
|------------------|--------------------------|-----------------|---|----------------|
| BoA Checking     | United States of America | Bank of America | <input checked="" type="radio"/> Checking<br><input type="radio"/> Savings<br><input type="radio"/> None of the above | *****7897      |

Payment Elections 1 Item

| Pay Type        | Payment Elections |              |                |   |
|-----------------|-------------------|--------------|----------------|---|
|                 | Payment Type      | Account      | Account Number | Distribution                                |
| Expense Payment | Direct Deposit    | BoA Checking | *****7897      | Balance <input checked="" type="checkbox"/> |

14.) You'll receive a confirmation that you've submitted all required documents. Click done

You have submitted Payment Election: [REDACTED] on 08/11/2017

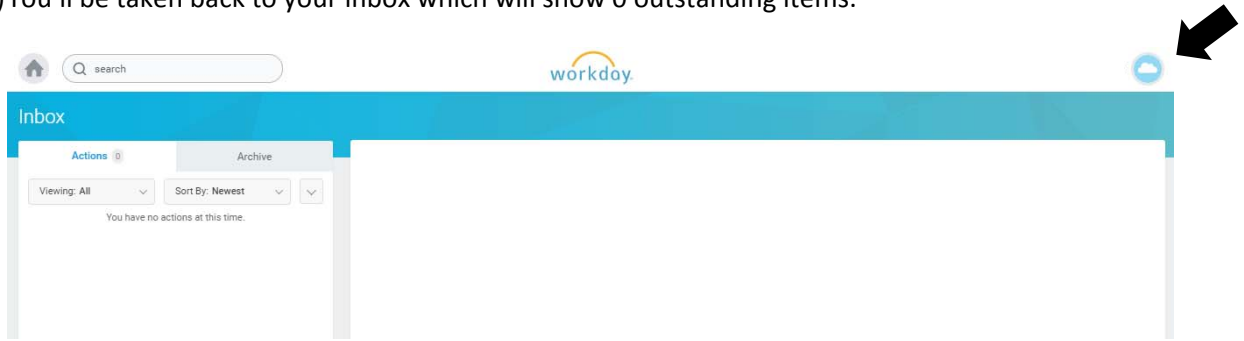
Up Next

[STU]HR Partner

Complete Form I-9:

Due Date 08/12/2017

15.) You'll be taken back to your inbox which will show 0 outstanding items.



But you're not quite done yet!

On the confirmation page in step 14, you'll see that your documents have been sent to "[STU]HR Partner" – the staff in Student Financial Services. To certify your eligibility to work and confirm your direct deposit information, you must present valid documentation to a member of our staff. Join us on Friday, September 1, 2017 3:00-5:30pm in the Library Lecture Room to complete your paperwork process. Be sure you bring your banking information (showing your routing and account numbers) and documents to complete your Form I-9. **You must bring unexpired, original documents to this session; we are unable to accept photocopies.**

For more information about what documents are accepted, please visit the U.S. Citizenship and Immigration Services Form I-9 website at <https://www.uscis.gov/i-9>.