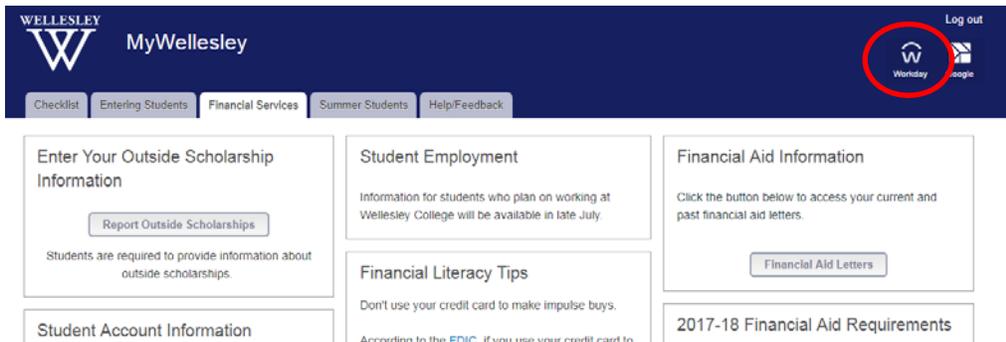
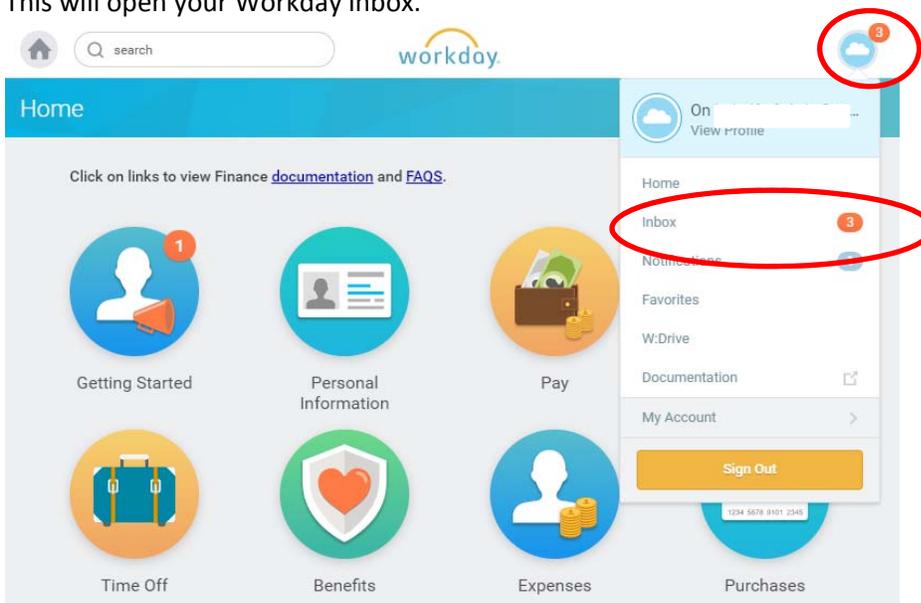


How to complete your student employment paperwork in Workday

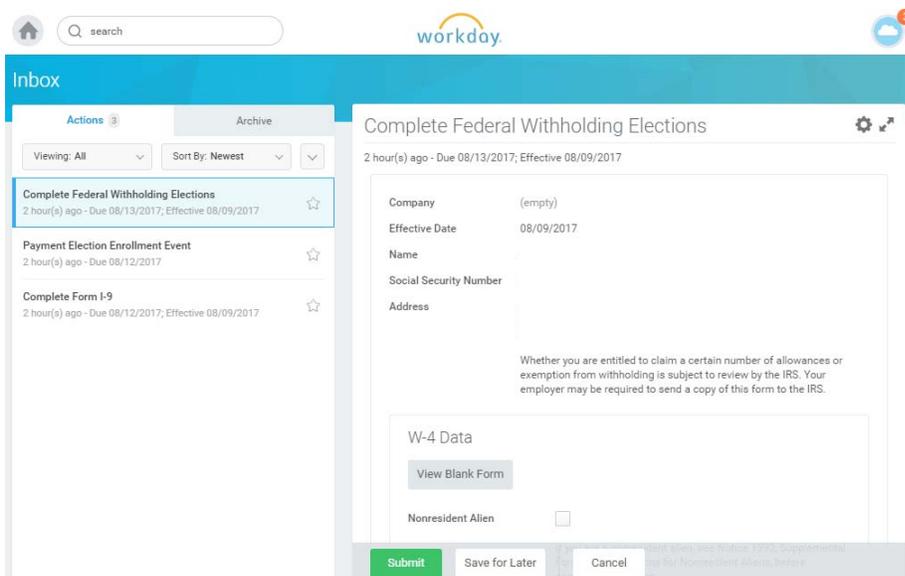
- 1.) Log into your MyWellesley portal (portal.wellesley.edu) and click the Workday icon at the top:



- 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.

The screenshot shows the 'View Blank Form' interface. On the left is a sidebar with a list of actions: 'Complete Federal Withholding Elections' (2 hour(s) ago), 'Payment Election Enrollment Event' (2 hour(s) ago), and 'Complete Form I-9' (2 hour(s) ago). The main area is titled 'View Blank Form' and contains several fields: 'Nonresident Alien' (checkbox), 'Last Name Differs from SS' (checkbox), 'Marital Status' (dropdown menu), 'Number of Allowances' (input field with '0'), 'Additional Amount' (input field with '0.00'), and 'Exempt' (checkbox). Below these fields is a green 'Submit' button, a 'Save for Later' button, and a 'Cancel' button.

- 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.

The screenshot shows the 'LEGAL NOTICE' section. The text explains that the user's name and password are considered their 'Electronic Signature' and that they are certifying the accuracy of the information. It lists three conditions for the signature. Below the text is a red circle around the 'I Agree' checkbox, which is checked. Below this is a comment box and a 'Process History' section showing a recent action: 'Complete Federal Withholding Elections-Awaiting Action' from 08/13/2017. At the bottom, the 'Submit' button is circled in red.

- 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:

The screenshot shows the 'Inbox' interface. At the top, there is a search bar and the 'workday' logo. A notification icon in the top right corner has a red '2' next to it, with a black arrow pointing to it. The main content area shows a confirmation message: 'Success! Event submitted Federal Tax Election for Onboarding:'. Below this, there is a section for 'Up Next' with a task card for 'Complete Form I-9' due on 08/12/2017. The 'Open' button on this card is circled in red. There is also a 'Do Another' button with the text 'Add Federal Withholding Elections'. At the bottom, there is a 'Done' button.

7.) Review important Form I-9 instructions.

Students are only able to work until October 15 without a valid SSN. After that date, you will not be permitted to work until you obtain a valid SSN. Please visit [this IRS website](#) for instructions on completing the I-9 below.

Employment Eligibility Verification
Department of Homeland Security, U.S. Citizenship and Immigration Services
USCIS Form I-9
OMB No. 1615-0047
Expires 08/31/2019

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

[Form I-9 Instructions.](#)

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

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."

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation
Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * [] First Name (Given Name) * [] Middle Initial []
Other Last Names Used (if any) []

Address (Street Number and Name) * [] Apt. Number [] City or Town * []
State * [] ZIP Code * []

Date of Birth * [] U.S. Social Security Number [] Employee's E-mail Address []
Employee's Telephone Number []

I attest, under penalty of perjury, that I am (check one of the following boxes):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): []

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
Some aliens may write 'N/A' in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:
OR

2. Form I-94 Admission Number:
OR

3. Foreign Passport Number:
Country of Issuance: (empty)

Signature of Employee
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree * Today Date 08/11/2017

Submit Save for Later Cancel

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.

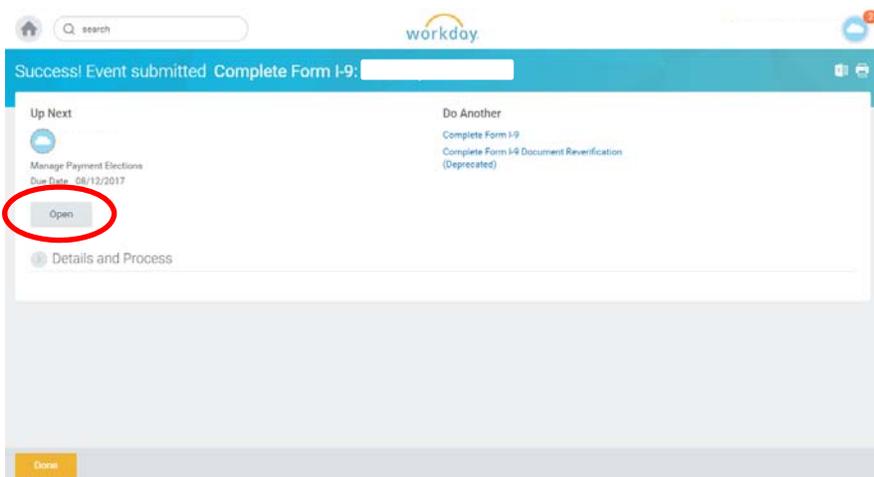
I Agree

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

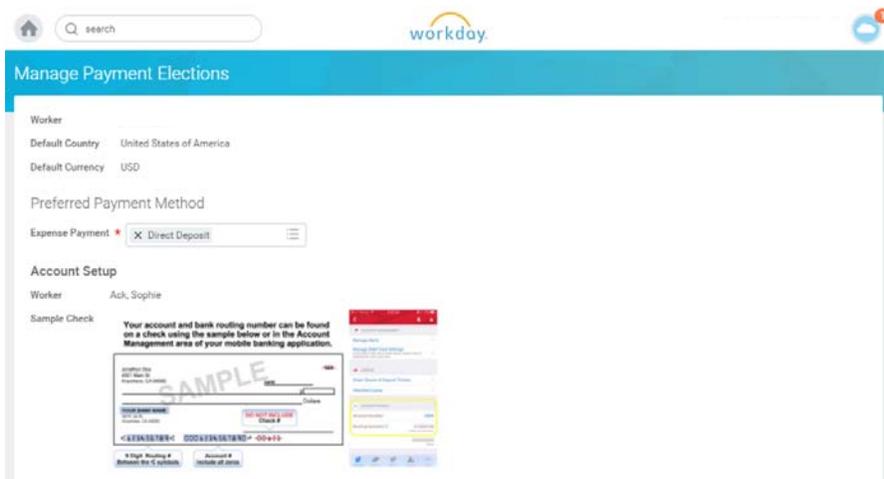
Address (Street Number and Name) City or Town State

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 <input type="radio"/> Savings <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

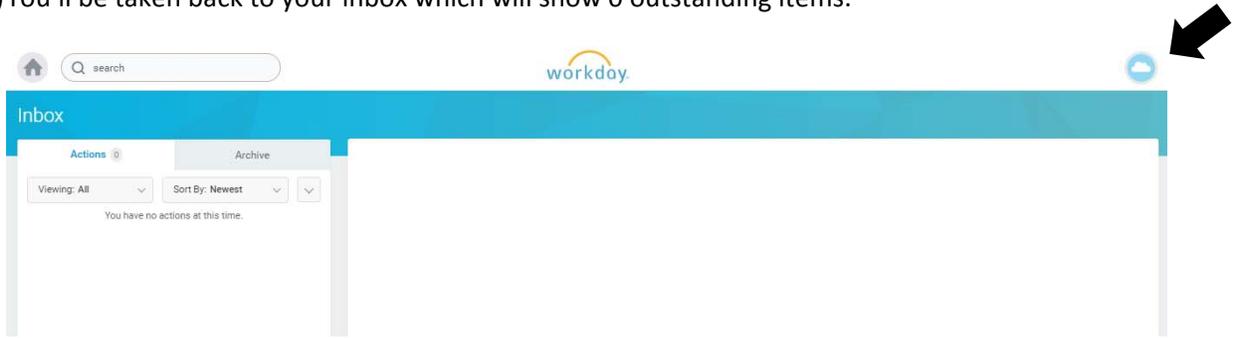
Up Next

[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>.