# 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:
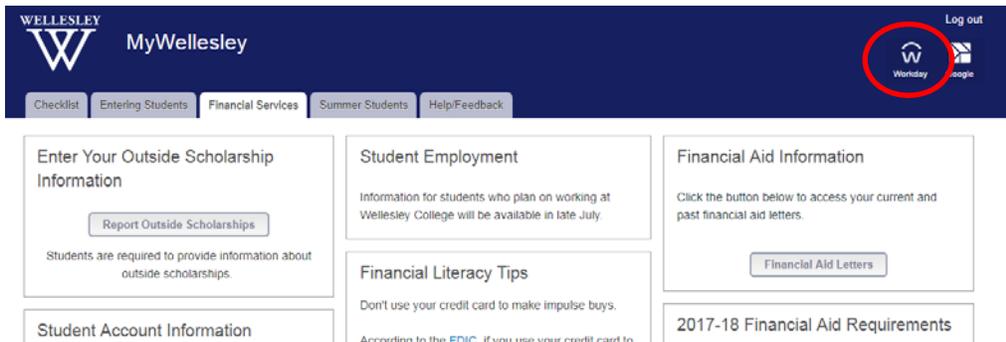


2.) When your Workday account opens, you will see a welcome screen. In the top right corner, click the cloud. This will open your Workday inbox.
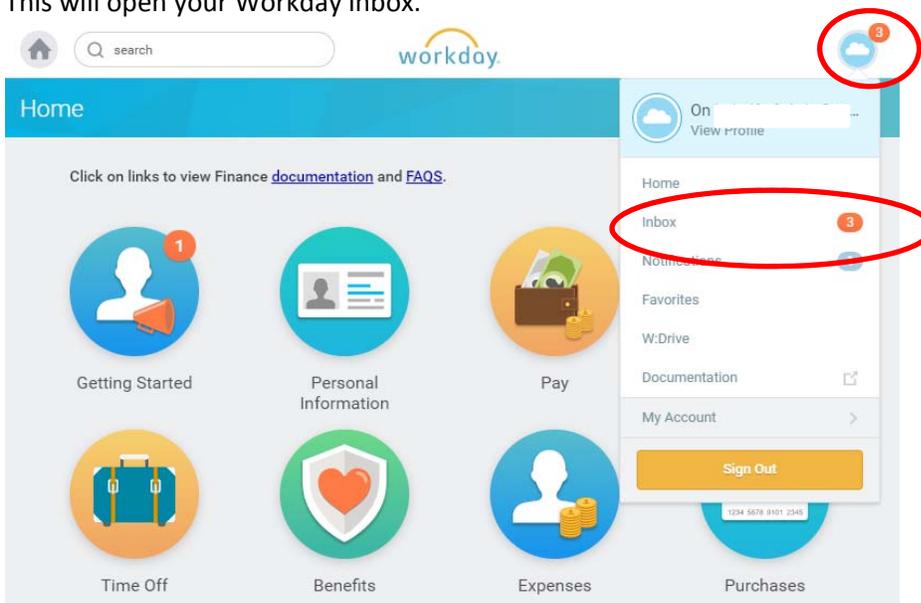


3.) Your inbox will contain three items required for to complete your student employment paperwork: Federal Withholding Elections (IRS Form W-4), Payment Election Enrollment Event, and Form I-9. We'll start with the Federal Withholding Elections (Form W-4). If you are an international student, skip this step:
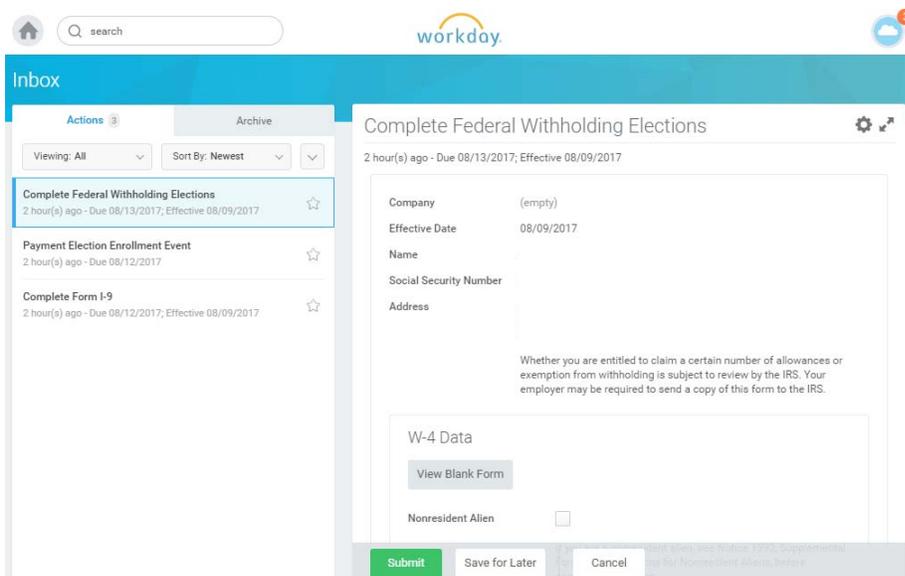
4.) Scroll down on the right to review your elections.  You must enter a marital status and review other data elements to proceed.  Wellesley College is unable to offer assistance in selecting your elections.  If you're unsure how to complete this form, please ask you parents/family or a tax professional.



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.



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:
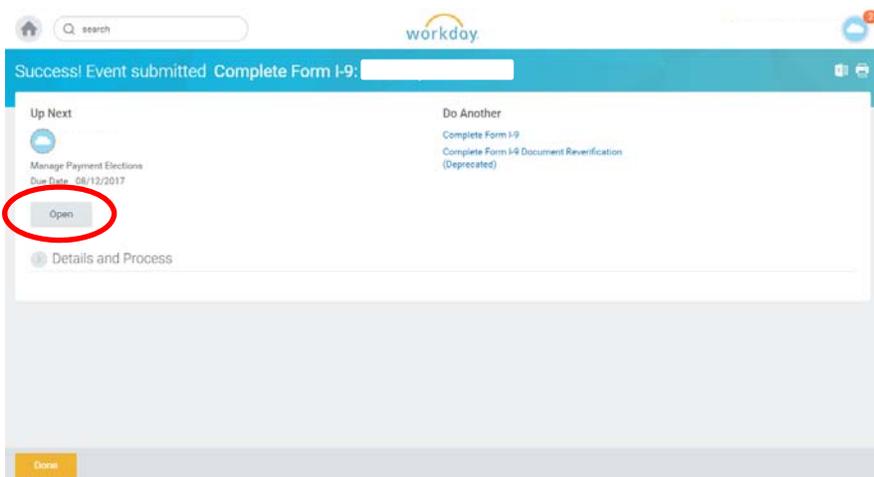


11.) All payroll at Wellelsey is processed via direct deposit. Managing Payment Elections in Workday allows you to set up and confirm your direct deposit information.
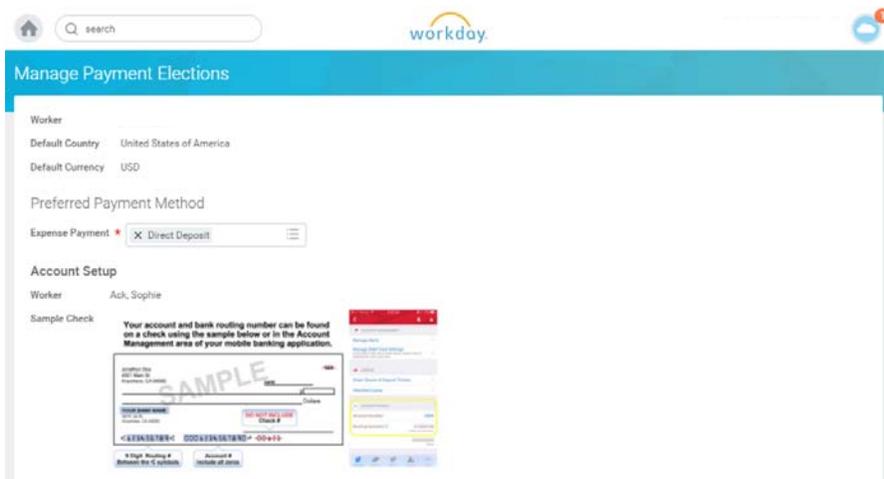
12.) Scroll down to enter your account information.  You may create a nickname for your account.  You must provide information about the type of account, name of your bank, and routing and account numbers.  Be very careful when entering your routing and account numbers.  Click "OK" to review your information.



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



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

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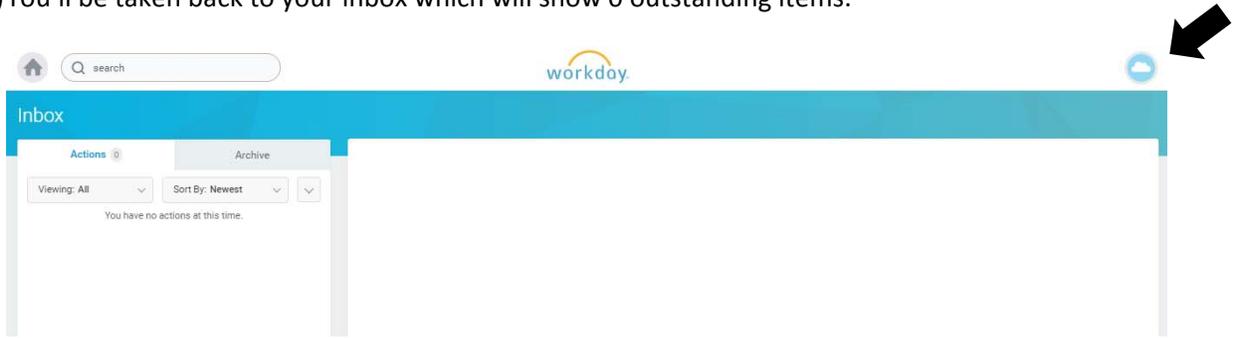


But you're not quite done yet!

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.