FACULTY AND STAFF NEXT STEPS AFTER COMPLETING THE FORM I-9

Thank you for completing your Form I-9. These resources will assist you with frequent employment questions. For questions, contact your department or the CMUWorks Service Center at cmu-works@andrew.cmu.edu.

WORKDAY

Workday is Carnegie Mellon University’s with a unified, global Human Resources, Payroll, and Time Tracking system. You can access Workday with your Andrew ID and password from the CMUWorks Service Center Website at www.cmu.edu/cmuworks. Workday guides and training materials are available at the My Workday Toolkit at www.cmu.edu/my-workday-toolkit/index.html.

Now that you have completed your Form I-9, additional onboarding items will appear in your Workday Inbox shortly. Complete these items in Workday within 30 days of your start date:

- Enter Emergency Contacts
- Enter Payment Elections (Direct Deposit) *
- Complete Federal, State and Local Tax Withholdings*
- Complete Benefit Elections, if applicable*

*An SSN is required for direct deposit set-up, for many benefit carriers, and for access to the electronic tax withholding forms.

BENEFITS

The Benefit Enrollment step will be presented to benefits eligible employees in the Workday Inbox. A guide to Benefit Elections in Workday is available on the My Workday Toolkit. If a benefits eligible employee does not elect benefits within 30 days of hire date, the employee will be automatically enrolled in the default plan. See the Benefits website for more information, details on plans available, and benefit guides at www.cmu.edu/hr/benefits/benefit_programs/index.html.

Dependents

To enroll dependents, you must provide necessary Supporting Documentation within 30 days of your enrollment: www.cmu.edu/hr/benefits/benefit_admin/dependents.html.

» QUICK TIP: If you receive an error when adding dependents, go back to the previous screen and select “No” to the “Add dependent as a beneficiary?” question. CMU does not handle beneficiaries internally, so this causes an error.

Retirement

**PAYROLL INFORMATION**

Your current pay information, including Payslips is available in Workday. From the Workday home screen, select the PAY bubble, then **VIEW MY PAYSLEPS**.

- As a faculty or staff member, you will be paid on a monthly (for salaried individuals) or bi-weekly (for hourly individuals).
- All pay transactions, including the setup of direct deposit, must be submitted prior to a pay deadline in order to be applied to the next pay day.
- Pay calendars with pay deadlines are available on the Payroll webpage at [www.cmu.edu/cmeworks/payroll/index.html](http://www.cmu.edu/cmeworks/payroll/index.html).

**Payment Methods**

Direct Deposit is strongly encouraged for its convenience and safety. You may elect direct deposit as your Payment Election in Workday. Please note:

- A Social Security Number is required for direct deposit setup.
- If you did not complete onboarding, provide your Social Security Number, and complete Payment Elections in Workday prior to the payroll deadline, the default payment method is check.
- Checks can be picked up at the CMUWorks Service Center with a photo ID.
- Checks over a month old will be mailed to an appropriate US address, if one is listed in Workday.

**Taxes (Withholding Elections)**

Your Withholding Elections can be completed in Workday. From the Workday home screen, select the PAY bubble, then **MANAGE MY TAX ELECTIONS**, then select **CONTINUE TO FORMS**. Be sure to confirm your address prior to submitting forms.

- A guide for completing Withholding Elections is available on the My Workday Toolkit.
- If your Social Security Number is not in Workday, you will receive an error and be unable to enter Withholding Elections.

**HOURLY INDIVIDUALS**

In order to be paid on time, hourly (or non-exempt) individuals should note that Time Worked must be entered, submitted and approved by your Time Approver prior to the pay deadline. Talk with your hiring department to identify your Time Approver and discuss any department expectations for time tracking, such as overtime. Information on time tracking is available on the My Workday Toolkit at [www.cmu.edu/my-workday-toolkit/index.html](http://www.cmu.edu/my-workday-toolkit/index.html).