STUDENT NEXT STEPS

STUDENT NEXT STEPS AFTER COMPLETING THE FORM I-9

Thank you for completing your Form I-9. These resources are to assist 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/cmworks/.

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 Payment Elections (Direct Deposit) *
- Complete Federal, State and Local Tax Withholdings*

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

Hourly Students

In Workday, you will submit time on a weekly basis. Each week of entered time must be submitted separately. Most hourly employees will still be paid on a bi-weekly basis. Be sure to submit your time worked prior to the pay deadline. Please see the Time Tracking for Students Guide (www.cmu.edu/my-workday-toolkit/quick-guides/quick-guide-time-tracking-students.pdf) for more information.

Please Note: You will not be able to assign hours to the “Job Mgmt Student Job Profile.” Be sure to assign your time to the appropriate position and department.

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/.
PAYROLL INFORMATION
Your current pay information, including Payslips is available in Workday. From the Workday home screen, select the PAY bubble, then VIEW MY PAYSLIPS.

- As a student, you will either be paid on a semi-monthly (for non-hourly 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 date.
- Pay calendars with pay deadlines are available on the Payroll webpage at www.cmu.edu/cmuworks/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 select MANAGE MY TAX ELECTIONS, then select CONTINUE TO FORMS. Be sure to confirm you address prior to submitting forms.
- Your Primary Address in Workday is pulled from your Permanent address as listed in SIO, and must be a street address (not a PO Box, student mail box or department address).
- Your Permanent Address should be where you live when you are not studying at CMU. If you update your Permanent Address in SIO, you should submit updated Withholding Elections.
- A guide for completing Withholding Elections is available on the My Workday Toolkit at www.cmu.edu/my-workday-toolkit/.
- If your Social Security Number is not in Workday, you will receive an error and be unable to enter Withholding Elections.