Onboarding Information & Checklist for International Faculty, Staff & Students

Welcome to Carnegie Mellon University! This document is for new and re-hires. This document contains information and a list of steps that need to be completed to get started here at CMU. The majority of these steps will be completed in Workday, CMU’s unified, global, Human Resources, Payroll, Benefits and Time Tracking system. Please contact the CMUWorks Service Center with any onboarding questions.

### Steps for Setting up your Andrew Account

Note if you already have an Andrew account and are actively using it, you may continue to do so. **No further action is required.**

**Step 1: Complete the prior affiliation questionnaire.** This questionnaire is used to identify whether or not you have had a previous relationship with the University. Please complete this brief survey using the following URL:

https://www.surveymonkey.com/s/priorcmu

**Step 2: Retrieve your Andrew account.** You will receive an email from Computing Services within 72 hours after you complete the prior affiliation questionnaire. The email will contain a link to a website where you will retrieve your Andrew account information. Please make note of your Andrew account as you will not be able to access this website again.

**Step 3: Set your Andrew account password.** Now that you have retrieved your Andrew ID, you will receive another email that will provide instructions for setting your password.

**Step 4: Register for Duo, the University’s two-factor authentication (2fa) system.** Once your Andrew account password has been set, you will be directed to enroll in two-factor authentication. Two-factor authentication is required for all faculty and staff within the University. It will help keep your Andrew account and the data you have access to secure.

### Getting Started With Workday Prior to Your First Day

Your Andrew account is your gateway to the computing environment at Carnegie Mellon University. This account gives access to email, university systems, public computer labs and other resources. It is important that you complete the steps required to receive an Andrew account prior to your first day of work.

You should have received instructions for setting up your Andrew account in an email notification from Workday. If you have not completed the Andrew account set up process, please do so before attempting to login to Workday. If you need assistance using your Andrew account or enrolling in our two-factor authentication program, please contact Computing Services Help Center at 412-268-4357 (HELP) or it-help@cmu.edu.

**Getting Started and Accessing Workday:**

To get started using Workday, visit [http://www.cmu.edu/cmuworks/](http://www.cmu.edu/cmuworks/) and click on the “Workday Login” icon and enter your Andrew account information. You can access most tasks that require your action with the Workday Inbox Worklet.

*A digital accessible version of Workday can be accessed via the “Digital Accessibility Workday Login” icon.*
1. **Workday Inbox Items – Part 1**

**Complete all steps in Workday on or prior to your start date:**
- Complete Prior Affiliation Questionnaire (for faculty and staff only; complete via link in Workday inbox) and then click the “Submit” button in Workday
- Review Documents – **Intellectual Property**
- Enter Personal and Contact Information/Review Names (all required fields must be complete to “Submit”)

2. **Visit your local HR office**

Visit your Local HR Office to complete onboarding activities, as required by your work location:
- Complete Onboarding Activities for International Hires (when complete with activities, click “Submit” button in Workday)

**Remote International Locations:**
- Employees working in an international location should work with their Local HR Office.
- Contact the **CMUWorks Service Center** if you are not sure where your Local HR Office is located.

**CMUWorks Service Center**
Email: cmu-works@andrew.cmu.edu
Phone: +1 844-625-4600
Hours: 8:30-5:00 PM EST, Monday-Friday

3. **Workday Inbox Items - Part 2**

These items appear in your Workday Inbox shortly after submitting “Complete Onboarding Activities for International Hires” in Workday. **Complete in Workday within 30 days of your start date:**
- Enter Emergency Contacts
- Complete Benefit Elections, if applicable*

*Not available for all positions or locations; please contact your Local HR Office or the **CMUWorks Service Center** if assistance is needed.

**Important Notes about Benefits:**
Enrollment step is only for benefits eligible employees. The **benefits available to international faculty and staff** are comparable to the benefits for our domestic faculty and staff, but are not identical. Some benefits may involve Pittsburgh facilities or vendors not available to those outside the United States. Some benefits are governed by U.S. and/or host nation laws, and may not be available to all faculty and staff.

4. **Next Steps**

- Complete any department specific onboarding
- Complete **Workplace Harassment Training** (you will receive an email from HR)
- Review **Carnegie Mellon’s Policies**

For faculty and researchers, use the **ORCID @ CMU** application

**Other Helpful Links:**
- **Information Security**
- **My Workday Toolkit**
- **Payroll Resources**
- **ORCID @ CMU FAQs**