Welcome to Carnegie Mellon University! This document is for International Campus Members starting or restarting a paid position. The first page of this document contains a list of steps that need to be completed to get started at CMU. The majority of these steps will be completed in Workday, CMU’s human resources system. The second page contains Frequently Asked Questions about onboarding. Please contact the CMUWorks Service Center with any onboarding questions.

### 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”)

**Accessing Workday:**
- Most Faculty and Staff will receive two emails, which are sent to the provided personal email account, with a temporary username and password to access Workday to begin onboarding.
- The Temporary Account Login is here: [https://wd5.myworkday.com/cmu/d/home.html?redirect=](https://wd5.myworkday.com/cmu/d/home.html?redirect=)
- Students, once entered in Workday, will be able to access Workday with their Andrew ID credentials at the Workday Login here: [http://www.cmu.edu/cmuworks/](http://www.cmu.edu/cmuworks/)
- Please see the page 2, “Getting Started with Workday” section for more information.

**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)
- If Andrew ID Access is Needed, Contact the CMUWorks Service Center to receive First Pass Coupon and Andrew ID (See the page 2, “About Your Andrew ID” section for more information.)

**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 (if available from department)
- 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

---

Page 1 of 2
## Frequently Asked Questions and Helpful Information

### Getting Started With Workday

Workday provides Carnegie Mellon University with a unified, global Human Resources, Payroll, Benefits and Time Tracking system.

**How do I log on to Workday?**

How you access Workday depends on where you are in the onboarding process:

- **Most Onboarding Individuals** will access Workday for the first time with a temporary account provided in an email sent to their personal email account. Login to Workday using the URL listed in the email with the temporary account credentials provided: https://wd5.myworkday.com/cmu/d/home.html?redirect=n

After you have completed your onboarding steps and you have set up your Andrew Account, you will access Workday with your Andrew ID. The login to Workday with your Andrew ID is always located here:

http://www.cmu.edu/cmuworks/

**Exception:** Current Students and Individuals moving from an Active Contingent Status to Employee Status will access Workday with their existing Andrew credentials. The login to Workday link that can be used with your Andrew ID is always located here: http://www.cmu.edu/cmuworks/

A [Digital Accessibility Workday](#) is also available.

**Getting Started With Workday**

You can access most items that require your action with the Workday Inbox which is on the top right corner of the Workday screen: click on the person image then select “Inbox” from the drop down menu.

### My Workday Toolkit

Workday guides and training materials are available at the [My Workday Toolkit for International Campus Members](#). This section includes resources for Carnegie Mellon faculty, staff and students working at our international locations. Many of the available resources apply to all locations; resources specific to each location are labeled as such. Use the Toolkit to view resources by your location and by your employee type or role in Workday: [Australia](#) | [Qatar](#) | [Rwanda](#)

### Your Andrew ID

**What is an Andrew ID or Andrew Account?**

Your Andrew Account is your login account gateway to the computing environment at CMU. It is used to access the majority of CMU applications, including certain CMU webpages, your Andrew email, and Workday.

**I have never had an Andrew Account or I have an inactive Andrew Account.**

How do I set up my Andrew Account?

After you complete onboarding activities with your Local HR Office, please contact the CMUWorks Service Center. The Service Center will communicate your Andrew ID and a temporary password via the First Pass Coupon. Once you receive your First Pass Coupon, go to First Pass URL listed on the coupon to set up your Andrew Account by creating a personal password.