Welcome to Carnegie Mellon University! This checklist contains information and steps that must be completed to get started as a new or re-hire at CMU. Many of these steps will be completed in Workday, CMU’s unified, global, human resources, payroll, benefits and time tracking system.

For onboarding questions, contact the CMUWorks Service Center (CSC) at cmu-works@andrew.cmu.edu.

After Accepting the Offer

Your hiring manager will provide you with:
- Your expected first day of employment, location, and arrival time
- Attire expectations
- A primary contact

Before Your Start Date

☐ Complete the Prior Affiliation Questionnaire at www.surveymonkey.com/s/priorcmu.

☐ Receive your Andrew ID via email from the CMUWorks Service Center and set up your password. (Note: If you have had a prior affiliation with CMU, you may have the same Andrew ID and password as before).

☐ Register for DUO 2 Factor Authentication at www.cmu.edu/computing/services/security/identity-access/authentication/how-to/2fa-register.html.

Log in to Workday from the CMUWorks Service Center website (visit www.cmu.edu/cmuworks and click on the Workday Login icon) to:

☐ Review the CMU Intellectual Property Agreement. You must check both boxes then hit SUBMIT at the bottom of the page to mark this complete.

☐ Complete Personal Information. Complete all sections, including Disability and Military Status.
Week One
Visit your local HR office to complete onboarding activities for international hires (when complete with the activities, click the “Submit” button in Workday for this listed task). If you are unsure where your local HR office is, contact the CMUWorks Service Center at cmu-works@andrew.cmu.edu.

☐ See your department to complete any department-specific onboarding tasks including access to additional systems and applications.

In Workday:
☐ Enter your Emergency Contacts.
☐ Complete your Benefits Elections (if eligible). You must complete this task in Workday within 30 days of your eligibility date. Even if you do not plan to elect benefits, you must waive coverage or you will be auto-enrolled.

Note: The 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. U.S. and/or host nation governs some benefits laws, and may not be available to all faculty and staff. For more information, visit www.cmu.edu/hr/benefits.

Month One
☐ Complete Workplace Harassment Training at www.cmu.edu/hr/professional-development/learn/workplace-training within 30 days of receiving an email from HR regarding the training.
☐ Review the Payroll and Pay Deadline Calendar at www.cmu.edu/cmuworks/payroll/payroll-calendars.
☐ Review resources on how to complete tasks in Workday at www.cmu.edu/my-workday-toolkit.
☐ Non-Exempt Employees: Review Time Worked at www.cmu.edu/my-workday-toolkit/quick-guides/restricted/quick-guide-time-tracking-employees.pdf. (Note: Not available for all positions or locations; please contact your local HR Office or the CMUWorks Service Center for assistance.)

Additional Tasks and Resources
☐ Find university staff contact information in the CMU Directory at www.cmu.edu/directory.
☐ Learn more about CMU’s commitment to information security at www.cmu.edu/iso/aware.
☐ If you are a faculty member or researcher and want to learn more about Open Researcher and Contributor ID (ORCID), visit library.cmu.edu/datapub/id/orcidinitiative.