Welcome to Carnegie Mellon University! This checklist contains information and steps you must complete to get started as a new hire or rehire at CMU. You will complete many of these steps in Workday, CMU's unified system for human resources, benefits, time tracking and more.

For onboarding questions, contact the CMUWorks Service Center 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.** You will receive the survey via email.

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

- **Register for DUO Two-Factor Authentication** at [www.cmu.edu/computing/services/security/identity-access/authentication/how-to/2fa-register.html](http://www.cmu.edu/computing/services/security/identity-access/authentication/how-to/2fa-register.html).

Log in to Workday (visit [www.cmu.edu/cmuworks](http://www.cmu.edu/cmuworks) and click on the Workday Login icon) to:

- **Review the CMU Intellectual Property Agreement.** You must check both boxes then click 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 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.
- Enter your Emergency Contacts in Workday.

Month One

- Within 30 days of your eligibility date, complete Benefits Elections in Workday (if eligible). If you do not plan to elect benefits, you must waive coverage or you will be auto-enrolled.
- Within 30 days of receiving the instructional email from HR, complete Preventing Workplace Harassment Training at www.cmu.edu/hr/career/new-employees/onboarding/pwh.html.
- Review the Payroll and Pay Deadline Calendar at www.cmu.edu/cmuworks/payroll/payroll-calendars.html.
- Review resources on how to complete tasks in Workday at www.cmu.edu/my-workday-toolkit.
- Non-exempt employees: Review how to enter 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 and faculty 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.