

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 HR 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 HR CMUWorks Service Center and set up your password.** (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.

Log in to Workday (visit www.cmu.edu/cmworks 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.
- Enter Personal Information.**

Week One

- Visit your local HR office to complete onboarding activities for international hires.** When complete, click the **submit** button in Workday for this task. If you are unsure where your local HR office is, contact the HR CMUWorks Service Center at cmu-works@andrew.cmu.edu.
- Work with your department to **complete any department-specific onboarding tasks**, such as gaining access to additional systems and applications.
- Enter your Emergency Contacts** in Workday.
- Set up Payment Elections (Direct Deposit)** by completing the appropriate form and submitting it to the HR CMUWorks Service Center at cmu-works@andrew.cmu.edu.
 - **Qatar Employees Paid in USD:** Complete the Qatar Employee Authorization for Direct Deposit in USD (www.cmu.edu/finance/forms/files/dd_auth_us.pdf)
 - **Qatar Employees Paid in QAR:** Complete the Qatar Employee Authorization for Direct Deposit in QAR (www.cmu.edu/finance/forms/files/dd_auth_q.pdf).
 - **Australia Employees Paid in AUD:** Complete the Authorization for Direct Deposit in AUD (www.cmu.edu/finance/forms/files/DD_auth_A.pdf).

Month One

- Within thirty 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.
- 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.
- Within 30 days of receiving the instructional email from Human Resources, 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.

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.
- Review Carnegie Mellon's policies** at www.cmu.edu/policies.
- 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.