

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
- Parking information



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.
- Compile your original documents for the Form I-9** from the List of Acceptable Documents (www.cmu.edu/cmuworks/documents/list-of-acceptable-form-i9-documents.pdf).

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

- Complete Section #1 of the Form I-9 Employment Authorization.** Although optional on the Form I-9, it is helpful to provide your Social Security number for tax purposes.
- Review the Workers' Compensation Notice and 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.**
- Complete Voluntary Disclosure of a Disability Form.**

Week One

- Within three days of your start date, complete your Form I-9 Employment Verification.** This is required by federal law for employment in the United States. To complete the form:
 - **Pittsburgh employees:** Visit the HR CMUWorks Service Center at 4516 Henry Street, Pittsburgh, PA 15213. For faster service, you are encouraged to make an appointment at <https://meetme.so/I9Appointment>.
 - **Silicon Valley Employees:** Email staff-workers@sv.cmu.edu.
 - **Other locations:** Visit www.cmu.edu/cmuworks/documents/off-site-form-i-9-instructions.pdf for instructions on how to complete the Form I-9.
- Work with your department to **complete any department-specific onboarding tasks**, such as gaining access to additional systems and applications.
- Get your CMU ID card** by visiting www.cmu.edu/idplus to submit a photo online or visit The HUB to have a photo taken and ID card produced. ID cards may be picked up at The HUB in the lower level of Warner Hall.*
- Review the Universal Availability Notice for the Faculty and Staff Retirement Plan** at www.cmu.edu/hr/assets/retirement/universal-availability-notice.pdf.

In Workday:

- Enter your Emergency Contacts
- Complete your Federal, State and Local Tax Withholdings†
- Enter Payment Elections (Direct Deposit)‡

Employees residing in California, please also review the following:

- California Required Employee Notices at www.cmu.edu/hr/resources/policies/california.html
- California Workers' Compensation Information:
 - Access the Workers' compensation notice and election form at www.cmu.edu/hr/assets/hr/ca-workers-comp-pamphlet.pdf. You may opt to predesignate a physician/chiropractor by completing the form and submitting it to cmu-works@andrew.cmu.edu.
 - Refer to the Human Resources website for additional information about Workers' Compensation at CMU, including contact information: www.cmu.edu/hr/work-life/life-experiences/work-injury.html.
- Carnegie Mellon University in California Staff Handbook at www.cmu.edu/hr/assets/hr/restrict/staff-handbook-california.pdf

Month One

- Complete Retirement Savings Elections in Workday** (if eligible).
- 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.
- Attend Orientation***
 - **Staff: New Hire Orientation** (www.cmu.edu/hr/career/new-employees/onboarding/orientation.html)
 - **Faculty: Eberly Center's Faculty Orientation** (www.cmu.edu/teaching/orientation)
- 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 Carnegie Mellon's Policies** at www.cmu.edu/policies.
- Review the Payroll and Pay Deadline Calendar** at www.cmu.edu/cmworks/payroll/payroll-calendars.html.
- Review resources on how to complete tasks in Workday** at www.cmu.edu/my-workday-toolkit.

Additional Tasks and Resources

- Sign up to receive CMU-Alert notifications** from CMU's emergency alert system at www.cmu.edu/alert.
- Review professional development opportunities** at www.cmu.edu/hr/career/performance.
- Secure a parking permit** at www.cmu.edu/parking.
- Find university staff and faculty contact information** in the CMU Directory at www.cmu.edu/directory.
- Familiarize yourself with campus** using the campus maps at www.cmu.edu/visit/maps-parking-transportation.html.
- Learn more about CMU's commitment to information security** at www.cmu.edu/iso/aware.

* Individuals working outside of Pittsburgh should discuss these items with their local HR office.

† If you are a foreign national, the HR CMUWorks Service Center will contact you via email regarding completing information online with our Foreign National Information System (FNIS) and Windstar. Without this information, we cannot provide you with applicable tax exemptions. For more information, please visit the Tax Resources at www.cmu.edu/cmworks/payroll/TaxResources.html and review the information for Foreign Nationals. The Office of International Education has additional resources for Foreign Nationals at www.cmu.edu/oie.

‡ A Social Security number (SSN) is required for direct deposit setup and for access to the electronic tax withholding forms. Many benefit carriers also require an SSN.