

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

- 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).

Students with active Andrew Accounts: once you receive an email regarding onboarding log in to Workday with your Andrew credentials by visiting www.cmu.edu/cmuworks and clicking 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.

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 student-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.
- 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:

- 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).
- Review how to enter time worked** at www.cmu.edu/my-workday-toolkit/quick-guides/restricted/quick-guide-time-tracking-employees.pdf.
- Review Carnegie Mellon's Policies** at www.cmu.edu/policies.
- 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

- Sign up to receive CMU-Alert notifications** from CMU's emergency alert system at www.cmu.edu/alert.
- Learn more about CMU's commitment to information security** at www.cmu.edu/iso/aware.
- Review information regarding taxes and other payroll questions** at www.cmu.edu/cmuworks/payroll.
- Foreign Nationals can visit the Office of International Education** (www.cmu.edu/oie) for information regarding visas, applying for a Social Security number, etc.

* 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/cmuworks/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.

† Both completion of a recent I-9 Form and your Social Security number (SSN) are required to set up direct deposit. Until both are provided, the default payment method is via paper check, which can be picked up at the HR CMUWorks Service Center.