Onboarding Checklist for CMU Students Working in the U.S.

The CMUWorks Service Center is pleased to welcome you as a student working at Carnegie Mellon University! These resources are intended for students enrolled at CMU. The first page of this document contains a list of steps that need to be completed to get started at CMU. The majority of these steps will be completed in Workday, CMU’s human resources system. The second page contains Frequently Asked Questions about onboarding. Please contact the CMUWorks Service Center with any onboarding questions.

1. **Workday Inbox Items – Part 1**

<table>
<thead>
<tr>
<th>Complete all steps in Workday on or prior to your start date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Review Documents – Intellectual Property, Workers’ Compensation Info</td>
</tr>
<tr>
<td>☐ Review Personal Information/ Review Names (certain fields are required; the task will not submit without completed fields)</td>
</tr>
<tr>
<td>☐ Complete Form I-9, Section 1 (including your Social Security Number (“SSN”), unless you are Foreign National and you do not yet have your SSN)</td>
</tr>
</tbody>
</table>

Accessing Workday:

Students with Active Andrew Accounts: Once you receive an email regarding onboarding, you may access Workday with your Andrew credentials. The link to the Workday Login is available here: [http://www.cmu.edu/cmuworks/](http://www.cmu.edu/cmuworks/)

2. **Visit the CMUWorks Service Center**

By law, Section 2 of Form I-9 form must be completed within 3 days of your start date:

| ☐ Visit the CMUWorks Service Center with original versions of your employment eligibility documents to complete Form I-9, Section 2 |
| ☐ Provide Social Security Number (unless you do not yet have your SSN) |

CMUWorks Service Center
4516 Henry Street, Pittsburgh, PA
I-9 Hours: 8:30-4:30 PM ET, M-F
See directions | [http://www.cmu.edu/cmuworks/](http://www.cmu.edu/cmuworks/)

Additional Information:
- Employees working at a Non-Pittsburgh campus should visit their Local HR Office with documentation and complete paper Form I-9.
- Remote hires may complete Form I-9 with a notary.

3. **Workday Inbox Items - Part 2**

These items appear in your Workday Inbox shortly after completing Section 2 of Form I-9. Complete in Workday within 30 days of your start date:

| ☐ Enter Payment Elections (Direct Deposit*) |
| ☐ Complete Federal, State and Local Tax Withholding Elections* |

*SSN is required for direct deposit set-up and to access to the electronic tax forms.

4. **Optional Steps Outside of Workday**

After completing your Form I-9:

| ☐ Review Retirement Plans Notices and Information |
| ☐ Review Carnegie Mellon’s Policies |
| ☐ For Researchers, use the ORCID @ CMU application |
| ☐ If a Foreign National, complete information online with our Foreign National Information System “FNIS” (See page 2, “Foreign Nationals” for more) |
| ☐ If desired, complete the Authorization for Expense Reimbursement Direct Deposit Form (for Expense Reimbursement only). |

Other Helpful Links:
- My Workday Toolkit for Students
- Career and Professional Development Center
- The HUB
- Information Security
- Office of International Education
- ORCID @ CMU FAQs
- Payroll Resources
- Retirement Investment Options
### Getting Started With Workday

Workday provides Carnegie Mellon University with a unified, global Human Resources, Payroll, Benefits and Time Tracking system. Workday guides and training materials are available at the My Workday Toolkit.

**How do I log on to Workday?**
Individuals with Active Andrew Account access Workday with Andrew credentials. The link to the login to Workday with your Andrew ID is always here: [http://www.cmu.edu/cmuworks/](http://www.cmu.edu/cmuworks/)

A Digital Accessibility Workday is also available.

**Getting Started With Workday:**
You can access most items that require your action with the Workday Inbox which is on the top right corner of the Workday screen: click on the person image then select “Inbox” from the drop down menu.

### Tax Residency Address and Earned Income Tax

In the state of Pennsylvania, employers are required by law to withhold local Earned Income Tax (EIT) from their employees’ paychecks and remit the withheld taxes to the local tax officer. The EIT witholding rate is determined based on the Residency Certification form submitted by the employee; at Carnegie Mellon, the residency certification process is through Workday’s Electronic Tax Forms. Your permanent address in Workday is your tax residency address. Please confirm your permanent address and submit your EIT form on Workday.

**I’m a student and live in Pittsburgh only when at school. What address should I use for my permanent (tax residency) address?**
EIT withholding requirement applies to students work in Pennsylvania. The definition of resident is based on domicile. For most students, this would be the address of their parents or where you reside while not in school.

**How do I update my address in Workday?**
As a student, your personal information is drawn from the SIO system. You will not be able to update much of your personal information in Workday. If your address in Workday is not accurate, confirm your address in SIO is up to date, and send an email to the CMUWorks Service Center with your new permanent address to request an update your address in Workday.

### Information for Foreign Nationals

The CMUWorks Service Center has payroll information for Foreign Nationals, such as Non-Resident Aliens and Resident Aliens. As a Foreign National, you will be contacted by the Service Center regarding completing information online with our Foreign National Information System "FNIS". Without this information, we cannot provide you with tax exemptions which might otherwise be applicable.

The Office of International Education also has resources for Foreign Nationals, including information for applying for a Social Security Number.

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### More About the I-9 Form

**Why do I need to complete an I-9 Form?**
The I-9 Form is federally required to verify the indentity and employment authorization of each employee hired to work in the US.

**Do I still need to complete an I-9 if I completed one previously?**
Due to new federal regulations, all employees that are starting/restarting a paid position after a period time not in a paid position at CMU must either complete a new Form I-9 or have the employer review an I-9 that was completed within 3 years of the return date. If you feel that you have a recent I-9 on file, contact the CMUWorks Service Center.

**What documents are required?**
Original versions of your documents are required and depend on your citizenship/immigration status. See the [List of Acceptable Documents](#) for more information.

### Information for Non-Hourly Positions

The frequency of pay for non-hourly student positions is twice monthly; See the [Semi-Monthly Student Pay Calendar](#) for more information.

### Information for Hourly Positions

See the [Bi-Weekly Pay Calendar](#) for information on pay frequency and deadlines. In Workday, it is recommended that you enter and submit your time weekly. Most hourly employees will still be paid on a bi-weekly basis. Be sure to submit your time worked prior to the pay deadline. See the [Time Tracking for Students Guide](#) for more information.

Note: You will not be able to assign hours to the “Job Mgmt Student Job Profile.” Be sure to assign your time to the appropriate position and department.