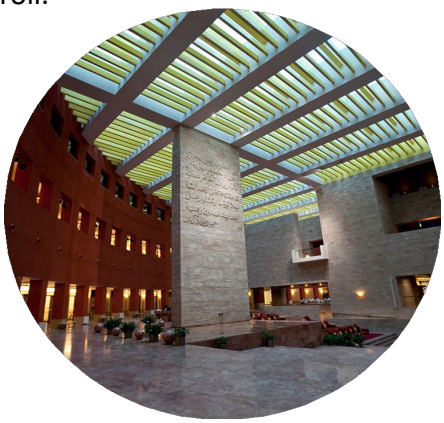
Carnegie Mellon University
Human Resources

CMU-AFRICA
FACULTY, STAFF AND STUDENT
Onboarding Checklist

Welcome to Carnegie Mellon University - Africa! This checklist contains information and steps you must complete to get started as a new or rehired employee at CMU- Africa. Visit the Human Resources Service Center website for information concerning onboarding, Workday, benefits and payroll.



After Accepting the Offer

Your hiring manager will provide you with:

- Your expected first day of employment, location and arrival time
- Attire expectations

Before Your First Day

Andrew Account — ***Your gateway to the computing environment at Carnegie Mellon providing access to email, Workday, network registration, public computer labs and other resources***

☐ **Complete the Prior Affiliation Questionnaire.** You will receive an email (sent to your personal email address) from Identity Services requiring you to complete a Prior Affiliation Questionnaire (PAQ) if you have never had an affiliation with CMU. If you are a former CMU student or a rehire, you may not receive an email to complete the PAQ.

☐ **Set-up your Andrew ID/password and DUO 2fa.** You will receive an email with set-up instructions sent to your personal email address. Failure to complete these tasks could result in substantial delays in receiving Andrew Account access. If you already have an Andrew ID from prior employment or are an alumnus, contact Identity Services for instructions on how to set up DUO 2fa or to reset your password.

Workday Onboarding Tasks — ***Log in to Workday once you have your Andrew ID/password and DUO 2fa. Complete all of your onboarding tasks in the order listed below. To assist with the completion of these tasks, please use the CMU-Africa Onboarding System Guide [pdf].***

☐ **Review Documents.** You must read all documents listed in this task, check the boxes and then click **submit** at the bottom of the page to complete the task.

☐ **Personal Information.** Complete and submit your personal information which includes gender, date of birth, race/ethnicity, citizenship and military service.

☐ **Contact and visit your local HR office to complete onboarding activities for international hires including tax elections and payment elections (direct deposit).** When complete, click the **submit** button in Workday for these tasks. If you are unsure where your local HR office is, contact CMU-Africa HR at africa-hr@andrew.cmu.edu.

Week One

- ☐ **Department Onboarding Tasks.** Work with your department to **complete any department-specific onboarding tasks**, such as gaining access to additional systems and applications.
- ☐ **Student Workers:** Review How to Enter Time Worked [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 in Workday. You will be auto-enrolled in default benefits if not completed within the thirty-day deadline.
- ☐ **Preventing Workplace Harassment Training.** Complete the Preventing Workplace Harassment Training within 30 days of receiving the instructional email from Human Resources.
- ☐ **Pay Deadlines.** Review the Payroll and Pay Deadline Calendar.

Additional Tasks and Resources

- ☐ **CMU Africa Directory.** Find university staff and faculty contact information in the CMU Africa Directory.
- ☐ **Information Security.** Learn more about CMU's commitment to Information Security.
- ☐ **Carnegie Mellon's Policies.** Review University Policies.
- ☐ **Open Researcher and Contributor ID (ORCID).** If you are a faculty member or researcher, learn more about Open Researcher and Contributor ID (ORCID).