

## New Employees-Onboarding Portal Information

For students who have never worked on campus before, new hire paperwork will be completed online prior to starting employment.

Log in to Workday

Tasks:

1. Update Contact and Personal Information. Most of this will be pre-populated. Please review and edit as necessary.
2. Review Documents. This is where you need to upload the Required Document(s) for the Form I-9. This is a Federal Requirement.

Employees must provide documentation to their employers to show their identity and employment authorization to work. Please review the [List of Acceptable Documents](#) and upload the required document(s).

You must upload either a List A - Document that Establishes both identity and employment authorization.

**OR**

If you do not have a List A Document, you must upload a List B document **AND** a List C document. List B - Documents that establish identity **AND** List C- Documents that establish employment authorization.

You must upload all required document(s).

For Non-Resident Alien Students on an F1 or J1 Visa, please upload the following documents:

- Copy of Passport (The page with your photo/Passport Number and Expiration Date.)
- Copy of your Form I-20 or DS-2019
- Copy of your Form I-94. Obtain your I-94 by going to the following website: <https://i94.cbp.dhs.gov/>.

**PLEASE NOTE:** DOCUMENTS MUST BE UPLOADED BEFORE ONBOARDING CAN CONTINUE. FAILURE TO UPLOAD THE DOCUMENTS MAY DELAY YOUR ABILITY TO BEGIN WORKING.

3. Edit Government ID's. Most of this will be pre-populated. Please review and edit as necessary.
4. Complete form I-9: Most of this information will be pre-populated.

Under the Employee Email and Telephone Number, please attest to citizenship or immigration status by checking one of the following four boxes on the form:

- A citizen of the United States
- A non-citizen national of the United States - non-citizen national of the US are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of non-citizen national born abroad.
- A lawful permanent resident - a lawful permanent resident is any person who is not a US citizen and who resides in the US under legally recognized and lawfully recorded permanent residence as an immigrant.
- An alien authorized to work - if you are not a citizen or national of the US or a lawful permanent resident, but are authorized to work in the US, check this box. If you check the box, record the date that your employment expires and enter your Alien Registration Number. The employment expiration date refers to the program end date listed on your Form I-20 or DS-2019. The Alien Registration number/USCIS number is the number in the top right-hand corner of your DS-2019 or I-20 that Begins with an 'N' (For example N0012345678.)

Click 'I agree' under Signature of Employee

Click 'I did not use a preparer or translator'

Click Submit.

5. Complete Federal Withholding Elections
  - Select Marital Status
  - The form is divided into 5 steps. **Please note:** Most students will only complete Step 1 (contains personal information) and Step 5 (sign and date the completed form). Students should Complete Steps 2 - 4 only if they apply. Doing so will make withholding more accurately match an individual's tax liability.
  - Nonresident Alien Students should check the box for 'Nonresident Alien' contained in Step 4.
  - Students who only complete Step 1 and Step 5 will have withholding allowances computed based on the filing status

standard deduction and tax rates.

- Click 'I agree' under Legal Notice
- Click Submit.

6. Complete State and Local Withholding Elections (select Ok to begin)

- Pennsylvania Residents: Please complete the required information for Resident County and Resident Municipality. Please select Cumberland for the Work County and Carlisle Boro for the Work Municipality.

The screenshot shows the 'Pennsylvania Residency Certification Form Data' interface. It includes a 'View Blank Form' button at the top. Below it, the 'School District' field is empty. The 'Resident County' and 'Resident Municipality' fields are also empty. The 'Work County' field is populated with 'Cumberland (Pennsylvania)' and has a red asterisk next to it. The 'Work Municipality' field is populated with 'Carlisle Boro (Pennsylvania:Cumberland)' and has a red asterisk next to it.

- Non-Pennsylvania Residents including Non-Resident Alien Students. Please select Cumberland for Resident County and Carlisle Boro for the Resident Municipality and the same for the Work County and Work Municipality.

The screenshot shows the 'Pennsylvania Residency Certification Form Data' interface for a non-resident. The 'School District' field is populated with 'Carlisle Area S D - CRLSL, Cumberland (Pennsylvania)'. The 'Resident County' field is populated with 'Cumberland (Pennsylvania)'. The 'Resident Municipality' field is populated with 'Carlisle Boro (Pennsylvania:Cumberland)' and has a red asterisk next to it. The 'Work County' field is populated with 'Cumberland (Pennsylvania)'. The 'Work Municipality' field is populated with 'Carlisle Boro (Pennsylvania:Cumberland)' and has a red asterisk next to it.

- Click I agree and submit.

7. Manage Payment Elections (Direct Deposit):

- As a condition of employment and to be paid, all student employees are required to enroll in direct deposit. To complete your direct deposit information, you will need your bank information including an ABA (routing number) and account number. This information can usually be obtained from a check from your checking account, in your bank's mobile app, or by calling your bank directly. Students can arrange for Direct Deposit to a home bank, or to a local account. It is not necessary for students to open a new account in the Carlisle area.

8. Review Documents. This is where you will review and acknowledge the Student employment Handbook.

- Click I agree and submit.