

ONBOARDING

To complete the Hire process, all onboarding tasks should begin on the first day of employment and must be completed timely. It is very important to continually check your Workday inbox as some tasks may require additional steps to complete before other tasks can trigger to you. Please keep in mind that depending on your employment type, you may not receive all of these tasks.

1. Login to Workday.
2. Select the Inbox icon at the top, right corner of the screen.
3. Complete the Personal Information Change task. Select Submit.
 - a. Required fields: Legal Sex, Date of Birth, Race/Ethnicity, and Citizenship Status
 - b. For Citizenship Status, please refer to the guidelines below:
 - i. Citizen: An individual born in the US or its territories (including Puerto Rico, Guam, and the US Virgin Islands) or born in another country then became naturalized (received Certificate of Naturalization). This includes individuals with derived citizenship based on US citizenship status of parent(s).
 - ii. Permanent Resident: An individual who is not a US citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. Permanent Residents typically have a “green card” (a permanent resident card).
 - iii. Temporary Resident: An individual who is not a citizen or national of the United States, or lawful permanent resident, but is authorized to work in the United States. For example, employees at LSU on an H-1B, F-1, F-1 OPT, F-1 OPT STEM, J-1, TN, etc. visa. This includes Asylees and Refugees.
 - iv. Visitor: An individual who is not a citizen or national of the United States, or lawful permanent resident, and is NOT authorized to work in the United States. For example, employees at LSU that are working from outside of the United States, visitors to the US on a B-1 visitor’s visa, etc.).
4. Select the Refresh button in the Actions tab of your Inbox.
5. Complete Section 1 of your Form I-9. This task must be completed by the end of your first day of employment. Select Submit.
 - a. The Review Form I-9 task will route to your departmental HR Contact(s) (HR Analyst(s) and HR Originator(s)) to complete Section 2 of your Form I-9. You will need to provide original, physical documents to your HR Contact in person within three business days after you first day of employment.

- b. To identify your department's HR Contact(s), if you are a student or graduate assistant, search and select the My HR Contact for Student Employees & Graduate Assistants report in Workday. For all other employee types, search and select the My HR Contact for Employees report in Workday.
6. If you identified your citizenship status as a Visitor or Temporary Resident in the Personal Information Change, you will receive a notification to bring your passport and visa to your departmental HR Contact. Hit Submit.
7. Complete the Manage Payment Elections task. Select Submit.
 - a. This step will not come to your inbox until your official hire date.
8. Complete the Federal Withholding Elections task. Select Submit.
9. Complete the State and Local Withholding Elections task. Select Submit.
10. Enter your Contact Information. Select Submit.
 - a. If your Hire was loaded retroactively, your task will redirect you to the Contact Change page and upon submission, you will be routed back to your inbox. Select Submit at the bottom of the task to mark it as complete.
11. Complete the Prior State Service questionnaire. Select Submit.
12. Complete the Disability Self-Identification questionnaire. Select Submit.
13. Complete the Veteran Status Identification questionnaire. Select Submit.
14. Complete the Review Documents task. To learn more about each item, select the Document Link. Acknowledge and agree to each item by selecting the I Agree checkbox. Select Submit.
15. Complete the Annual Leave Accrual Election task. This election is irrevocable and you have 30 days from your hire date to make this selection. If this task is not completed within 30 days of the hire, employees are defaulted into the LSU Schedule accrual. Select Submit.
16. Complete the Change Emergency Contacts task. Select Submit.
 - a. The Review Form I-9 task must be completed by your departmental HR Contact in order for you to receive this task.
17. Complete your Change Benefit Election & Benefit Election – Dependent tasks. You have 30 days from your hire date to make this selection. If you do not submit this task within 30 days of your hire, you forfeit these benefits. Hit Submit.