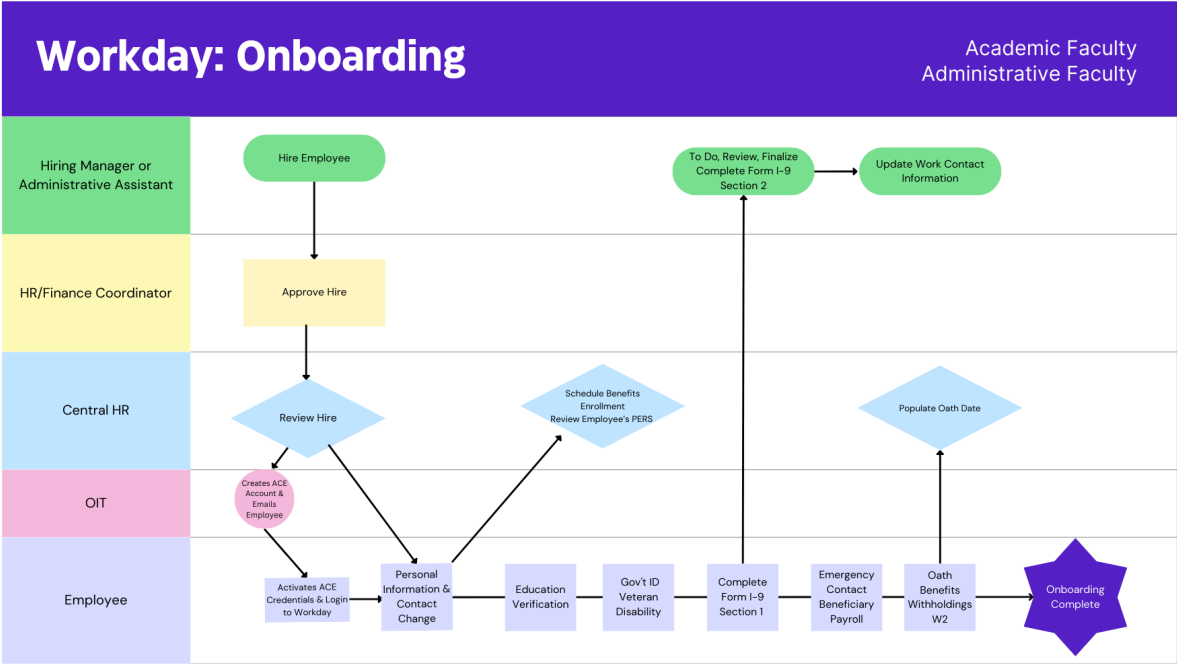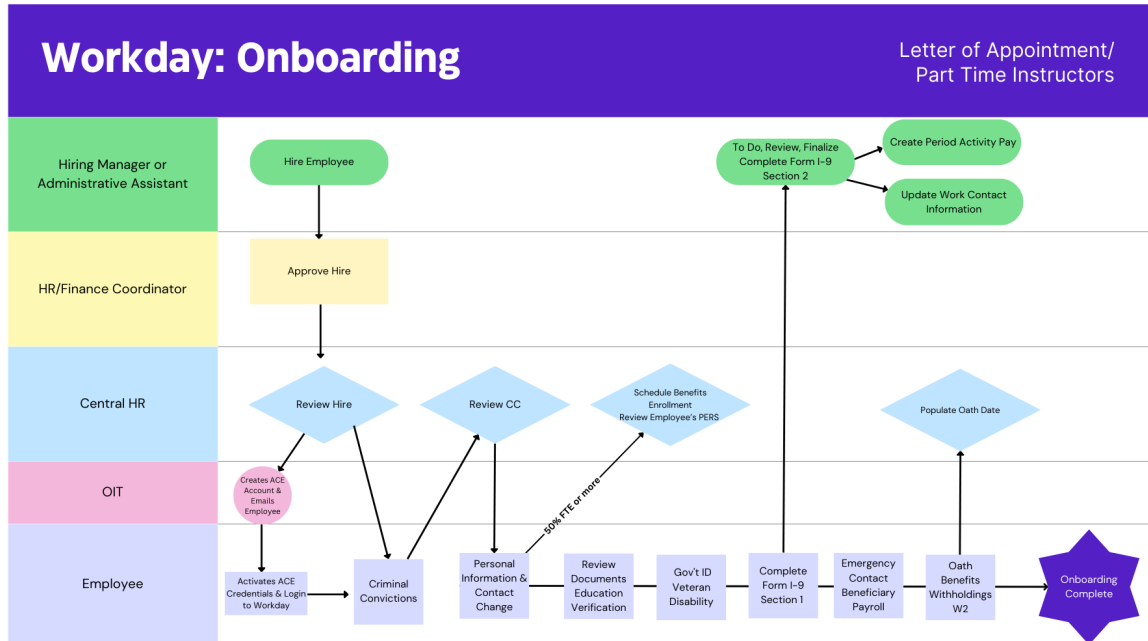# Workday Onboarding Workflow by Job Family

Academic or Administrative Faculty

If job family = Academic or Administrative Faculty, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided during recruitment) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee updates their personal information and changes email to their new work email address.
7. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
8. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, oath, withholdings, W2).
9. Central HR populates the oath date.
10. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
11. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
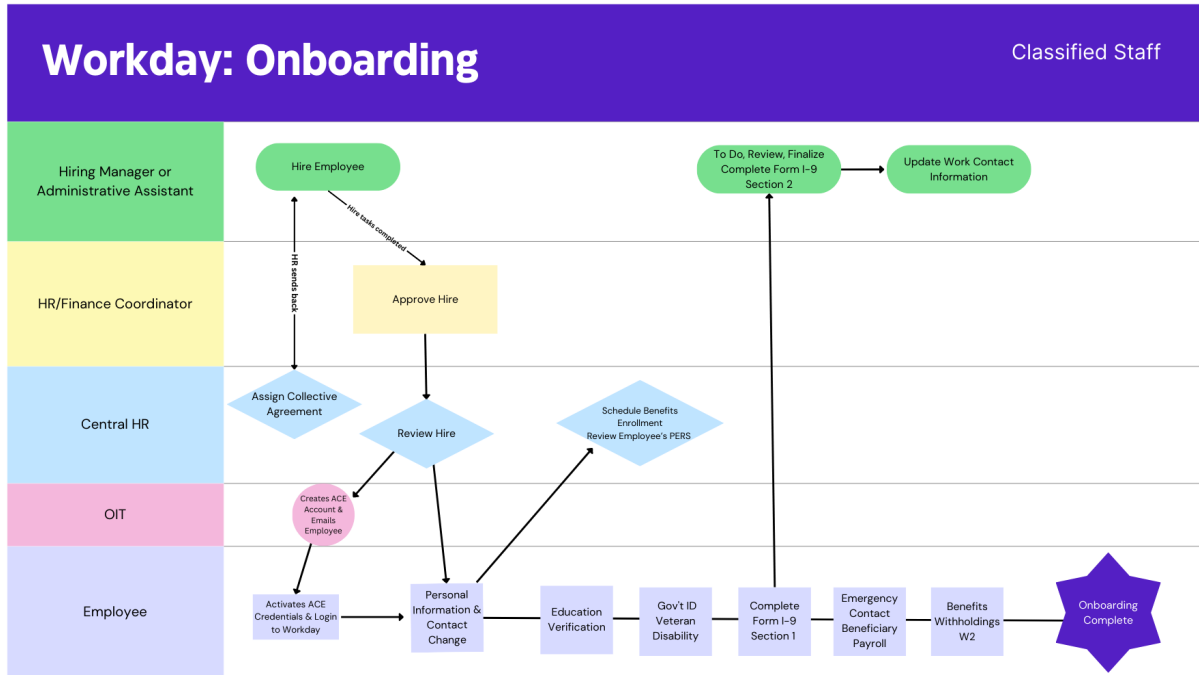12. Onboarding is complete.

Letter of Appointment/Part Time Instructors

Workday: Onboarding

Letter of Appointment/ Part Time Instructors

If job family = Letter of Appointment, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee completes the criminal convictions and nepotism policy.
7. Central HR reviews and approves task.
8. The employee updates their personal information and changes email to their new work email address.
9. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
10. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, oath, withholdings, W2).
11. Central HR populates the oath date.
12. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
13. The hiring manager or administrative assistant creates period activity pay (applicable groups; PTI's, etc.)
14. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
15. Onboarding is complete.

Classified Staff

Workday: Onboarding — Classified Staff

Hiring Manager or Administrative Assistant: Hire Employee → Hire tasks completed; To Do, Review, Finalize Complete Form I-9 Section 2 → Update Work Contact Information

HR/Finance Coordinator: Approve Hire; HR sends back

Central HR: Assign Collective Agreement; Review Hire; Schedule Benefits Enrollment Review Employee's PERS

OIT: Creates ACE Account & Emails Employee

Employee: Activates ACE Credentials & Login to Workday → Personal Information & Contact Change → Education Verification → Gov't ID Veteran Disability → Complete Form I-9 Section 1 → Emergency Contact Beneficiary Payroll → Benefits Withholdings W2 → Onboarding Complete

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If job family = Classified Staff, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. Central HR assigns collective agreement.
3. The HR/Finance Coordinator will approve the hire bp.
4. Central HR reviews and approves the hire bp.
5. OIT creates an ACE account and emails (email provided during recruitment) the employee to activate their ACE credentials.
6. The employee activates ACE credentials and logs into Workday.
7. The employee updates their personal information and changes email to their new work email address.
8. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
9. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, withholdings, W2).
10. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
11. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
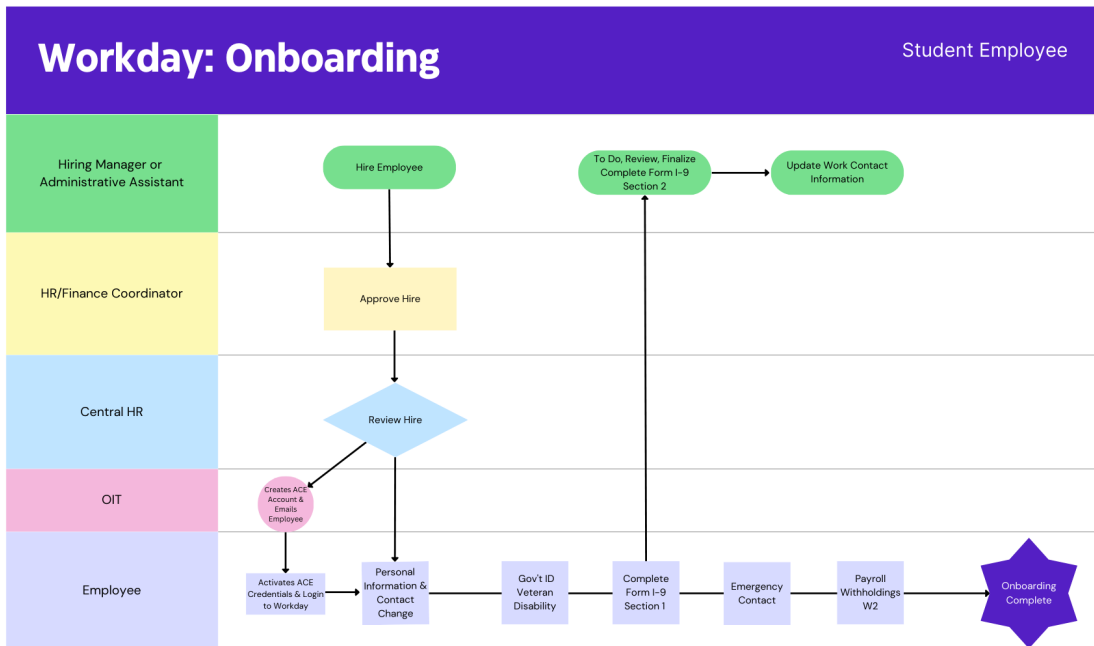12. Onboarding is complete.

Temporary Hourly
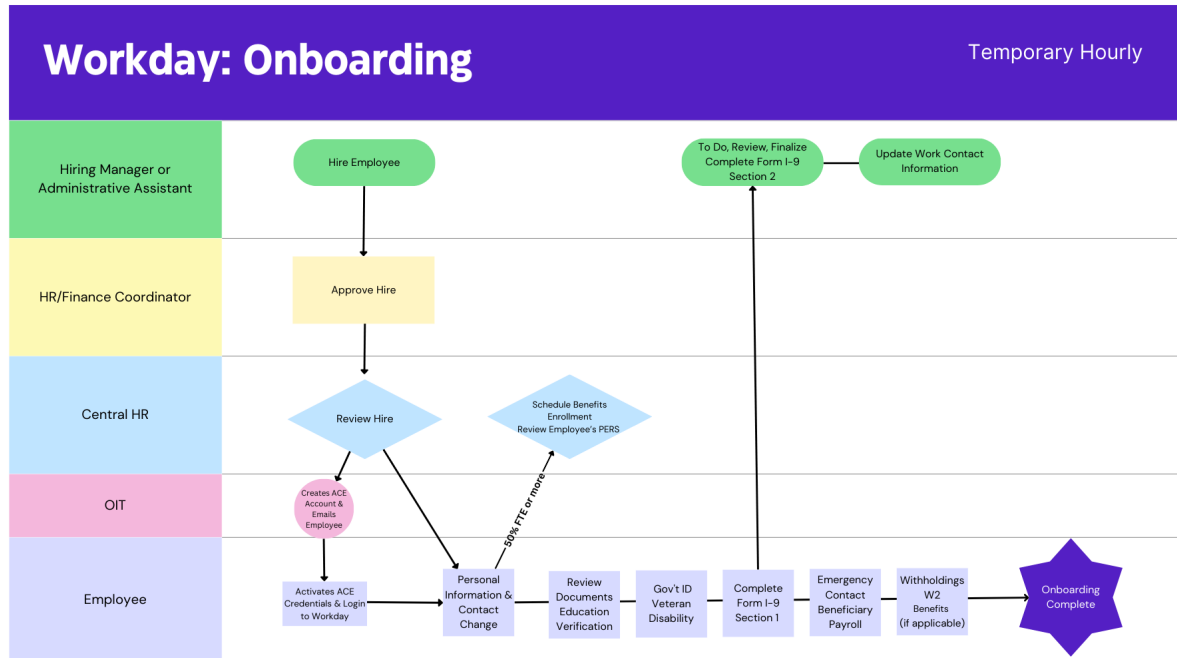
If job family = Temporary Hourly, then the following Workday Onboarding workflow will occur sequentially:
1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee updates their personal information and changes email to their new work email address.
7. If they are benefits eligible, the benefits team enrolls them into PEBP and sends an email to the employee.
8. The employee completes all assigned tasks in Workday (education verification, government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, beneficiary information, payroll direct deposit, withholdings, W2).
9. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
10. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
11. Onboarding is complete.

Student Employee

If job family = Student Employee, then the following Workday Onboarding workflow will occur sequentially:

1. The hiring manager or administrative assistant will initiate the hire business process (bp).
2. The HR/Finance Coordinator will approve the hire bp.
3. Central HR reviews and approves the hire bp.
4. OIT creates an ACE account and emails (email provided) the employee to activate their ACE credentials.
5. The employee activates ACE credentials and logs into Workday.
6. The employee updates their personal information and changes email to their new work email address.
7. The employee completes all assigned tasks in Workday (government ID, veteran status, disability self-identification, I-9 section 1, emergency contact, payroll direct deposit, withholdings, W2).
8. The employee meets with the hiring manager or administrative assistant to complete form I-9 section 2.
9. The hiring manager or administrative assistant updates work contact information in Workday for the employee.
10. Onboarding is complete.