Overview

Onboarding is the process of setting up your employee profile in Workday, Bowdoin’s human resources and payroll system. The onboarding process requires you to enter your personal information such as social security number, emergency contacts, state and federal withholding elections, and bank information for direct deposit payments.

INTERNATIONAL STAFF AND FACULTY:
International employees need to complete onboarding at the Payroll Office. Contact Payroll (x3843) to make an appointment.

To begin the onboarding process

1. Navigate to the Workday home page: (https://www.bowdoin.edu/workday)

You will be able to log into Workday from several links and locations on the College website. You may want to add this URL as a personal bookmark.

2. Take a few minutes to check out the available resources (e.g., trainings, how-to guides, etc.) on this page and then click on the blue LOG IN button.

3. Enter your Bowdoin username and password. Press Enter or click Sign In. For username and password issues, call 725-3030.
If this is the first time you have logged in, you will see the Workday dashboard with some navigation tips. The large icons on the dashboard are called “worklets”. Depending on your role, you may see different worklets than those shown in the figure below.

4. Click Let’s get started.

5. To begin, click the Onboarding worklet.

Your progress is tracked by Workday on the Getting Started page. You see the number of actions that are “Ready”, the number of actions that are “Completed”, and a progress indicator circle. You are not finished the onboarding process until the progress circle shows 100% and ALL the actions are completed.
Onboarding for Staff and Faculty

Onboarding actions appear in the left pane of your Inbox. When you click on an action, the form you need to fill out appears to the right.

Onboarding actions awaiting completion.

Form associated with the selected action.

Note the following guidelines as you enter information:

- Fields marked with a red asterisk (*) are required and must be filled in before you can submit them.
- In date fields, you can click on the calendar icon to display a calendar and select a date.
- Some fields require you to choose a value from a pre-defined list. To see the list of values, click on the menu icon (≡).
- Some forms contain multiple screens and you may have to scroll to see all the fields in each screen.

Each time you complete an action, Workday will prompt you to open the next action.

6. At the prompt, click the Open button to move to the next action or click on the next action in the list.
If you are interrupted during the process, you can use the Save for Later button to save your work. Return to the form by accessing your Inbox and clicking on the action.

7. Complete each action in the onboarding process.
   Completed actions are removed from the list each time you open your Inbox.

   **IMPORTANT**: Some actions require you to click OK or Done after filling out data AND a Submit button to send the data. If an action you have completed is still in your Inbox, check to see if you missed the Submit step.
Enter Contact Information

1. Update your contact information if necessary. At a minimum, Bowdoin should have your current home address, phone number, and email address. This is the information that Bowdoin will use to contact you if necessary.

2. You may need to scroll down to see additional fields.

3. Click Submit.

Enter Personal Information

1. Click the pencil icon to edit personal information:
   - If you have a nickname, enter it in the Preferred Name field.
   - The Gender and Date of Birth fields are required.

2. Click Submit.
Enter Social Security Number
The top of this screen contains detailed instructions for adding your Social Security Number.

Enter Emergency Contacts
1. Click the pencil icon to add at least one emergency contact:
2. Click the Add button to enter a primary address and phone number.
3. When you have completed the information, click Submit.
Add Payment Elections
1. Add the Bank Name, Routing Number, and Account Number where you want your paycheck directly deposited by Payroll.

2. Click OK.
3. Click Submit.

Complete Federal Withholding Elections
1. Complete the Federal W-4 Form:
   - Choose Marital Status
   - Choose an allowance or claim exempt.
   - Click the I Agree checkbox.

2. Click Submit.
**Complete State Withholding Elections**

1. The fields in the first screen are pre-populated. You do not have to add any information. Click Continue.

2. Complete the State W-4 Form:
   - Choose Marital Status
   - Choose an allowance or claim exempt.
   - Click the I Agree checkbox.
   - Click OK.

**Review Documents**

You are responsible, in your first week of employment, for familiarizing yourself with several important documents:

- Bowdoin College Policies
- FMLA Acknowledgement
- Confidentiality Statement

1. Click each document link to review the policy.

2. If you agree to the terms and conditions of the policy, click “I Agree”.

3. When you have reviewed them all, click Submit.

**Log out of Workday**

Protect your personal information by signing out and closing your browser EVERY time you use Workday.

You can find the Sign Out button by clicking the cloud next to your name in the top right corner of the Workday screen.