Overview
Onboarding is the process of setting up your employee profile in Workday, Bowdoin’s human resources and payroll system.

The student onboarding process requires you to enter state withholding, federal withholding, and bank information for direct deposit payments.

ATTENTION INTERNATIONAL STUDENTS:
International students need to complete onboarding at the Payroll Office. Contact the Student Employment Office (x3386) for more information.

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

- 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 (Ξ).
- 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.

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For support, call 798-7070
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 to click 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.

**Student Onboarding Actions**

The student onboarding process has three actions. The order of the actions in your Inbox may be different, but you should see the following:

1. Add Payment Elections
2. Complete Federal Withholding Elections
3. Complete State Withholding Elections

**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.
Onboarding for Students

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.
If you are not sure how to fill out the W-4, these general guidelines may be helpful.

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.