

Barnard College Student Employment Onboarding Checklist

If you haven't worked at Barnard in the last year, you'll need to be onboarded after you're hired by your supervisor. The following is a list of tasks you'll be asked to submit through Workday, along with in person tasks that need to be completed at Beyond Barnard's office on the 2nd floor of Elliot Hall.

First, ensure your social security number and permanent home address are correct in your Workday profile, otherwise you cannot be paid. To review your SSN, navigate to the blue panel in your profile, then click on Personal and the IDs tab to confirm your SSN is correct. To review your permanent home address, click on Contact in the blue panel and the Contact tab, then confirm your address under Home Contact Information.

If your SSN and address are correct, you do not need to take action. If the information needs to be changed, please complete these forms with the Registrar's Office:

- Update Social Security Number with the Registrar [HERE](#).
- Update Permanent Home Address with the Registrar [HERE](#). **Please note, this cannot be an on-campus address or mailbox.** International students may provide an international home address.

Second, complete your Workday onboarding tasks (also available in your Inbox actions):

- Workday Task: [Complete Form I-9](#)
- Workday Task: [Complete Federal Withholding Elections](#) (W-4)
- Workday Task: [Complete State and Local Withholding Elections](#)
- Workday Task: [Add Payment Elections](#) (direct deposit)
- A Wage Theft Prevention Act (WTPA) notice will be automatically generated by Workday for students to acknowledge in their Workday Inbox upon hire.
- A New York Paid Family Leave (NYPFL) Waiver can be completed and uploaded to Workday via the Review Documents step in students' Workday Inboxes. It's not required, but will eliminate this tax from your paycheck if you qualify. Please review the form carefully.

Third, provide required ID in person:

- Provide ID for I-9 verification in person with Beyond Barnard between the hours of 10am and 4pm only, located on the 2nd floor of Elliot Hall. You cannot present your IDs to Beyond Barnard until you've fully completed the I-9 form in Workday (see above). A list of acceptable ID can be found [HERE](#).

International Students Only:

- If you do not already have a Social Security Number, you'll need to apply for one using the **Social Security Verification Form** from International Student Services. It must be filled out with the help of International Student Services and requires a wet signature.

Note: International students may begin work once they have applied for a SSN but cannot receive payment until a SSN is submitted to the Registrar's Office [HERE](#).