



Notetaker Payment Information

Congratulations on being hired as a CARDS notetaker for the Spring 2023 Semester! Please read through this entire document as it contains essential information about the payment process as it will be a multi-step process involving the CARDS office, the registrar's office, and Beyond Barnard.

Step 1: After receiving your hiring email from CARDS, you will need to make sure the following is up to date with the registrar's office:

- Ensure Social Security Number is updated with the registrar [HERE](#).
- Ensure Permanent Address is updated with the registrar [HERE](#). **Please note that this cannot be an on-campus address or mailbox.**
 - If you are a CU student, you will not be able to access these links. However, you will have the opportunity to submit this information later in the semester.

Step 2: You will be on-boarded into the Workday system by Beyond Barnard towards the end of the semester. The following is a list of tasks you will be asked to submit through Workday along with in person tasks that will need to be completed at Beyond Barnard in person:

In Workday:

- 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](#)
- There is no direct link for WTPA. This will be automatically generated by Workday for students to review in their Workday inbox upon hire.
- NYPFL Waiver can be completed and uploaded to Workday via the Review Documents step in students' Workday inboxes. It is not required.

Outside of the Workday platform:

- Provide ID for I-9 verification in person with Beyond Barnard once you are on-boarded into workday **prior to leaving campus for the semester**. A list of acceptable IDs can be found [HERE](#).

Step 3: At the end of the semester, CARDS will verify that all notes are up to date and communicate with Beyond Barnard that you are ready to be paid! Please note, this process can take up to 4 weeks following the completion of the semester.

Contact Information:

**Center for Accessibility
Resources and Disability
Services**
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Beyond Barnard
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