Welcome to the University!

- Workday is the University of Chicago’s Human Resources Information System and before your start date, there are required new hire tasks that need to be completed by logging in to Workday.
- To get started, visit: workday.uchicago.edu and click on the Login link. You will need to activate your CNET ID, in order to login.
- If you are a foreign national employee, you will be required to upload the UPP-192 document. Please contact your department’s HR Administrator for more information about this document.

Steps:

1. From the Home page, click the New Hire Tasks worklet.

2. In the Getting Started section, click Take Me There.

Information Needed

Once logged in, Workday will prompt you to enter the following (in no particular order):

- Personal Information
- Contact Information
- Emergency Contacts
- Review & Acknowledge Documents
- Complete Federal Withholding Elections (Federal W-4)
- Complete Section 1 of the Form I-9
- Review Self ID of Disability Acknowledgement
Quick Reference Guide: Onboarding (New Hire Tasks)

3. To start completing your new hire tasks, click View Inbox under the Your Onboarding Checklist section.

Please review “What to complete before your first day?” This section contains important information regarding the Form I-9 requirement for all employers in the United States.

IT IS IMPORTANT THAT ALL OF THESE STEPS ARE COMPLETED IN THEIR ENTIRETY. IF ANY STEPS REMAIN IN AN INCOMPLETE STATUS, YOUR NEW HIRE INFORMATION WILL BE UNABLE TO BE SENT TO HUMAN RESOURCES FOR PROCESSING. THE ONBOARDING PROCESS IS NOT COMPLETE UNTIL THERE ARE NO MORE ACTION ITEMS IN YOUR INBOX AND YOUR ONBOARDING WORKLET HAS DISAPPEARED.
4. On the **Enter Personal Information** screen, use the **Edit Icon** to update your Personal Information including Gender, Date of Birth, Marital Status, Ethnicity, Citizenship Status, Disability and Military Service.

Gender, **Date of Birth** and **Citizenship Status** are required.

5. Regardless of your United States citizenship status, or your citizenship status in other countries, you will need to select the **Citizenship Status** filter when using the **Search Prompt** and select a **Citizenship Status** that lists United States of America next to the name. If you are unsure of your status, select **Unknown**.

**IMPORTANT INFORMATION FOR FOREIGN NATIONAL EMPLOYEES:** By selecting a citizenship status other than **U.S. Citizen** or **Permanent Resident**, another task will appear in your **inbox**. This task will instruct you to upload the **UPP 192**. Please contact your HR Administrator for more information on this form. Your HR Administrator may upload this form on your behalf, however you must click **Submit** on this task in order for your hire to be approved.
Quick Reference Guide: Onboarding (New Hire Tasks)

6. Click on the **Submit Icon** to submit this task.

7. You will see the next task to complete.

8. Use the **Edit Icon** to update your Home Contact Information.

9. Click on the **Submit Icon** to submit this task.

10. Return to your Inbox and click **Refresh** button if no action item appears. elect the **Change Emergency Contacts** task.
11. Use the **Edit Icon** to update your Primary and Alternate Emergency Contact Information.

12. Click on the **Submit Icon** to submit this task.

13. You will see the next task to complete.
14. Click to open and review each document. Then, select the **I Agree** checkbox.

15. Click on the Submit Icon to submit this task.

16. Return to your Inbox and select the **Complete Federal Withholdings** task.

Be sure to complete all fields that are applicable. **Marital Status** and the **I Agree** checkbox are required.
17. Click on the **Submit Icon** to submit this task.

18. You will see the next task to complete.

19. In Section 1, complete all fields marked with a red asterisk. These include **Last Name**, **First Name**, **Address**, **State**, **Zip Code** and **Date of Birth**. Social Security Number is an optional field on this form.

*NOTE: Foreign National employees should NOT enter a placeholder SSN in this field. The Placeholder SSN should be entered on the **Enter IDs** step.*
20. Under the citizenship section, select the option that applies. Also, check the I Agree checkbox.

21. If someone is preparing the I-9 form on your behalf, please complete the Preparer and/or Translator Certification.

22. Click on the Submit Icon to submit this task.

23. Remember, your onboarding process is not complete until you have no more items in your inbox.