Simmons UNIVERSITY

Newly hired and rehired employees must complete employee onboarding. Please refer to the student employee onboarding checklist below and follow along through your onboarding process. Descriptions for each step can be found on the following pages, under New Hire Information. If you have any questions, please contact our office via email at StudentEmployment@Simmons.edu or by phone at (617) 521-2630.

Student Employee Onboarding Checklist

Before Day One: Tasks to Complete BEFORE Your New Hire Appointment with Student Employment
☐ Complete online registration to set up Simmons Workday account ☐ Schedule Appointment with Student Employment in Workday (make sure to Submit this task once scheduled) ☐ Complete Section 1 of Form I-9 in Workday ☐ Complete Federal Withholding Elections ☐ Review Documents ☐ Add Payment Elections
Day One: New Hire Appointment with Student Employment
☐ Complete Form I-9 with Student Employment on or Before Your First Day
Please note: All the onboarding tasks in your inbox must be completed and submitted in order for your hire to be complete.

New Hire Information

As a newly hired or rehired employee, it's important that you meet with a representative from Student Employment **on or before your first day of work**. You can schedule an appointment online through your Workday account. Simmons University uses a web-based platform called Workday for maintaining employee information throughout the employee's time at Simmons. The appointment will take approximately 5-10 minutes, and we recommend that you schedule this time **before** your first day of work. If you have any questions, please contact our office via email at StudentEmployment@Simmons.edu or by phone at (617) 521-2630.

Please note: If you do not see a time through our online scheduling tool that meets your needs, please contact us and we'll work with you to find a good time. The Student Employment Office is located on the 1st floor of the Main College Building in Suite W103.

After you accept your offer from Simmons, you'll receive an email from workday@simmons.edu and instructions for logging in to your Workday account. You'll need to access your Workday account to complete the onboarding items outlined below. If you do not receive this notification email before your first day of employment, please contact StudentEmployment@Simmons.edu.

The Simmons University Onboarding process is 100% digital. Outlined below is a description of each task in your Workday inbox that requires action to complete the onboarding process. You'll want to read all instructions at the top of each page on Workday before proceeding through the assigned tasks. **Please complete and submit all tasks in your Workday inbox before your appointment with Student Employment.**

TASKS TO COMPLETE BEFORE YOUR NEW HIRE APPOINTMENT WITH STUDENT EMPLOYMENT

1. **Form I-9:** This government-mandated form is required for all employees as it confirms eligibility to work within the United States. **The Form I-9 must be completed on or before your first day of employment.** Please fill out Section 1 in Workday and bring either one document from List A on the List of Acceptable Documents or one document from **both** List B and List C to your New Hire Appointment with Student Employment. Only original, unexpired documents are accepted; photocopies are not permitted. You will find the "List of Acceptable Documents" to establish identity and employment authorization on page 3 of the Form I-9. **Again, it is critical that you fill out this form on or before your first day of employment.**

2. **Schedule Appointment with Student Employment:** Using the online scheduling tool in Workday, please click on any available time to schedule a new hire paperwork appointment with Student Employment. Please also review the Form I-9 List of Acceptable Documents. If you can't find a time that works for your schedule using the link below, please contact Student Employment at StudentEmployment@Simmons.edu. Click submit at the bottom of the page after you've scheduled your appointment with Student Employment, which is located on the 1st floor of the Main College Building in Suite W103.

3. **Add Payment Elections:** Please complete the Payment Elections Task in your Workday inbox to set up direct deposit (required). You'll need to input both your routing and account number for your account; you also have the option of setting up direct deposit for more than one account.

4. **Complete Federal Withholding Elections (W-4):** This task is used to declare your federal and state tax exemptions. If you're uncertain of how many exemptions to claim, please consult

your tax advisor.

5. **Review Documents:** You'll see that there are several important University policies and documents to review in Workday. These documents serve as a guide for our conduct and actions as employees of the University.

ADDITIONAL INFORMATION

- [Submitting Time in Workday](#)
- [Payroll Schedule](#)
- [Student Employment Website](#)