

# Student Guide to Workday

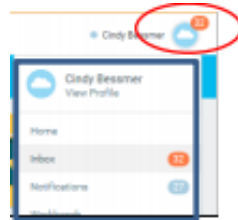
## Onboarding in Workday: complete tax forms once hired

Once you have completed your I-9 form and are officially hired in JobX, the following day you can access [Workday](#) to complete your Onboarding. This involves completing state and local tax forms and verifying your social security number.

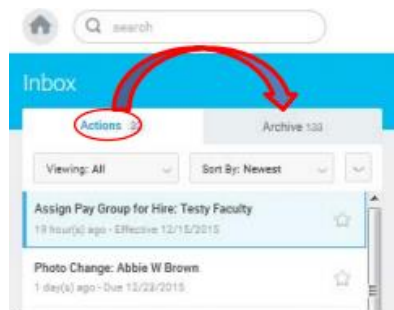
1. Enter your Vassar username and password on the Log In page



2. Access your Workday Inbox: click the cloud in the upper right corner. Select Inbox from the drop down menu.

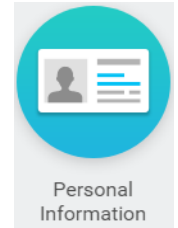


3. Under the "Actions" pane on the left, complete **ALL ACTIONS IN FULL** (i.e. W-4 and state tax forms). Once completed the task will move to the "Archive" side.



**\*\*These actions must be completed for you to be paid! \*\***

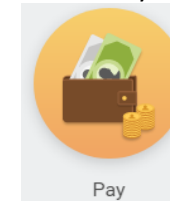
4. Verify that your Social Security number is correct: return to the home screen and click the "Personal Information" worklet. Select About Me > Personal tab > IDs tab. If there is an error, email [stuemp@vassar.edu](mailto:stuemp@vassar.edu) ASAP



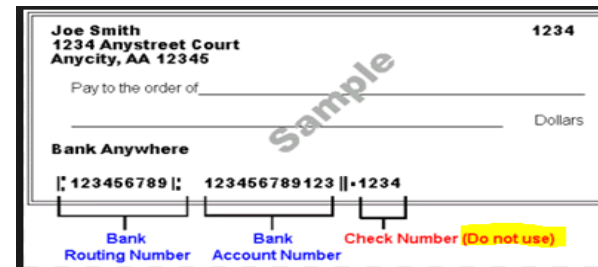
## Set up Direct Deposit for your earnings

Make life easier! Have your paycheck automatically deposited into your bank account, even when you leave for breaks.

1. Click the "Pay" worklet. Select Payment Elections > Add Account



2. Enter your bank Routing and Account numbers (refer to the sample below)



3. After enrolling, it takes one complete pay cycle to pass before your direct deposit takes effect.

**\*\*Direct Deposit will not work until you have completed all Onboarding actions in Workday\*\***

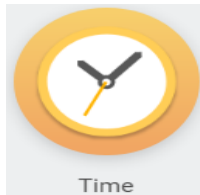
## Entering and Submitting Time



Enter your hours as you finish work each day. Hours will be rounded to the nearest 5 minute during the payroll process (e.g. 8:02 AM will round to 8:00 AM, and 8:03 AM will round to 8:05 AM)

Pay cycles are bi-weekly (every two weeks). On payroll Mondays students must submit time sheets by 10AM for supervisors to approve by 12PM (noon). You must submit each individual week that has reported time. If you do not click “submit” for each week, your paycheck will not include all of your hours worked.

1. Log on to [Workday](#)
2. Click on the “Time” worklet



3. Select the appropriate week

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

4. Click on the day you want to record hours worked

5. In the window that opens: enter your “In” time, your “Out” time, and choose an Out Reason from drop down menu. Click OK to save.

Enter Time 12/07/2015

Time Type \* X Hours Worked

In \* 08:00 AM

Out \* 12:00 PM

Out Reason \* Out

Hours \* 4

Details

Cost Center

Time Tracking Worktag

Comment

OK Cancel

Out Reason \* Out

Hours \* 0

Position URSI Social Helper

Details

select one

DIR Peer Mentor Asprey (\*)

Comment

URSI Social Helper

**\*\*** If you have more than one job, make sure that the correct job is listed under Position. It is imperative that you report hours under the correct job. Mistakes can severely delay your paycheck.

6. Once your time sheet is completed for the week, click Submit. Remember to click Submit for each week that contains hours for your supervisor to approve.

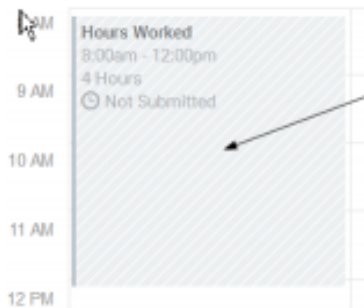


7. Click Submit again on the next screen. Enter a comment for your supervisor, if applicable.

## Updating your timesheet after it has been submitted

The system will allow you to make changes to your timesheet after it has been submitted and/or approved, as long as the pay period is not locked (deadline is 12 noon on the Monday after the pay period ends).

1. From your calendar click on the time block that you would like to update.



2. Enter your changes. Click Ok to save

3. When you make a change to a timesheet that was previous submitted, the Submit button will reappear. Click Submit to resend your timesheet to your supervisor.



4. Click Submit again on the next screen. Enter a comment for your supervisor, if applicable.

## Entering late hours

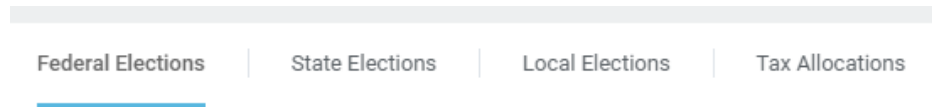
Did you forget to submit a timesheet or log hours from a previous pay period? Depending on the date, or how “old” the hours are, report your missed time as follows:

- For hours worked **within** the past 3 pay cycles (6 weeks), report through Workday.
  - Follow the same instructions for Entering and Submitting Time
  - Be sure to click Submit for each week you edit
  - NOTE: If it is a payroll week, you may not be able to access previous time sheets until Thursday, as changes cannot be made until payroll has finished its processing.
- For hours worked **prior** to the past 3 pay cycles (6 weeks), report on a paper time sheet.
  - Access the late paper timesheet from the Student Employment Office.
  - Record your late hours, have your supervisor sign the sheet, and return it to the SEO

Any late hours will be processed and paid with the next pay cycle.

## Updating your W-4 or other tax forms

1. Click on the Pay worklet
2. Click “Withholding Elections” to access the following options:



To update your Federal tax withholdings (W-4 form)

- Select the “Federal Elections” tab. Click Update > OK
- Scroll down to Number of Allowances and enter new number
- Click “I Agree” > OK

To update your State tax withholdings

- Select the “State Elections” tab. Click Update
- On next screen, if tax form is correct, click OK
- Scroll down and make any necessary corrections
- Click “I Agree” > OK

## Updating your Direct Deposit information

1. Click on the Pay worklet
2. Click “Payment Elections”
3. Choose from: Add Account (new bank account) or Change Account (edit current account) or Delete Account



4. Follow prompts
5. Be sure to remove any old accounts. Click Delete Account > OK > Save