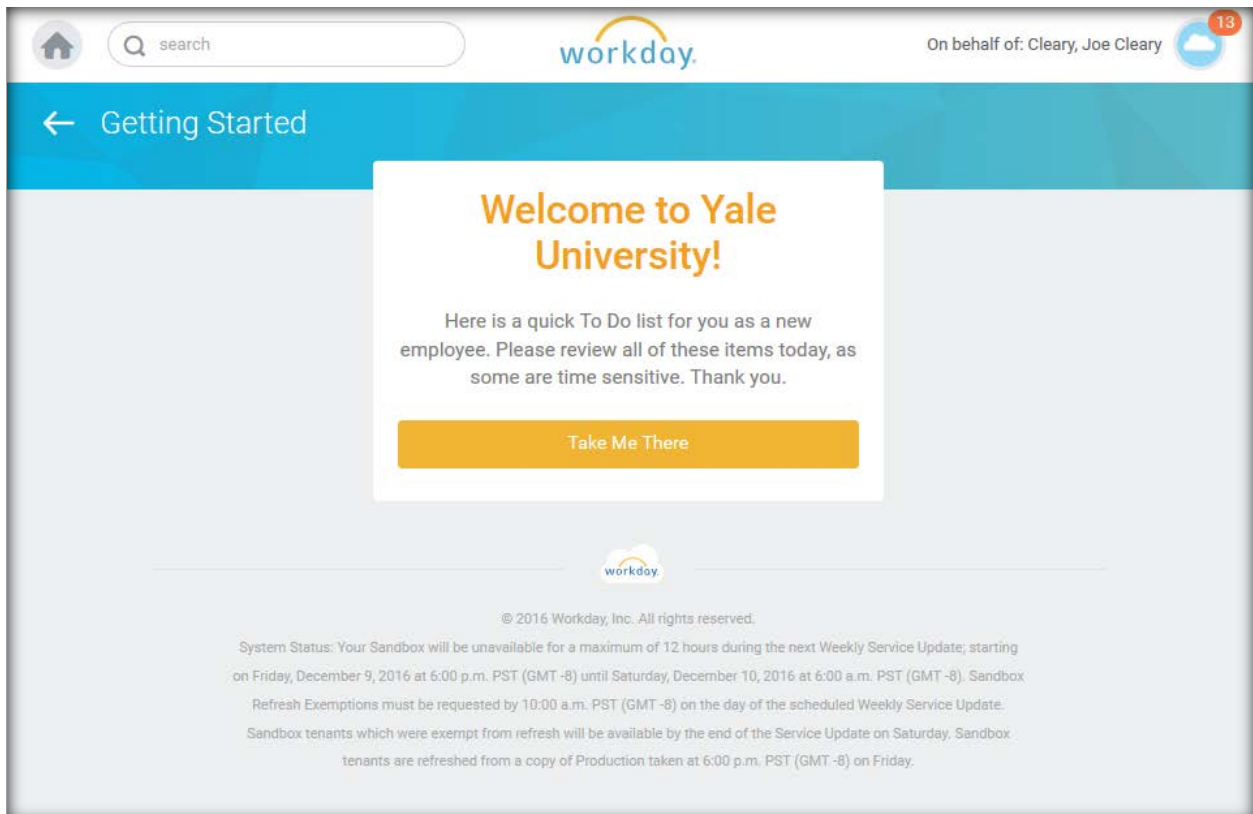
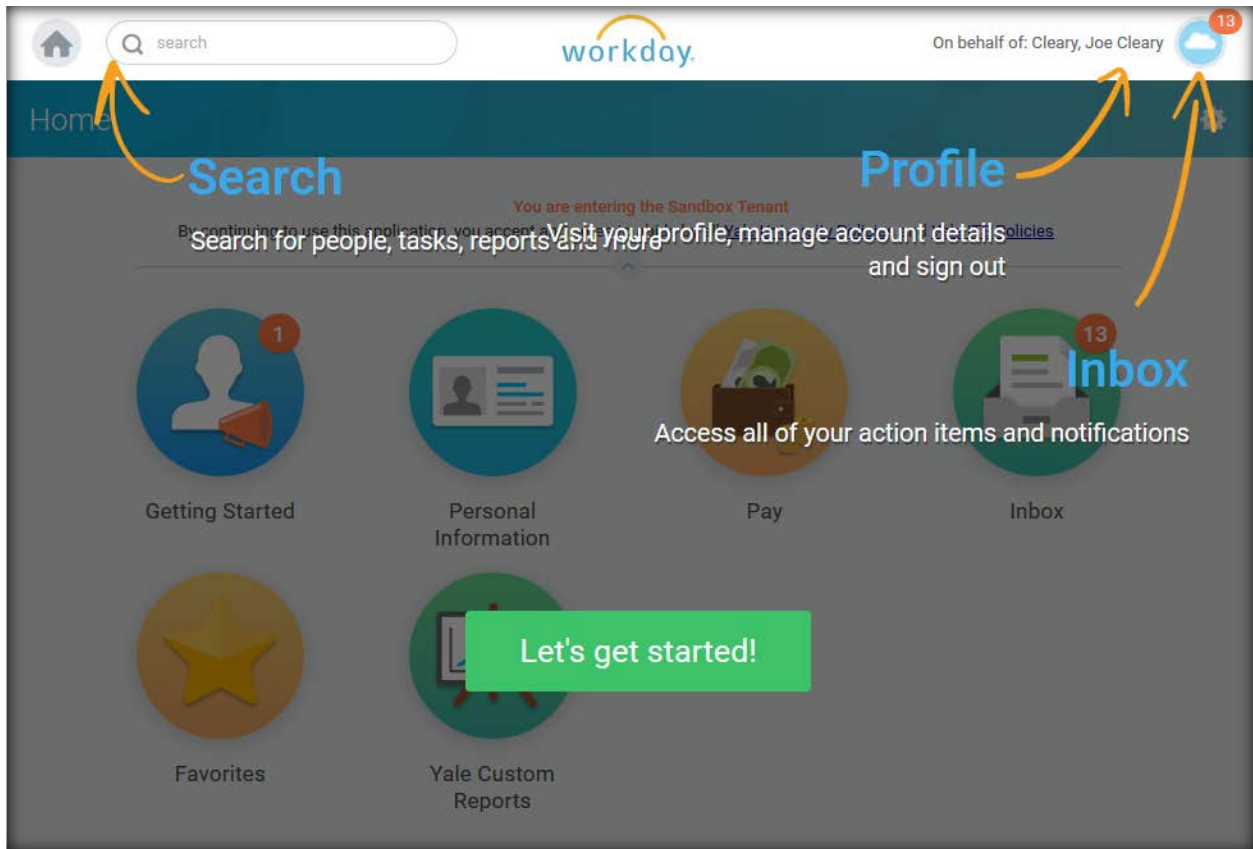


## Workday Onboarding Messages to New Employee



## Onboarding Landing Page

### Your Onboarding Checklist

You have onboarding actions to complete in your Workday inbox:



[View Inbox](#)

### General Announcements



Welcome! We are so pleased that you have joined us! ...

### Message from the Provost



**From Ben Polak:**

As Provost, it is my pleasure to welcome you. I have th ...



## General Announcements



Welcome! We are so pleased that you have joined us! We hope you are excited about beginning your career with us. Your first 30 days on campus will be crucial to ensuring your success at the University. This orientation will provide procedural information and links to the tools you will need within your first few weeks as you begin your experience with us.

Yale's Employee Service Center is your primary resource for employee benefits, payroll and personal information. We deliver superior human resources support so that faculty and staff can focus more of their efforts on their core mission and goals.

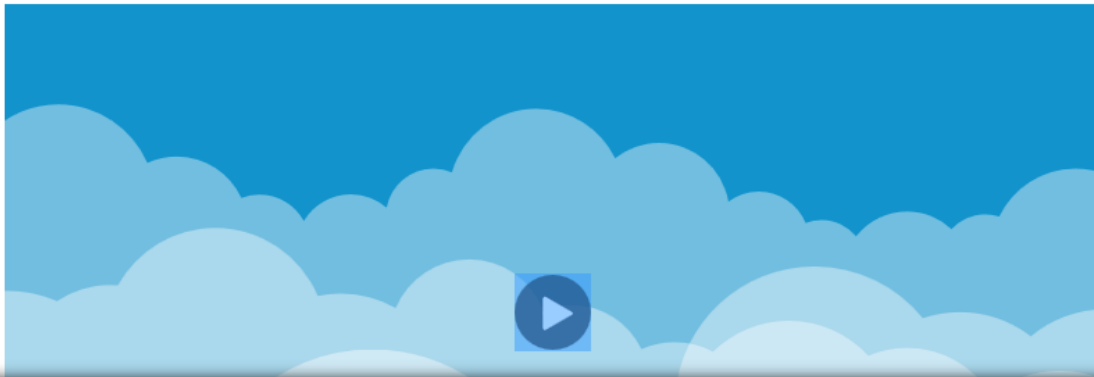
Email: [employee.services@yale.edu](mailto:employee.services@yale.edu)

Phone: 203-432-5552

Fax: 203-432-5153

Campus Location: 221 Whitney Avenue, New Haven, CT 06511

Hours: Monday - Friday, 8:30 am to 5:00 pm



## Message from the Provost



**From Ben Polak:**

As Provost, it is my pleasure to welcome you. I have the privilege of serving as Yale's chief educational and administrative officer after President Salovey. This unique perspective has afforded me the opportunity to know first-hand and believe in, both personally and professionally, the great value of education. Through the dedication and commitment to the mission of the University from our students, faculty, staff, trustees, and alumni, this is a special place to learn and grow.

# Your Onboarding Checklist

## Inbox

Actions 13 Archive

Viewing: All Sort By: Newest

- Benefit Change - New Hire : Cleary, Joe Cleary on 01/01/2017**  
4 day(s) ago - Effective 01/01/2017
- Verify Contact Information: P251271 Professor (Position Fill:01/01/2017,Cleary, Joe Cleary)**  
17 day(s) ago - Effective 01/01/2017
- Complete Form I-9**  
21 day(s) ago - Due 11/17/2016; Effective 01/01/2017
- Set Up Direct Deposit: P251271 Professor (Position Fill:01/01/2017,Cleary, Joe Cleary)**  
21 day(s) ago
- Complete Federal Withholding Elections**  
21 day(s) ago - Effective 01/01/2017
- Complete State and Local Withholding Elections**  
21 day(s) ago - Effective 01/01/2017
- Complete your Compliance Assessment**  
21 day(s) ago - Effective 01/01/2017
- Obtain University ID**  
21 day(s) ago - Effective 01/01/2017

### Change Benefit Elections New Hire for Cleary, Joe Cleary - Step 1 of 7

Total Employee Net Cost/Credit  
\$94.81 Monthly Cost

Event Date	01/01/2017
Initiated On	12/01/2016
Submit Elections By	01/30/2017

4 day(s) ago - Effective 01/01/2017

**Welcome to Yale!** New Yale faculty and staff members have thirty (30) days to enroll in benefits, including medical, dental, flexible spending, life insurance and more. For more information about the process of enrolling in or updating your benefits, please view the [Manage Your Benefits](#) guide at Yale's Workday [training website](#).

Healthcare decision support is available for Faculty, Staff and Postdoctoral Associates; click [here](#) to meet ALEX, your virtual Yale benefits counselor.

Any dependents that you choose to cover must be enrolled with you in the same plan.

For benefit rate information, please [click here](#).

**Note:** For more information about adding a same-sex domestic partner or same-sex civil union partner to your benefits, please contact Employee Services at [employee.services@yale.edu](mailto:employee.services@yale.edu) or 203-432-5552.

[Continue](#) [More](#)

- Review Commuter Options**  
21 day(s) ago - Effective 01/01/2017
- Change Emergency Contacts**  
21 day(s) ago
- Review Faculty Handbook**  
21 day(s) ago - Effective 01/01/2017
- Update Faculty Profile**  
21 day(s) ago - Effective 01/01/2017
- Complete your Training Requirements**  
21 day(s) ago - Effective 01/01/2017