Images of Workday Onboarding Messages for New Faculty Hires

Getting Started

Welcome to Yale University!

Here is a quick To Do list for you as a new employee. Please review all of these items today, as some are time sensitive. Thank you.

Take Me There

As of June 2020
As of June 2020

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
Phone: 203-432-8552
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

Complete Form I-9: [name] 9 minute(s) ago - Due 06/14/2020, Effective 07/01/2020

Verify Personal Information: [name] 9 minute(s) ago - Effective 07/01/2020

Set Up Direct Deposit: [name] 9 minute(s) ago

Federal Tax Election for Onboarding: [name] 9 minute(s) ago - Effective 07/01/2020

State Tax Election for Onboarding: [name] 9 minute(s) ago - Effective 07/01/2020

Consent to Receive Your W-2 Electronically: [name] 9 minute(s) ago - Effective 07/01/2020

Complete your Compliance Assessment: [name] 9 minute(s) ago - Effective 07/01/2020

Obtain University ID: [name] 9 minute(s) ago - Effective 07/01/2020

As of June 2020
If benefit eligible, the list will also include the following task:

**Benefit Change - New Hire:**
07/01/2020
1 minute(s) ago - Effective 07/01/2020
Complete Form I-9

9 minute(s) ago - DUE 06/14/2020; Effective 07/01/2020

Federal law requires that you complete the I-9 form no later than your first day of work.

Once you have completed and submitted your portion of the electronic I-9 form below, you must bring your original identification and employment eligibility documents to an I-9 Center no later than your third day of work so that a Yale representative can review and approve your electronic I-9 form. Please visit either the main I-9 Center at 221 Whitney Avenue or one of the other I-9 Centers established around campus. If you visit an I-9 Center prior to your first day of work, please bring a copy of your offer letter with you.

All I-9 Center locations and hours of operation, as well as a list of acceptable identification documents, can be found here.

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

Verify Personal Information

Onboarding for Baker, Jonathan Brody

9 minute(s) ago - Effective 07/01/2020

Change Personal Information

Gender

Gender

Male

Date of Birth

Date of Birth

As of June 2020
Manage Payment Elections

9 minute(s) ago

Take advantage of the ability to have your pay automatically deposited to one or more of your bank accounts. Provide your bank account information below, and then indicate how your pay should be distributed on the following screen.

If you do not currently have a bank account or are looking to pay less in bank fees, there are safe, affordable bank accounts offered by several New Haven banks that have no overdraft fee and other fees that are very low. More information about those accounts can be found here.

<table>
<thead>
<tr>
<th>Person</th>
<th>Baker, Jonathan Brody</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Country</td>
<td>United States of America</td>
</tr>
<tr>
<td>Default Currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

Preferred Payment Method

Complete Federal Withholding Elections

9 minute(s) ago - Effective 07/01/2020

<table>
<thead>
<tr>
<th>Company</th>
<th>Yale University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>07/01/2020</td>
</tr>
<tr>
<td>Name</td>
<td>Baker, Jonathan Brody</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>XXX-XX-XXXXX</td>
</tr>
<tr>
<td>Address</td>
<td>5126 Newport Avenue</td>
</tr>
<tr>
<td></td>
<td>Bethesda, MD 20816</td>
</tr>
<tr>
<td></td>
<td>United States of America</td>
</tr>
</tbody>
</table>

W-4 Data

View Blank Form

As of June 2020
Complete State and Local Withholding Elections

Worker: Baker, Jonathan Brody
Company: Yale University
Effective Date: 07/01/2020
State: Connecticut
Withholding Form Type: CT-W4 - Withholding

Complete To Do
Consent to Receive Your W-2 Electronically

For: P289916 Visiting Professor of Law (Baker)
Overall Status: Successfully Completed
Instructions: To consent to receive your W-2 electronically:

- **On or after your hire date**, click the link below, then click the Edit button on the My Tax Documents screen.
- Choose the Receive electronic copy of my Year End Tax Documents option
- Click OK, then click Done

After consenting, click Submit below to remove this To Do from your Inbox.

*On or after your hire date, click here to consent to receive your W-2 electronically*
Complete To Do

Complete your Compliance Assessment

9 minute(s) ago - Effective 07/01/2020

For          P289816 Visiting Professor of Law (Baker)
Overall Process  Hire: Baker, Jonathan Brody
Overall Status  Successfully Completed
Instructions  In your new job, you may be required to complete specific training based on federal, state, or University regulations or policies. To help you determine what, if any, training you require, please complete our online Compliance Assessment form.

If you are off campus, you must first securely connect to the University’s network by using VPN. More information about VPN can be found here.

Access the assessment by visiting www.yale.edu/training, then clicking Take Your Compliance Assessment.

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Complete To Do

Obtain University ID

9 minute(s) ago - Effective 07/01/2020

For          P289816 Visiting Professor of Law (Baker)
Overall Process  Hire: Bakar, Jonathan Brody
Overall Status  Successfully Completed
Instructions  University ID cards are issued at:

57 Lock Street, Monday through Friday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. (203) 432-0165

or

333 Cedar Street, Monday through Friday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. (203) 795-6736

As of June 2020
Complete To Do

Review Commuter Options

9 minute(s) ago - Effective 07/01/2020

For P239816 Visiting Professor of Law (Baker)

Overall Process Hire: Baker, Jonathan Brody

Overall Status Successfully Completed

Instructions Information about commuting options, campus transit services and Yale’s fee-based parking program can be obtained from the Yale Transportation Options website, or by visiting 221 Whitney Avenue or calling (203) 432-9790.

Please click Submit below to mark this task as complete and remove it from your Inbox.

As of June 2020

Review Pregnancy Discrimination Notice

Review Documents for Onboarding for Baker, Jonathan Brody

9 minute(s) ago - Effective 07/01/2020

Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Pregnancy Discrimination and Accommodation in the Workplace Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions</td>
<td>Please review the attached document and use the check box below to acknowledge the receipt of the notice.</td>
</tr>
<tr>
<td>Signature Statement</td>
<td>LEGAL NOTICE: The attached notices are to comply with the requirements of the Federal Patient Protection and Affordable Care Act (ACA), and the State of Connecticut General Statutes §§46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the workplace notice. You acknowledge that you have read and consent to receipt of the notices. Paper copies are available upon request. These federal and state mandated notices are for information.</td>
</tr>
</tbody>
</table>
Review ACA Benefit Notices

As of June 2020

Review Documents for Onboarding for
Baker, Jonathan Brody

9 minute(s) ago - Effective 07/01/2020

Documents

**Document:** 2019 Marketplace Notice_Non-Covered Employees

**Instructions:** Please review the attached document and use the check box below to acknowledge the receipt of the notice.

**Signature Statement:**

**LEGAL NOTICE:** The attached notices are to comply with the requirements of the Federal Patient Protection and Affordable Care Act (ACA), and the State of Connecticut General Statutes §§46a-60(e), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the workplace notice. You acknowledge that you have read and consent to receipt of the notices. Paper copies are available upon request. These federal and state mandated notices are for information purposes only and are intended for the attention and use of:

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Verify Home Contact
Information

As of June 2020

Onboarding for Baker, Jonathan Brody

9 minute(s) ago - Effective 07/01/2020

Change Home Contact Information

**Address**

- **Primary**
  - **Yes** added

- **Address**
  5126 Newport Avenue, Bethesda, MD 20815

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As of June 2020
Change Emergency Contacts
Baker, Jonathan Brody

9 minute(s) ago

Primary Emergency Contact

Legal Name

Relationship

Complete To Do
Review Faculty Handbook

9 minute(s) ago - Effective 07/01/2020

For
Overall Process
Overall Status
Instructions

P289816 Visiting Professor of Law (Baker)
Hire: Baker, Jonathan Brody
Successfully Completed

Please take time to familiarize yourself with the [Yale Faculty Handbook](#). Because it is of continuing importance to all faculty members, and because the policies it contains represent essential employment understandings between you and the University, you are urged to read it with great care. You will be asked to stay informed of any revisions that are made to the Handbook.

Please click Submit below to mark this task as complete and remove it from your Inbox.

As of June 2020
**Complete To Do**

**Complete your Training Requirements**

9 minute(s) ago - Effective 07/01/2020

- **For**: P289816 Visiting Professor of Law (Baker)
- **Overall Process**: Hire: Baker, Jonathan Brody
- **Overall Status**: Successfully Completed

**Instructions**

**IMPORTANT**: You must first complete the "Complete your Compliance Assessment" task if it appears in your Workday inbox before proceeding as indicated below.

Please complete any training requirements assigned to you. Here’s how:

1. Visit the [Training and Certification website](#) if you are off campus, you must first securely connect to the University's network by using VPN. More information about VPN can be found [here](#).

2. Click **My Training Information** in the left-hand column, and log in if necessary. If you are already logged in, click **Requirements** in the left-hand column.

3. Complete all outstanding requirements (marked with a red X).

Click Submit below only after you have completed all training requirements.