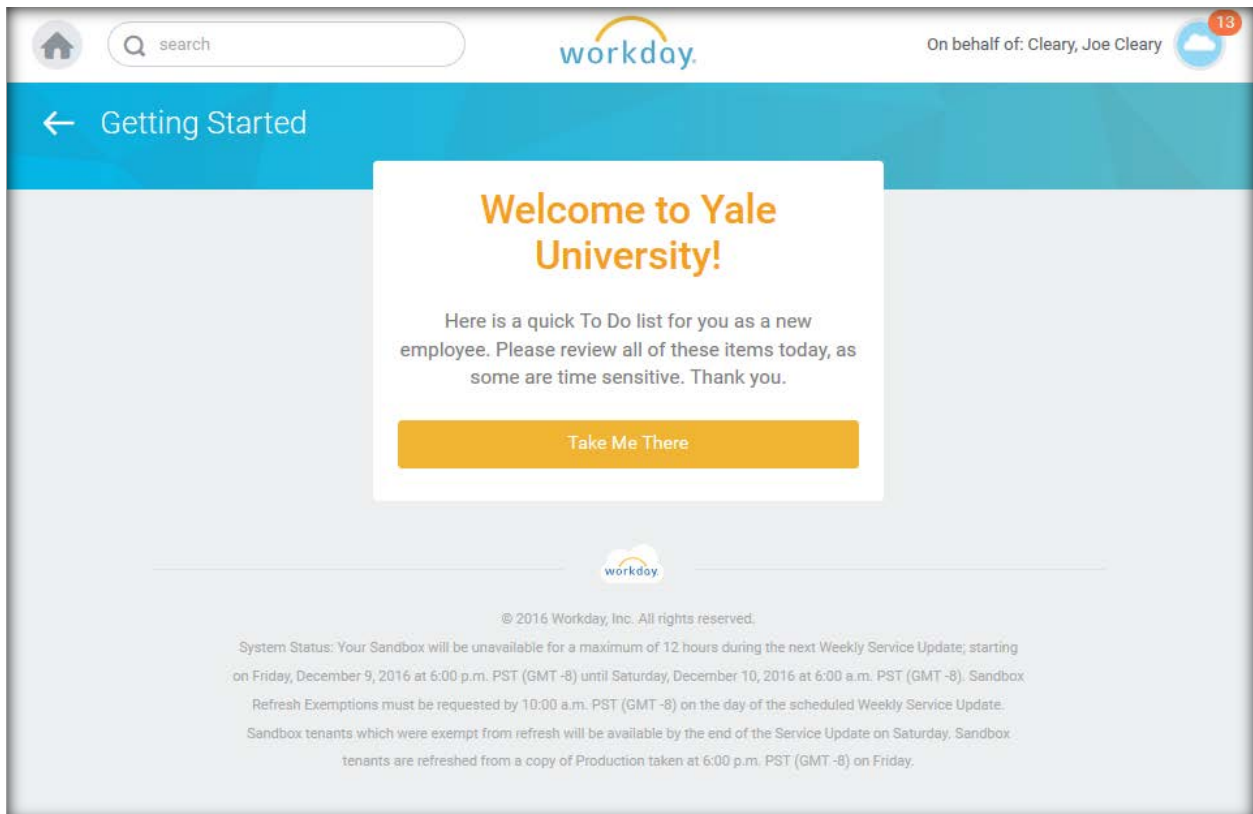
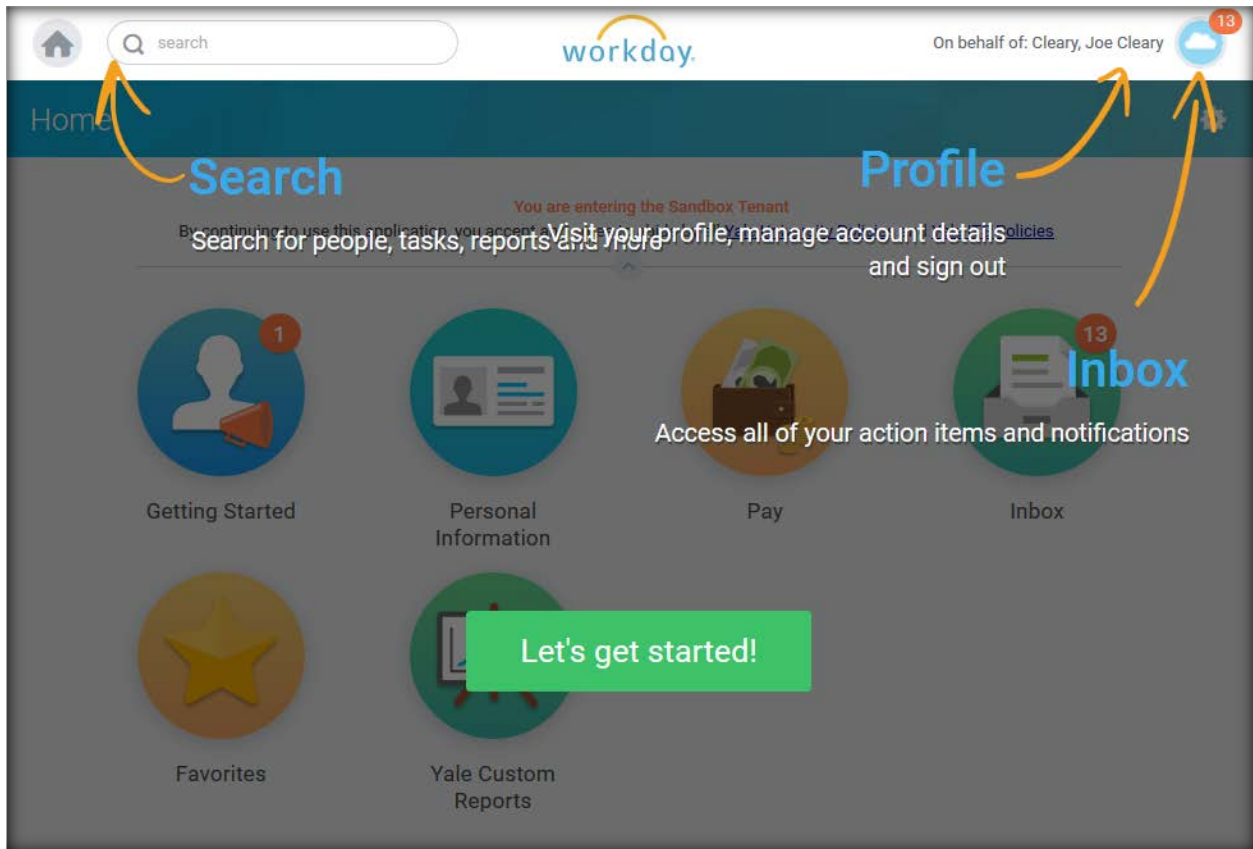


## Workday Onboarding Messages to New Employee



## 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.

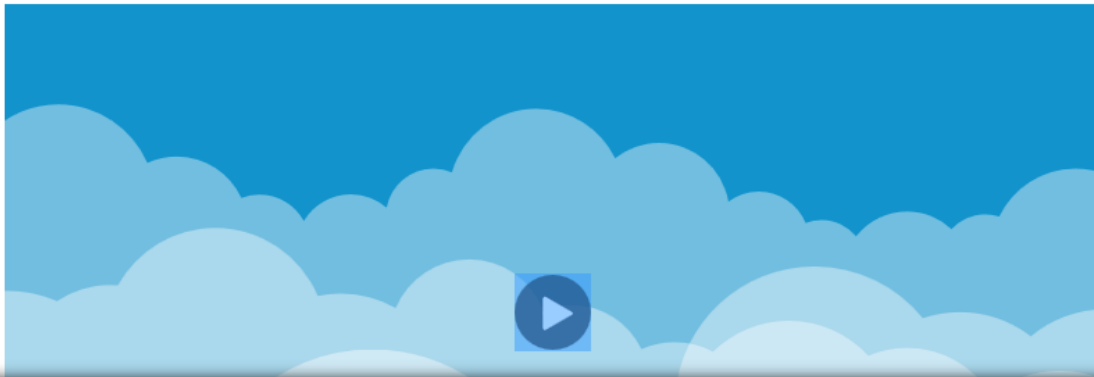
Email: [employee.services@yale.edu](mailto:employee.services@yale.edu)

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

Verify Contact Information **Onboarding for Gardner, William Ralston Murl** 

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

Home Contact Information

Primary Address

Address

21 Waverly Rd, Branford, CT 06405

Usage

Visibility

Private

Additional Address

Add

## Complete Form I-9



7 day(s) ago - Due 02/27/2017; Effective 01/01/2017

**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

## Manage Payment Elections



7 day(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 you want your pay distributed on the following screen.



Worker	Gardner, William Ralston Murl
Default Country	United States of America
Default Currency	USD
Status	In Progress

Accounts 1 item



## Complete Federal Withholding Elections



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

Company	Yale University
Effective Date	01/01/2017
Name	Gardner, William Ralston Murl
Social Security Number	520135163
Address	21 Waverly Rd Branford, CT 06405 United States of America

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

W-4 Data

## Complete State and Local Withholding Elections



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

Worker	Gardner, William Ralston Murl
Company	<input type="text" value="X Yale University"/>
Effective Date	01/01/2017
State	* <input type="text" value="X Connecticut"/>
Withholding Form Type *	<input type="text"/>

## Complete To Do Complete your Compliance Assessment ⋮



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

For	P251914 Lecturer
Overall Process	Hire: Gardner, William Ralston Murl
Overall Status	Successfully Completed
Instructions	<p>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, we have designed an online Compliance Assessment form.</p> <p>Please take a few minutes to complete this simple questionnaire: visit <a href="http://www.yale.edu/training">www.yale.edu/training</a>, then click Take Your Compliance Assessment.</p> <p>Here are some common questions:</p> <p><b>Who must take the assessment?</b> All Yale University faculty, staff, postdoctoral fellows, and postdoctoral associates.</p> <p><b>How long will it take to complete?</b> Less than five minutes.</p> <p><b>Why is it important for me to take the assessment?</b></p>

## Complete To Do Obtain University ID ⋮



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

**For** P251914 Lecturer

**Overall Process** Hire: Gardner, William Ralston Murl

**Overall Status** Successfully Completed

**Instructions** University ID cards are issued at:

[246 Church Street](#) (first floor), Monday through Friday, 9:00 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) 785-6736

You may obtain your ID card on your start date or, if you have worked in a temporary or casual status, approximately 10 days after your start date.

Click Submit below after you have obtained your ID to remove this task from your Inbox.

## Complete To Do Review Commuter Options ⋮



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

**For** P251914 Lecturer

**Overall Process** Hire: Gardner, William Ralston Murl

**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.

## Change Emergency Contacts Gardner, William Ralston Murl ⋮



7 day(s) ago

Primary Emergency Contact

Legal Name

Legal Name \*



Relationship

Relationship \*



## Complete To Do **Review Faculty Handbook**



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

**For** P251914 Lecturer

**Overall Process** Hire: Gardner, William Ralston Murl

**Overall Status** Successfully Completed

**Instructions** 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.

## Complete To Do **Update Faculty Profile**



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

**For** P251914 Lecturer

**Overall Process** Hire: Gardner, William Ralston Murl

**Overall Status** Successfully Completed

**Instructions** The School of Medicine has developed a Faculty Profile System to collect, display and utilize information about faculty. Once you receive your Yale NetID and e-mail account, we urge you to fill out your profile as soon as possible. Information you put into your profile will then be used to populate department/section websites, as well as our Find a Physician database for patients and referring physicians.

- [Click here to learn more](#) about the Faculty Profile System.

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

## Complete To Do **Complete your Training Requirements**



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

**For** P251914 Lecturer

**Overall Process** Hire: Gardner, William Ralston Murl

**Overall Status** Successfully Completed

**Instructions** **IMPORTANT: You must first complete the task that appears in your Workday inbox called "Complete your Compliance Assessment." Once that task is complete, please proceed as indicated below.**

Now that you have completed the University Compliance Assessment, you must complete any requirements assigned to you as a result. Here's how:

1. Visit the [Training and Certification website](#).
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.