ONBOARDING FLOW CHART

Upon hire, 11 tasks will populate Employee's Inbox:

1. Personal Information
2. Home Contact
3. Edit Government IDs
4. Complete Federal Withholding Elections
5. Payment Election Enrollment
6. Veteran Status Identification
7. Disability Self-Identification
8. Sexual Harassment Training – EEO/Title IX
9. Highest Education
10. Transcript Submission
11. Review Documents

Click the **REFRESH** button to load more tasks.

Employee's Inbox:

1. Complete I-9 form
2. Emergency Contacts

Our Office:

1. A representative will contact you to schedule an in-person appointment to verify the documents
→ Documents must be verified in person within 3 days of appointment start date

Following tasks will populate your inbox ON the hire date

Employee's Inbox:

1. State and Local Withholding Elections
2. Review Documents

ONBOARDING COMPLETE

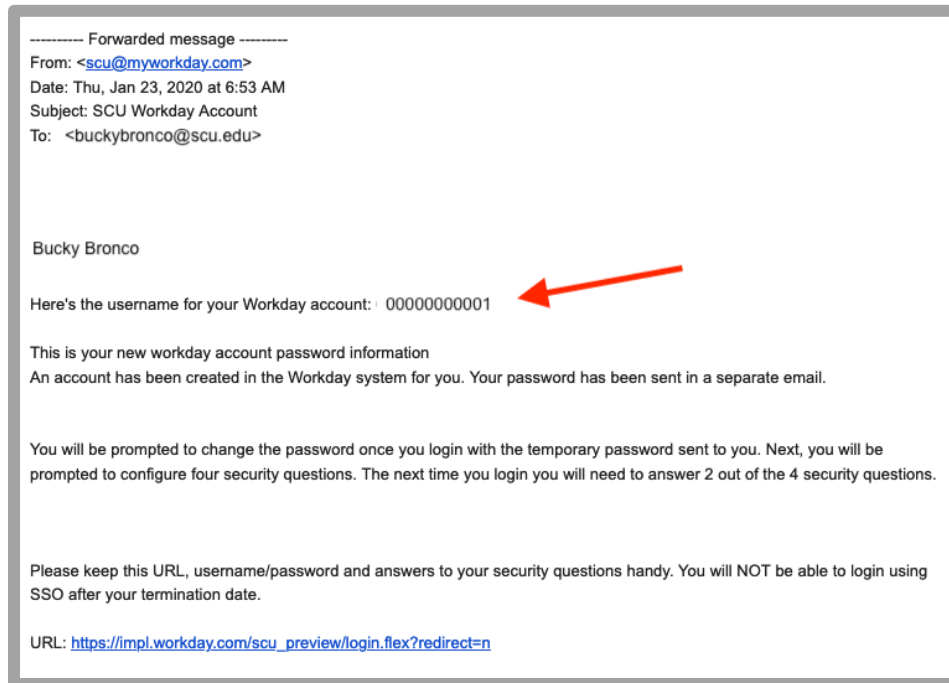**Benefits Questions: Contact benefits@scu.edu**

Native Workday: Logging into Workday Prior to Hire Date

Upon hire or rehire, you will receive **TWO** system-generated emails.

1. One email will be from "*scu@myworkday.com*"

It will contain:

1) Your username (your 11-digit employee ID number)
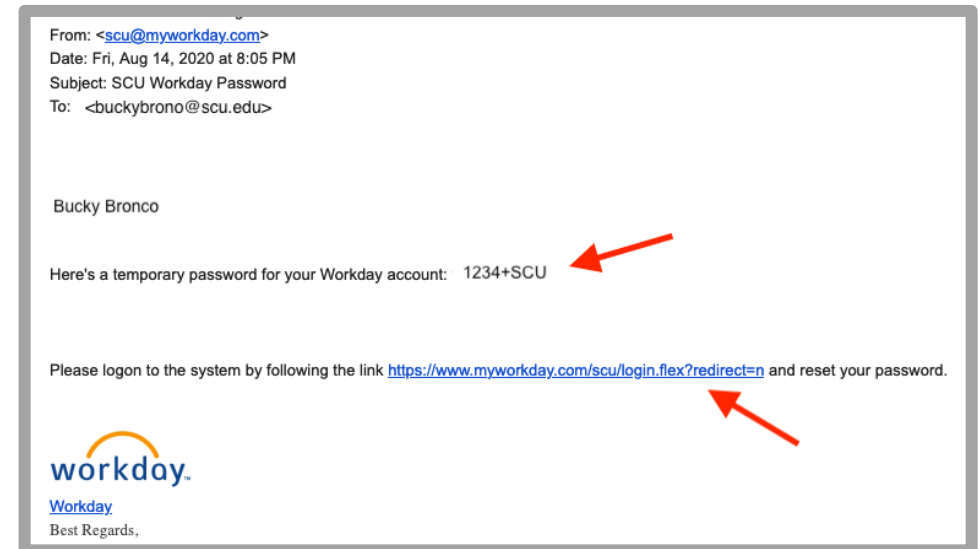
2) Instructions on resetting your password

---------- Forwarded message ----------
From: <scu@myworkday.com>
Date: Thu, Jan 23, 2020 at 6:53 AM
Subject: SCU Workday Account
To: <buckybronco@scu.edu>

Bucky Bronco

Here's the username for your Workday account: 00000000001

This is your new workday account password information
An account has been created in the Workday system for you. Your password has been sent in a separate email.

You will be prompted to change the password once you login with the temporary password sent to you. Next, you will be prompted to configure four security questions. The next time you login you will need to answer 2 out of the 4 security questions.

Please keep this URL, username/password and answers to your security questions handy. You will NOT be able to login using SSO after your termination date.

URL: https://impl.workday.com/scu_preview/login.flex?redirect=n

2. Another email will also be from "*scu@myworkday.com*"

It will contain:

1) temporary password
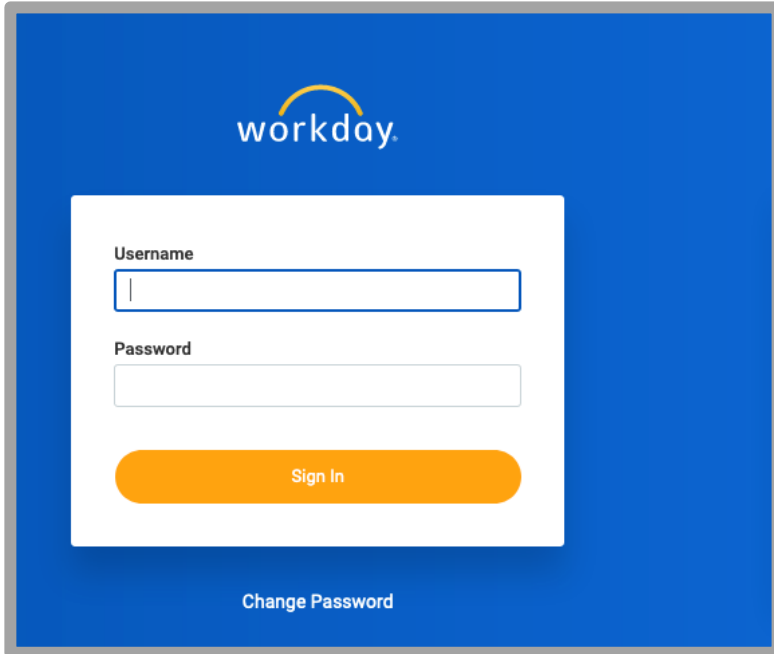2) Workday link to access your account as a pre-hire:
   https://www.myworkday.com/scu/login.flex?redirect=n

From: <scu@myworkday.com>
Date: Fri, Aug 14, 2020 at 8:05 PM
Subject: SCU Workday Password
To: <buckybrono@scu.edu>

Bucky Bronco

Here's a temporary password for your Workday account: 1234+SCU

Please logon to the system by following the link https://www.myworkday.com/scu/login.flex?redirect=n and reset your password.

workday.
Workday
Best Regards,

3. Click on the Workday link below:
   https://www.myworkday.com/scu/login.flex?redirect=n

4. Your screen should look like this.

5. Enter your username: 11-digit employee ID number

6. Enter your temporary password

7. Click Sign In

8. You will be prompted to reset your password.

9. From here you will be able to complete any inbox tasks.

10. On your **hire date**, you will then access Workday through single sign-on (SSO) through the MySCU Portal.
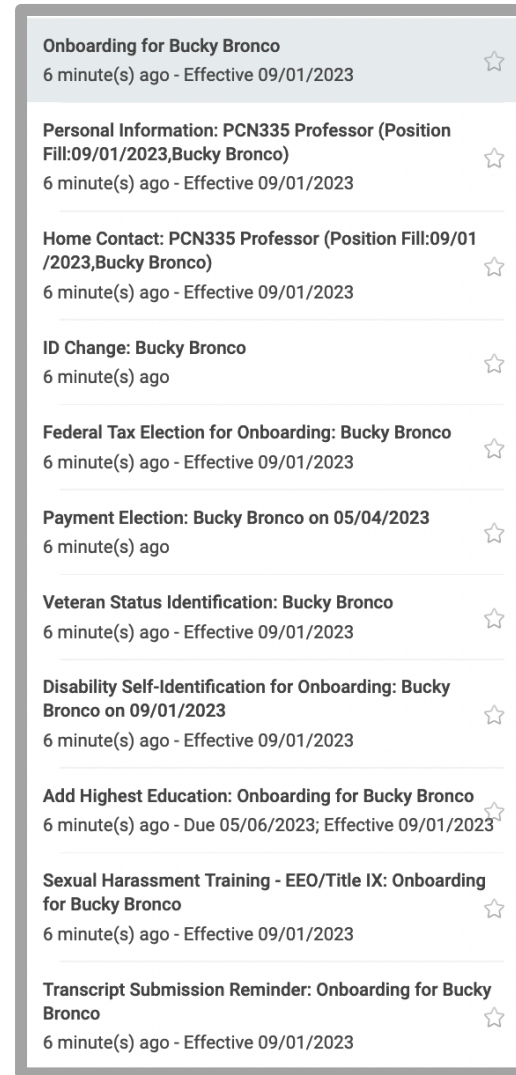
https://www.scu.edu/apps/login/

Onboarding tasks will be found in the Inbox.

1. Click the **Go to All Inbox Items** link.

Let's Get Started

Awaiting Your Action   ...

📥 **Onboarding for Bucky Bronco**
Inbox - 2 minute(s) ago

📥 **Veteran Status Identification: Bucky Bronco**
Inbox - 2 minute(s) ago

📥 **Federal Tax Election for Onboarding: Bucky Bronco**
Inbox - 2 minute(s) ago

📥 **Go to All Inbox Items (11)**
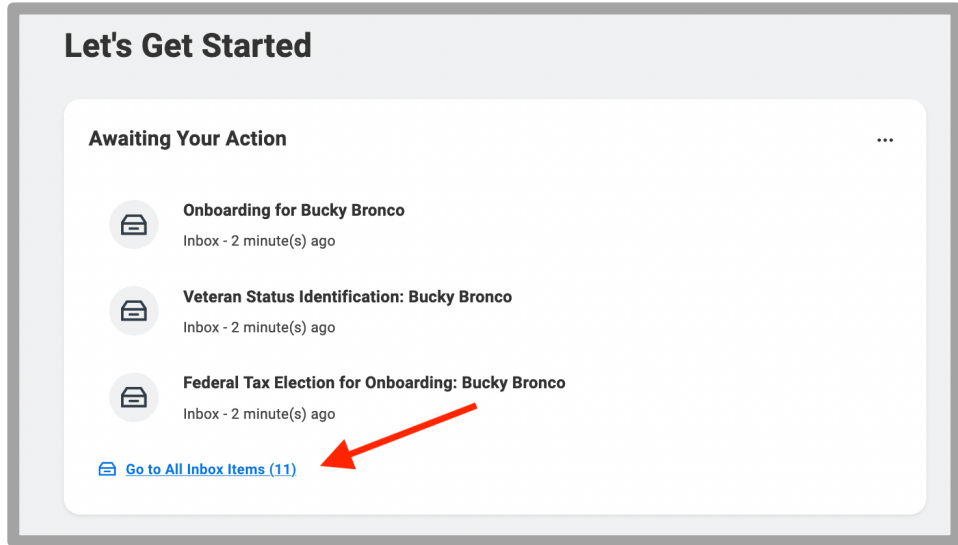
2. To begin, there will be 11 tasks that can be completed in any order.

Onboarding for Bucky Bronco
6 minute(s) ago - Effective 09/01/2023 ☆

Personal Information: PCN335 Professor (Position Fill:09/01/2023,Bucky Bronco)
6 minute(s) ago - Effective 09/01/2023 ☆

Home Contact: PCN335 Professor (Position Fill:09/01/2023,Bucky Bronco)
6 minute(s) ago - Effective 09/01/2023 ☆

ID Change: Bucky Bronco
6 minute(s) ago ☆

Federal Tax Election for Onboarding: Bucky Bronco
6 minute(s) ago - Effective 09/01/2023 ☆

Payment Election: Bucky Bronco on 05/04/2023
6 minute(s) ago ☆

Veteran Status Identification: Bucky Bronco
6 minute(s) ago - Effective 09/01/2023 ☆

Disability Self-Identification for Onboarding: Bucky Bronco on 09/01/2023
6 minute(s) ago - Effective 09/01/2023 ☆

Add Highest Education: Onboarding for Bucky Bronco
6 minute(s) ago - Due 05/06/2023; Effective 09/01/2023 ☆

Sexual Harassment Training - EEO/Title IX: Onboarding for Bucky Bronco
6 minute(s) ago - Effective 09/01/2023 ☆

Transcript Submission Reminder: Onboarding for Bucky Bronco
6 minute(s) ago - Effective 09/01/2023 ☆

3. Personal Information: complete the required sections. Click **Submit**.

4. Home Contact: complete the required sections. Click **Submit**.

Personal Information

Onboarding for Bucky Bronco ...

☆ PDF ⚙ ⌐⌐

1 minute(s) ago - Effective 04/01/2022

Change Personal Information

Gender

Gender *

Date of Birth

Date of Birth *

Age

Place of Birth

Country of Birth

Marital Status

Marital Status *

Marital Status Date

Race/Ethnicity

Hispanic or Latino

Race/Ethnicity

Disability

(Add)

Military Service

(Add)

(Submit)

Process History

Home Contact   **Onboarding for Bucky Bronco**

1 minute(s) ago - Effective 04/01/2022

Change Home Contact Information

Address

(Add)

Phone

(Add)

Email

Primary
Yes

Email Address *

Visibility
Private

(Add)

(Submit)

5. Edit Government IDs: click the **+** icon to create a row in the National IDs section. Enter the information for the Social Security Number. Click **Submit**.

Edit Government IDs   Bucky Bronco

8 minute(s) ago

Please use this section to provide your USA - Social Security Number (SSN) by following the below instructions:

- Please click on the **plus '+' sign** in the **Proposed IDs** section to add a row in order to enter your ID information.
- Select "United States of America" for Country and Social Security Number (SSN) for the ID type field
- Please carefully enter the 9 digit Social Security Number as per your SSN Card

Review the ID information thoroughly before submitting the task.

add a new row

select USA here

select SSN here

enter SSN # here

Proposed IDs

National IDs 1 item

		*Country	*National ID Type	Current ID	Add/Edit ID
⊕					
⊖		✕ United States of America ☰	✕ Social Security Number (SSN) ☰		__-__-____

6. Complete Federal Withholding Elections: Complete the required sections. Mark the "I Agree" box. Click **Submit**.

Complete Federal Withholding Elections   ☆ ⚙

11 minute(s) ago - Effective 04/01/2022

Company	President and Board of Trustees of Santa Clara College
Effective Date	04/28/2022
Name	Bucky Bronco
Social Security Number	(empty)
Address	(empty)

W-4 Data

View Blank Form

By filling out the information below, you are completing the Employee's Withholding Certificate (Form W-4) which affects how much federal income tax is withheld from your pay. You should review this current form and any accompanying instructions before filling out the information below. You should also consider reviewing your state withholding elections at this time, as submitting this form may affect your state withholding in some states.

Step 1:

Marital Status * [   ] ☰

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Nonresident Alien ☐

Step 5:

Legal Notice   Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I Agree   * ☐

Submit   Save for Later   Cancel

7. Manage Payment Elections: select Direct Deposit or Manual Check and complete required fields. Click **Submit**.

Manage Payment Elections

20 minute(s) ago

In the **Preferred Payment Method** section, choose either **Direct Deposit** or **Check** in the drop-down options.

Person	Bucky Bronco
Default Country	United States of America
Default Currency	USD

Preferred Payment Method

Payroll Payments ★ ☓ Payroll Direct Deposit

Expense Payments ★ ☓ AP Direct Deposit (Employee Reimbursement)

Account Setup

Account Holder Name   Bucky Bronco

Sample Check

Jonathon Doe
4321 Main St.
Anywhere, CA 94000   -123-

SAMPLE   DATE

$
Dollars

YOUR BANK NAME   DO NOT INCLUDE
9876 1st St.   Check #
Anywhere, CA 94000

⑈123456789⑈ 000123456789O -00-123

9 Digit Routing #   Account #
Between the ⑈ symbols   Include all zeros

Account Information

Account Nickname (optional) [_____]

Routing Transit Number ★ [_____]

Bank Name ★ [_____]

[OK]   [Cancel]

8. Change Veteran Status Identification: complete the required sections. Click **Submit**.

Change Veteran Status Identification   Bucky Bronco ⋯

20 minute(s) ago · Effective 04/01/2022

We are a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistanc the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contr tion to employ and advance in employment: (1) disabled veterans; (2) recently separated vetera campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are hereafter referred to all together as "protected veterans":
A Disabled Veteran is one of the following: a veteran of the U.S. military, ground, naval or air ser pensation (or who but for the receipt of military retired pay would be entitled to compensation) the Secretary of Veterans Affairs; or a person who was discharged or released from active duty connected disability.
A Recently Separated Veteran means any veteran during the three-year period beginning on the charge or release from active duty in the U.S. military, ground, naval, or air service.
An Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active du naval or air service during a war, or in a campaign or expedition for which a campaign badge ha laws administered by the Department of Defense.
An Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in t or air service, participated in a United States military operation for which an Armed Forces serv suant to Executive Order 12985.
If you believe you belong to any of the categories of protected veterans listed above, please inc priate box below. As a Government contractor subject to VEVRAA, we request this information tiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.
Submission of this information is voluntary and refusal to provide it will not subject you to any mation provided will be used only in ways that are not inconsistent with VEVRAA as amended. employer. We do not discriminate in hiring or employment against any individual on the basis o origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, g pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

Select a veteran status

Veteran Status ★ [_____]

[Submit]   [Save for Later]   [Cancel]

9. Change Self-Identification of Disability: complete the required sections. Click **Submit**.

Change Self-Identification of Disability ☆

23 minute(s) ago · Effective 04/01/2022

For reference   View this form at the U.S. Department of Labor website.

Voluntary Self-Identification of Disability

Form   CC-305

OMB Control Number   1250-0005

Expires   05/31/2023

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employee disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their informatio five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confid seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, r whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors unde the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofcc

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activit history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy

- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability

- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

Please check one of the boxes below:

○ Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

○ No, I Don't Have A Disability, Or A History/Record Of Having A Disability

○ I Don't Wish To Answer

[Submit] [Save for Later] [Cancel]

10. Sexual Harassment Training – EEO/Title IX: this task is an acknowledgement. Actual training is to be completed outside of Workday. Click the **Submit** button to acknowledge.

Complete To Do   Sexual Harassment Training - EEO/Title IX ⋯   ☆

15 minute(s) ago · Effective 09/01/2023

For	PCN335 Professor
Overall Process	Hire: Bucky Bronco
Overall Status	Successfully Completed
Due Date	05/18/2023
Instructions	The Office of Equal Opportunity and Title IX hosts online and in-person trainings for faculty in regards to preventing issues of unlawful Discrimination and Sexual Harassment. The University, in compliance with state and federal law, requires all empl to undergo this training every two years.

You are also required to attend a mandatory session on sexual harassment and sexual violence awareness and prevention. Please contact the **EEO / Title IX Office** to schedule your class at titleixadmin@scu.edu.

Click **Submit** to acknowledge this.

Thank you! |

[Submit] [Save for Later] [Close]

11. <u>Highest Education</u>: select the orange **Add Education** button.

Complete To Do   Add Highest Education   ···   ☆ 📇 📄 ⚙ ⤢

3 hour(s) ago - Due 05/06/2023; Effective 09/01/2023

For	PCN335 Professor
Overall Process	Hire: Bucky Bronco
Overall Status	Successfully Completed
Due Date	05/18/2023
Instructions	Click the **Add Education** button.

At the next screen, you will need to type in your name to go to your record where you will enter your highest degree.
Once you complete the entry, you will be taken back to this screen.
Click **SUBMIT** at the bottom of this screen to complete this task.

Add Education

Submit   Save for Later   Close

Type in your name and click **OK**.

Add Education   Bucky Bronco   ⚏

Country	*	[ ] ☰
School	*	[ ] ☰

If you cannot find the school, click here   ☐

Degree		[ ] ☰
Degree Received		select one ▼
Field of Study		[ ] ☰
First Year Attended		YYYY
Last Year Attended		YYYY
Grade Average		[ ]

> **Attachments**

Remove

Submit   Save for Later   Cancel

We need you to complete the following fields:

☐ Country   ☐ Degree Received
☐ School   ☐ Year Degree Received
☐ Degree   ☐ Field of Study

When you have completed the Education entries, click the **Submit** button.

You will be brought back to the Add Education screen once again.

Click the **Submit** button to acknowledge.

12. Transcript Submission: follow the instructions if you have not done so already. Click the **Submit** button to acknowledge.

Complete To Do   Transcript Submission Reminder   ⋯   ☆ ⊞ PDF

27 minute(s) ago - Effective 09/01/2023

For	PCN335 Professor
Overall Process	Hire: Bucky Bronco
Overall Status	Successfully Completed
Due Date	05/18/2023
Instructions	SCU must confirm your highest degree. If you have not already done so, contact the institution where you received your highest degree to have your official transcripts sent to the Provost's Office of Santa Clara University.

They may be sent by regular mail to:
500 El Camino Real
Santa Clara, CA 95053
Attention: Sheryl Becker

Or electronically to   sbecker@scu.edu

Please **note** that the transcripts must be sent **directly** from the institution to SCU.

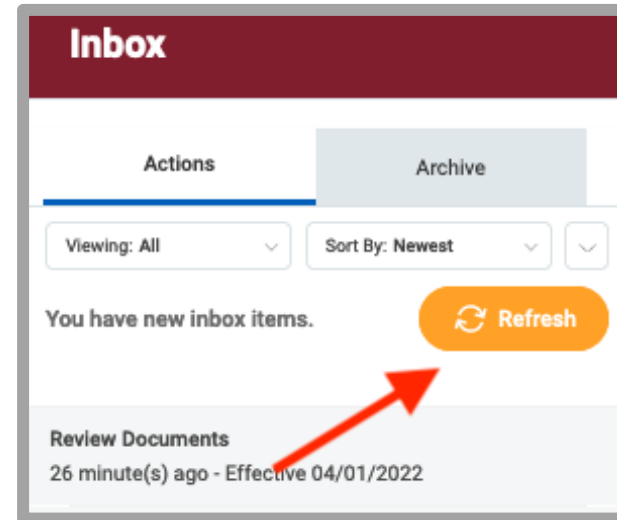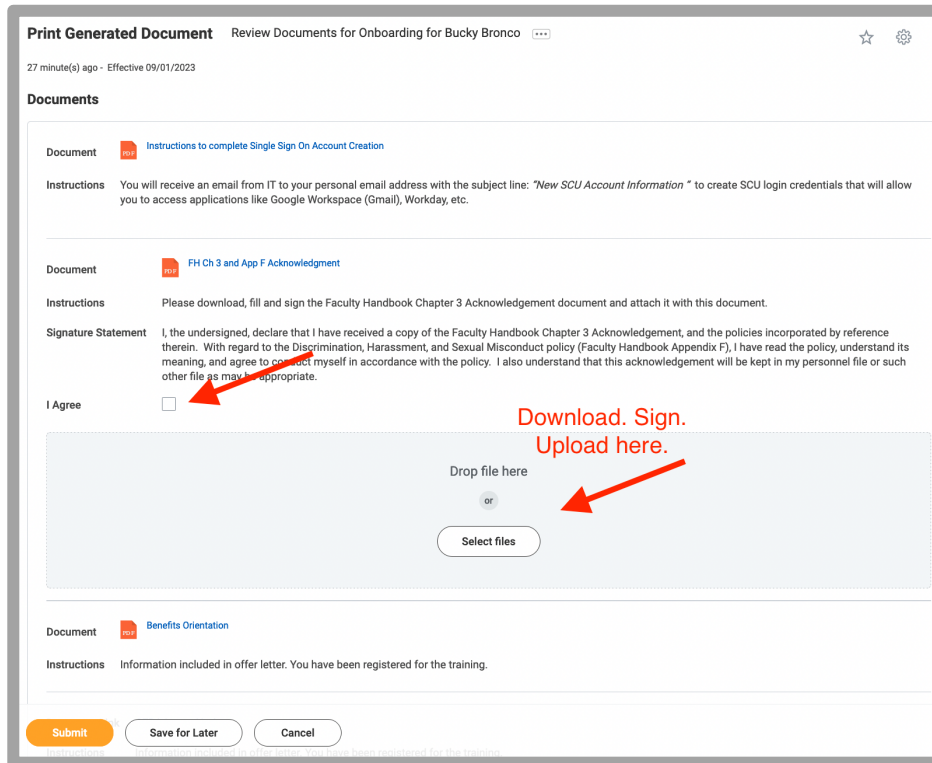Click **Submit** to acknowledge this notice.

Thank you!

(Submit)   (Save for Later)   (Close)

13. Review Documents: Review each section on this page. You can download the documents and review.

** FH Ch3 and App F Acknowledgment: Click "I Agree". Download document. Sign it. Upload signed document in space provided. Click the **Submit** button.

Print Generated Document   Review Documents for Onboarding for Bucky Bronco   ···

27 minute(s) ago - Effective 09/01/2023

Documents

Document	PDF	Instructions to complete Single Sign On Account Creation
Instructions		You will receive an email from IT to your personal email address with the subject line: *"New SCU Account Information "* to create SCU login credentials that will allow you to access applications like Google Workspace (Gmail), Workday, etc.

Document	PDF	FH Ch 3 and App F Acknowledgment
Instructions		Please download, fill and sign the Faculty Handbook Chapter 3 Acknowledgement document and attach it with this document.
Signature Statement		I, the undersigned, declare that I have received a copy of the Faculty Handbook Chapter 3 Acknowledgement, and the policies incorporated by reference therein. With regard to the Discrimination, Harassment, and Sexual Misconduct policy (Faculty Handbook Appendix F), I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy. I also understand that this acknowledgement will be kept in my personnel file or such other file as may be appropriate.
I Agree	☐	

Download. Sign.
Upload here.

Drop file here
or
Select files

Document	PDF	Benefits Orientation
Instructions		Information included in offer letter. You have been registered for the training.

Submit   Save for Later   Cancel

14. Click the **Refresh** button to load additional tasks.

Inbox

Actions	Archive

Viewing: All   Sort By: Newest

You have new inbox items.   ⟳ **Refresh**

Review Documents
26 minute(s) ago - Effective 04/01/2022

15. Complete Form I-9: Complete the required fields. A representative from the office will contact you to coordinate a time for you to provide documents for employment eligibility verification.

** The I-9 form needs to be verified within 3 days of hire.

Complete Form I-9

23 second(s) ago - Effective 04/01/2022

Employment Eligibility Verification

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

USCIS Form I-9

OMB No. 1615-0047
Expires 10/31/2022

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronic form. Employers are liable for errors in the completion of this form.

Form I-9 Instructions.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future ex illegal discrimination.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) *	Bronco	First Name (Given Name) *	Bucky
Middle Initial		Other Last Names Used (if any)	
Address (Street Number and Name) *	500 El Camino Real	Apt. Number	
City or Town *	Santa Clara	State *	CA
ZIP Code *	95050		
Date of Birth *		U.S. Social Security Number	

Employee's E-mail Address   buckybronco@noemail.com

[Submit] [Save for Later] [Cancel]

16. Change Emergency Contacts: complete the required sections. Click **Submit**.

Change Emergency Contacts

Bucky Bronco ...

☆ PDF ⚙ ⌐

23 second(s) ago

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

Preferred Language

Preferred Language

Primary Address
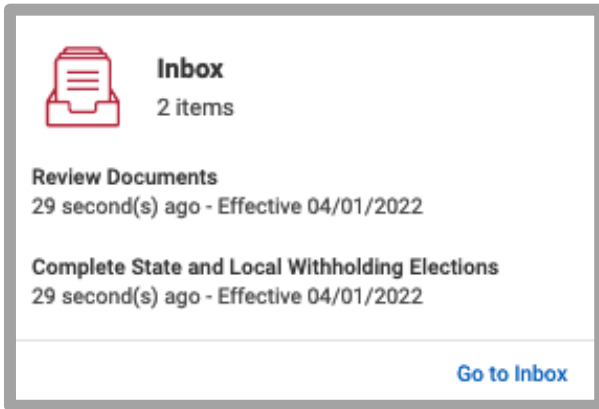
[Add]

Primary Phone
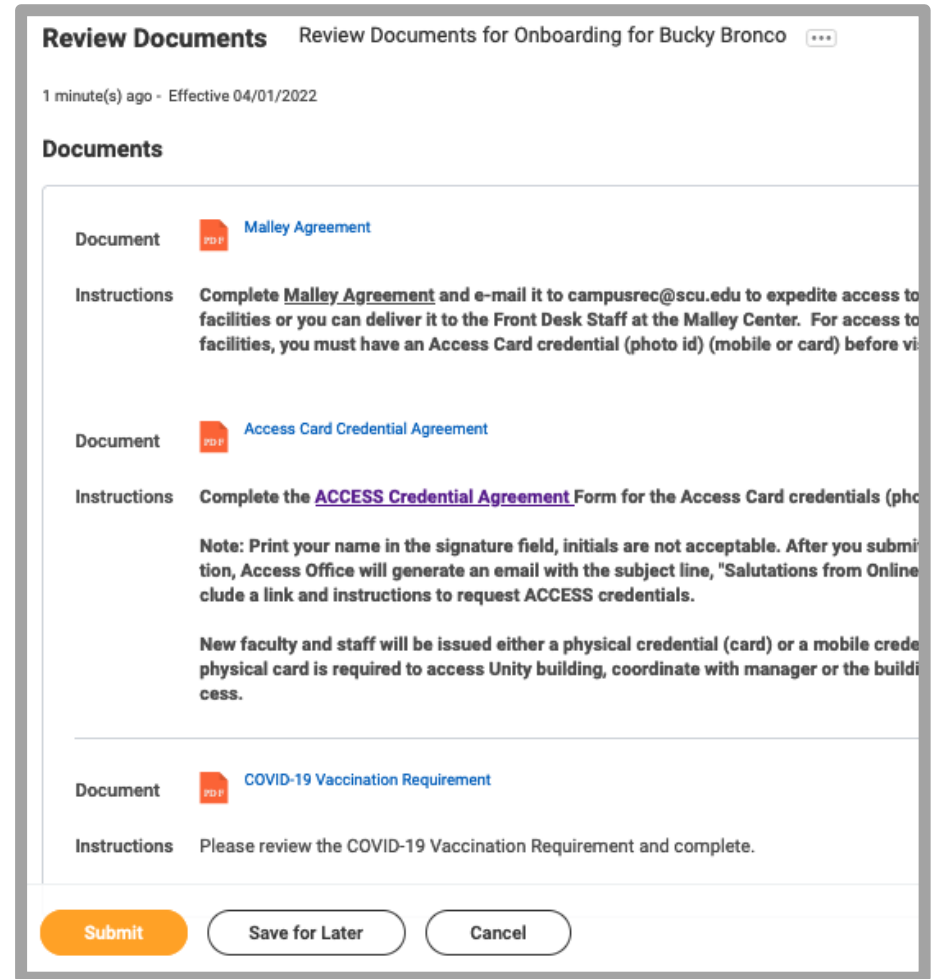
[Add]

Additional Phone

[Submit] [Save for Later] [Cancel]

17. At this point, your inbox is empty. The office has received the notification of the I-9 form completion. A representative will reach out to schedule a time to verify the I-9 documents.

18. On your **hire date**, two additional tasks will populate your inbox.

Inbox
2 items

Review Documents
29 second(s) ago - Effective 04/01/2022

Complete State and Local Withholding Elections
29 second(s) ago - Effective 04/01/2022

Go to Inbox

19. Review Documents: Review the sections on this page. Documents can be downloaded and reviewed. Click the **Submit** button.

Review Documents Review Documents for Onboarding for Bucky Bronco ...

1 minute(s) ago - Effective 04/01/2022

Documents

Document	Malley Agreement
Instructions	Complete Malley Agreement and e-mail it to campusrec@scu.edu to expedite access to facilities or you can deliver it to the Front Desk Staff at the Malley Center. For access to facilities, you must have an Access Card credential (photo id) (mobile or card) before vi...

Document	Access Card Credential Agreement
Instructions	Complete the ACCESS Credential Agreement Form for the Access Card credentials (pho...
	Note: Print your name in the signature field, initials are not acceptable. After you submi... tion, Access Office will generate an email with the subject line, "Salutations from Online... clude a link and instructions to request ACCESS credentials.
	New faculty and staff will be issued either a physical credential (card) or a mobile crede... physical card is required to access Unity building, coordinate with manager or the buildi... cess.

Document	COVID-19 Vaccination Requirement
Instructions	Please review the COVID-19 Vaccination Requirement and complete.

Submit   Save for Later   Cancel

20. Complete State and Local Withholding Elections: complete the
required sections. Click the **OK** button.

YOU HAVE COMPLETED ONBOARDING!

Complete the required sections. Click the **Submit** button.