



MINNESOTA STATE

Completing Onboarding in Workday



Job Aid

Last updated: November 2024



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Job Aid

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Introduction

This job aid is intended for **All Employees**. As new or rehired employees, this job aid is designed to guide you through the steps to complete your onboarding process in Workday.

New and rehired employees will receive tasks in their Workday inbox to complete their onboarding process. We recommend you complete all onboarding tasks in one session to ensure completion of all tasks within a timely manner. Find a time when you will have approximately one hour of dedicated time. Please note that rehires will receive tasks to review and update their information as needed.

In this document, you will see Workday screenshots that vary in color depending on the institution. Please note, Workday also performs frequent updates that may affect what you see on the page. Actions and process steps may have been updated to better align with business objectives.

Keep in mind, for confidentiality purposes, all personal identifiable information (PII) such as names, employee ID numbers, and contact information was reorganized in random order (scrambled) to eliminate sensitive data.

Related Documents

For instructions on navigating Workday, please see *Getting Started in Workday*.

Process Overview

1. Employees will receive instructions from their institution's HR office to log into Workday.
2. The Tennesen Warning is a document that explains why Minnesota State is collecting private data and outlines how your information will be used. The document must be reviewed.
3. The Wage Theft Prevention Notice provides critical information regarding your wage in compliance with state regulations. The notice must be read carefully to ensure the information presented is correct.
4. The Retirement Checklist is required under Minnesota Statutes, section 354B.21, Subdivision 3, and ensures that your retirement contributions are accurately aligned with your employment history.
5. Complete the Enter Personal Information, Enter Contact Information, and Edit Licenses tasks to ensure the correct address is listed on employment documents, campus emergency notifications are sent to the correct phone number(s), and, if applicable, required credentialing is accurate.
6. Once you submit the prior tasks, the Edit Government IDs task will appear in My Tasks. Complete this task to ensure HR processes (e.g. employment verification, benefits, etc.) will be completed successfully.
7. Change Emergency Contacts, Veteran Status Identification, and Disability Self-Identification will appear in My Tasks. Complete these tasks to ensure the Workday has your correct emergency contact(s) and your self-disclosure options are properly recorded.
8. Once you complete the prior three tasks, the Complete Form I-9 task will appear in My Tasks. Submit your I-9 to complete the onboarding steps within Workday.

01 | Log into Workday

New or rehired employees will receive an email from Workday to log in to the system. Once you reach the Workday page, you will be prompted to enter your login credentials, which are your StarID@minnstate.edu and your STARID password. We recommend bookmarking the link for easy access.

All assigned onboarding tasks can be found in **My Tasks**. It can be found in the top right corner of every page in Workday.



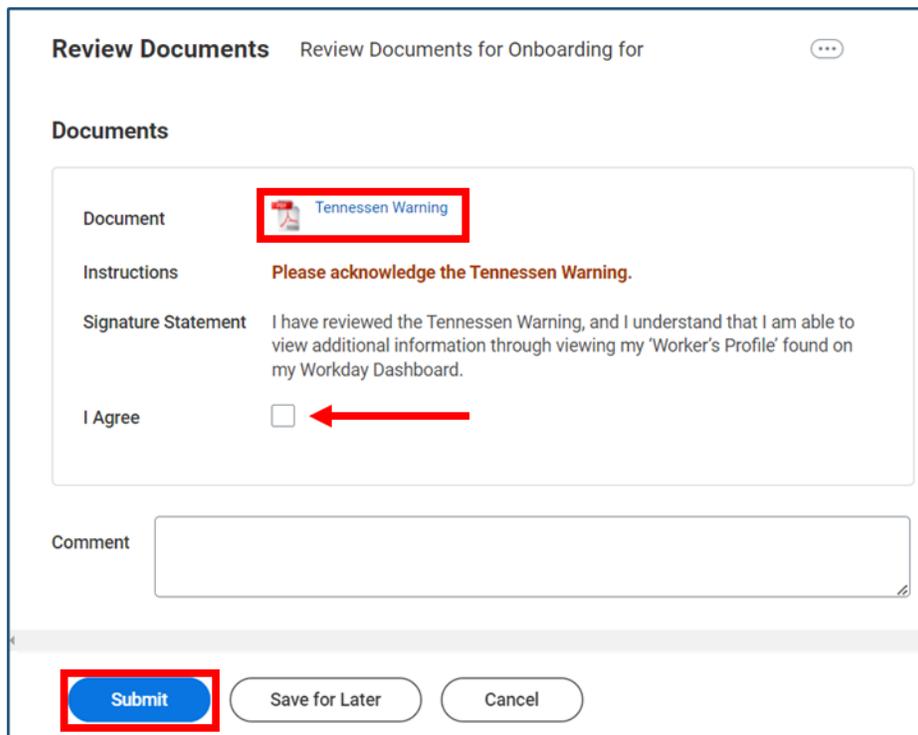
02 | Tennesse Warning

Step 1. In **My Tasks**, locate and select the task titled **Review Documents**.



Review Documents 09/11/2024 ☆
Due: 09/13/2024
Effective: 08/06/2024

Step 2. Download and review the **Tennessee Warning** document attached to the task. Select **I Agree** checkbox. Click **Submit**.



Review Documents Review Documents for Onboarding for ...

Documents

Document	 Tennessee Warning
Instructions	Please acknowledge the Tennessee Warning.
Signature Statement	I have reviewed the Tennessee Warning, and I understand that I am able to view additional information through viewing my 'Worker's Profile' found on my Workday Dashboard.
I Agree	<input type="checkbox"/> ←

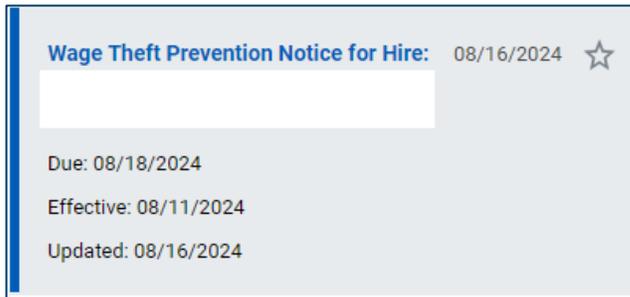
Comment

Submit Save for Later Cancel

03 | Wage Theft Prevention Notice

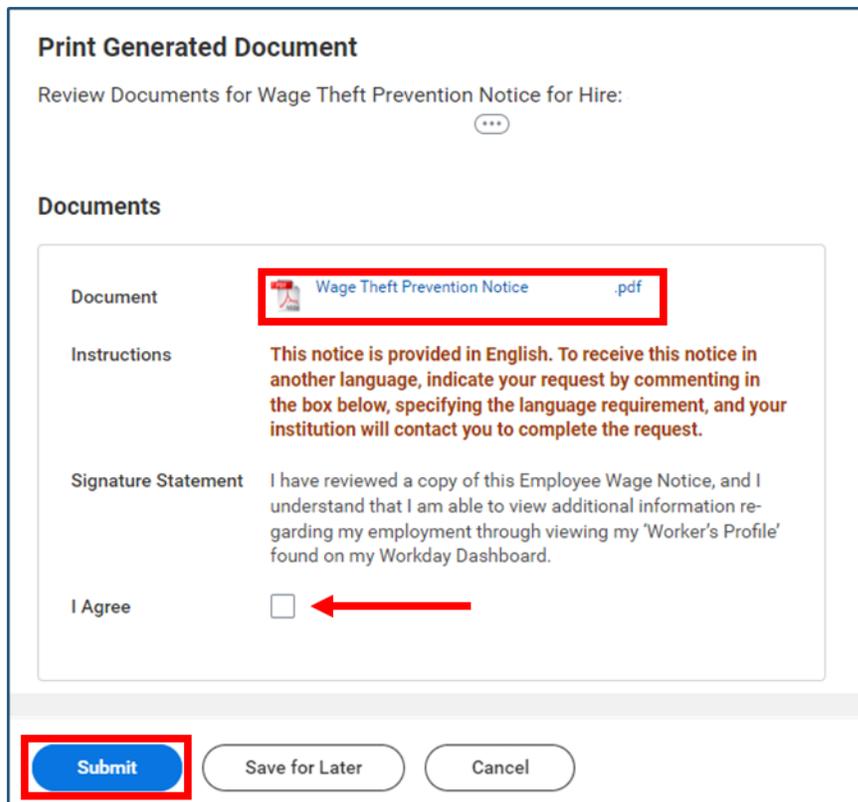
Employees will also receive the Wage Theft Prevention Notice task. This task provides critical information regarding your wage in compliance with state regulations. Please review the notice carefully to ensure the information presented is correct.

Step 1. Visit **My Tasks** and select **Wage Theft Prevention Notice for Hire**.



Step 2. Download and review the **Wage Theft Prevention Notice** document attached to the task to ensure the information presented is correct. Select **I Agree** and click **Submit** to finish the task.

Note: if the information presented in the document is inaccurate, do not submit the task and contact your institution's HR office for further assistance.





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04 | Retirement Checklist

This checklist is required under Minnesota Statutes, section 354B.21, Subdivision 3, and ensures that your retirement contributions are accurately aligned with your employment history. You will need to complete the Retirement Checklist to certify any previous service credit in Minnesota's state pension plans.

Note: If you are unsure how to respond to any of the questions in this questionnaire, please contact your institution's HR office for assistance. You may receive additional tasks depending on your responses.

Step 1. Visit **My Tasks** and select **Complete Questionnaire**.

Complete Questionnaire 11/04/2024 ☆
Due: 11/06/2024
Effective: 08/06/2024

Step 2. Review each question in the Retirement Checklist and select the appropriate responses. Once you have completed, click **Submit** to certify your answers and complete the task.

Complete Questionnaire

'Retirement Checklist' for Onboarding for ...

Retirement Checklist

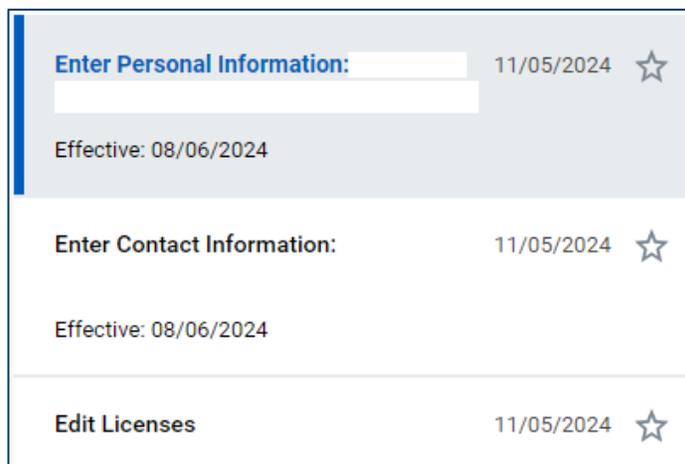
Under Minnesota Statutes, section 354B.21, Subdivision 3, you must certify whether you have had a service credit in any of the pension plans in the State of Minnesota that are listed below. Please select the Plan(s) in which you have had service, taken a distribution or are currently receiving an annuity.

By completing this task, I certify that I have read the below questions and checked the appropriate responses. I understand that if I fail to correctly certify any prior membership in one of the plans listed below, the Minnesota State Colleges and Universities system and its board shall be held harmless, and notwithstanding any law to the contrary, I will be personally responsible for any resulting cost or financial liability. I also understand that if I failed to correctly identify prior membership in TRA below, that the Minnesota State College and Universities system and its board shall not be liable for any interest on my missed contributions. I understand that I may be covered by a qualified retirement plan and my contributions will be made on a pre-tax basis. I understand that the amount of my contribu-

Submit Save for Later Cancel

05 | Enter Personal Information, Contact Information, and Licenses

Step 1. Visit **My Tasks**. You will see **Enter Personal Information**, **Enter Contact Information**, and **Edit Licenses**.



Enter Personal Information:	11/05/2024	☆
Effective: 08/06/2024		
Enter Contact Information:	11/05/2024	☆
Effective: 08/06/2024		
Edit Licenses	11/05/2024	☆

Step 2. Select **Enter Personal Information** task. Enter or review the following information and click **Submit** to complete the task:

- **Legal Name:** Review your legal name. If this is incorrect, please contact your institution's HR office.
- **Preferred Name:** Minnesota State supports the use of preferred names where legally permissible. If you wish to use a name that is different in whole or part from your legal name within Minnesota State, enter your **Preferred Name** in the provided field.
 - If you prefer to use your legal name as your preferred name, select **Yes** for **Use Legal Name As Preferred Name**.
- **Sex (Required):** Select the gender that best represents you from the options provided.
- **Date of Birth (Required):** Verify your date of birth and make any necessary changes.
- **Marital Status:** Choose your marital status and specify the **Marital Status Date** if applicable.
- **Race/Ethnicity:** You may indicate your race/ethnicity by selecting from the available options. You may also provide additional race/ethnicity details as appropriate.
- **Citizenship Status:** Select your citizenship status from the options available. **Please note this information is required.**
 - **Note:** If you are a U.S. citizen, please ensure you make the selection to avoid an error in the [Edit Government ID](#) task later in the onboarding process.
- **Disability Status:** Specify whether you have a disability.
- **Military Service:** If applicable, enter details regarding your military status, including your discharge date and any relevant notes

Continued on next page.

Step 3. Select **Enter Contact Information** task. Enter, update, or review the following information and click **Submit** to complete the task:

Note: In city names such as St. Paul and St. Francis do not use an abbreviation such as “St.”. The full spelling of “Saint” must be used.

- Home Contact Information
 - **Addresses:** Review **Primary Address**. Add **Additional Address** as appropriate.
 - **Phone:** Review **Primary Phone** number. Add **Additional Phone** number as appropriate.
 - **Email:** **Primary Email** must be your personal email address (non-Minnesota State email). Add **Additional Email** as appropriate.
- Work Contact Information
 - **Business Location** and **Primary Work Location** have been added and cannot be edited
 - **Alternate Work Location** if applicable.
 - **Additional Address** if applicable.
 - **Primary Phone:** Enter your work phone number, if applicable.
 - **Additional Phone:** Enter additional work phone number (e.g. work mobile phone issued to you), if applicable.

Step 4. Select **Edit Licenses**. Enter all applicable licensures that are relevant to your position, such as nursing or driver’s license.

Enter your driver’s license if your position requires you to drive or would like to have the ability to drive a State Vehicle to offsite meetings or conferences. Please note not all campuses offer vehicles. Contact your department administrative office for more information.

To add a license, select the **Add Row** button to add a license.

Edit Licenses ⋮

Please input driver's license information if driving is in your job description.

Proposed IDs

Licenses 0 items ☰ ☒ 🔍

+	*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #
No Data				

Continued on next page.

Enter the following information:

- **License ID Type:** Select the type of license ID (e.g., driver's license) from the options provided.
- **Class:** Enter the class of your license, if applicable.
- **Issued By:** Specify the issuing authority:
 - **Country:** Choose the country that issued your license.
 - **Country Region:** Select the state, province, or region within the country.
 - **Authority:** Enter the specific authority that issued the license, if applicable.
- **Identification Number:** Enter the license identification number as it appears on your driver's license.
- **Issued Date:** Input the date your license was issued in the format MM/DD/YYYY.
- **Expiration Date:** Enter the expiration date of your license in the format MM/DD/YYYY.
- **Verification Date:** Leave as is. It should be defaulted to today's date.

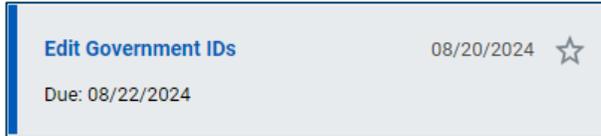
Repeat this step as appropriate to add additional licenses. Click **Submit** to complete the task.

Note: This task will appear again in My Tasks if you did not enter any data. In this case, select the task again and click **Submit** to finish it.

06 | Edit Government IDs

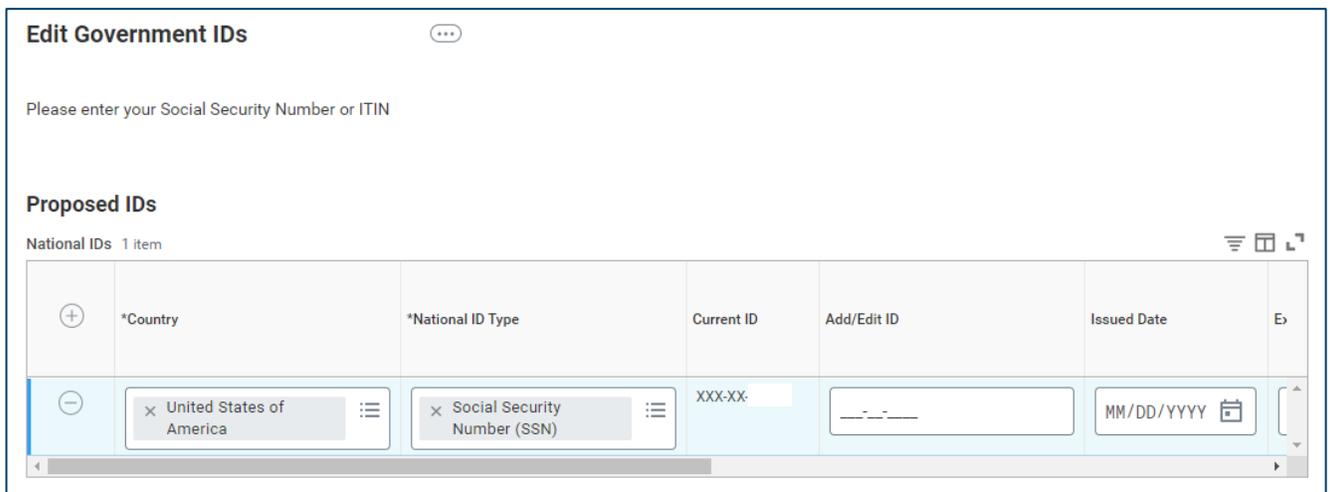
Once you submit the three tasks—Enter Contact Information, Enter Personal Information, and Edit Licenses—the **Edit Government IDs** task will appear on My Tasks.

Step 1. Visit **My Tasks** and select **Edit Government IDs**.

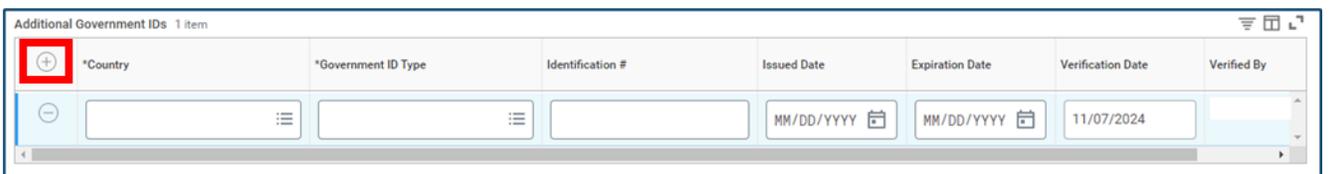


Step 2. If you did not previously provide your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), please enter it in this step. If it is already filled out, please review for accuracy.

Note: If you are a U.S. Citizen but receiving an error to enter additional IDs, it's because you did not indicate your citizenship status in the Enter Personal Information task. Please contact your institution's HR office for additional assistance.



Step 3. If applicable, select the **Add Row** icon and enter your work permit details or other legal documentation numbers that authorize you to work in the United States.



Step 4. Click Submit to complete the task.





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07 | Change Emergency Contacts, Veteran Status Identification, and Disability Self-Identification

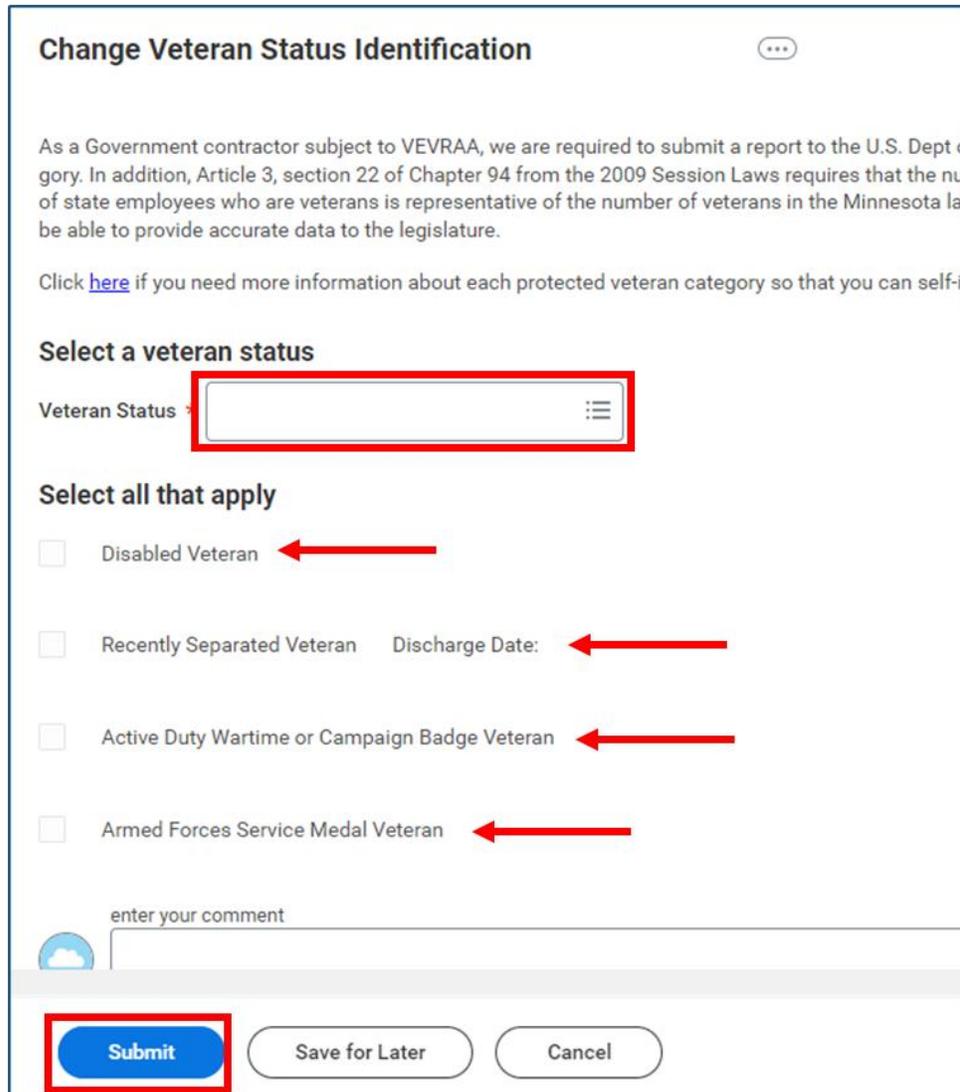
Step 1. Visit **My Tasks**. You will see **Change Emergency Contacts**, **Veteran Status Identification**, and **Disability Self-Identification**. You may complete each of these three tasks in any order that works best for you.

Change Emergency Contacts	11/07/2024	☆
Due: 11/08/2024		
Veteran Status Identification	11/07/2024	☆
Due: 11/08/2024		
Effective: 08/06/2024		
Disability Self-Identification	11/07/2024	☆
Due: 11/08/2024		
Effective: 08/06/2024		

Step 2. Select **Change Emergency Contacts**. Review to ensure the existing information is accurate. If no contacts are listed, please add your emergency contact information. Note that you must add at least one emergency contact. **Legal Name**, **Relationship**, and **Primary Phone** or **Email** are required. Click **Submit** to complete the task.

Continued on next page.

Step 3. Select **Change Veteran Status Identification**. Select the **Veteran Status** field and choose from the available options (required) and select checkboxes that accurately reflect your status. Click **Submit** to complete the task.



Change Veteran Status Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the U.S. Dept of gory. In addition, Article 3, section 22 of Chapter 94 from the 2009 Session Laws requires that the num of state employees who are veterans is representative of the number of veterans in the Minnesota lab be able to provide accurate data to the legislature.

Click [here](#) if you need more information about each protected veteran category so that you can self-ic

Select a veteran status

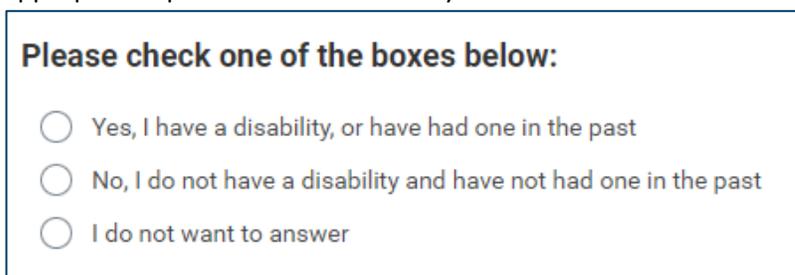
Veteran Status:

Select all that apply

- Disabled Veteran
- Recently Separated Veteran Discharge Date:
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

enter your comment

Step 4. Select **Change Self-Identification of Disability**. Review the information and select the appropriate option that best reflects your status. Click **Submit** to complete the task.



Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer



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08 | Complete Form I-9

Step 1. Visit **My Tasks** and select **Complete Form I-9**.

Complete Form I-9 11/07/2024 ☆

Due: 11/09/2024

Effective: 08/11/2024

Step 1. Review the information to ensure accuracy. Make sure all required fields (marked with asterisk) are filled.

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) * Doe First Name (Given Name) * Jane

Middle Initial (if any) Other Last Names Used (if any)

Address (Street Number and Name) * 1006 Summit Ave Apt. Number (if any)

City or Town * Saint Paul State * MN ZIP Code * 55105

Date of Birth (mm/dd/yyyy) * 01/01/1980 U.S. Social Security Number

Employee's Email Address Employee's Telephone Number

Step 2. Select one of the options to attest to your citizenship or immigration status.

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Enter USCIS or A-Number.)

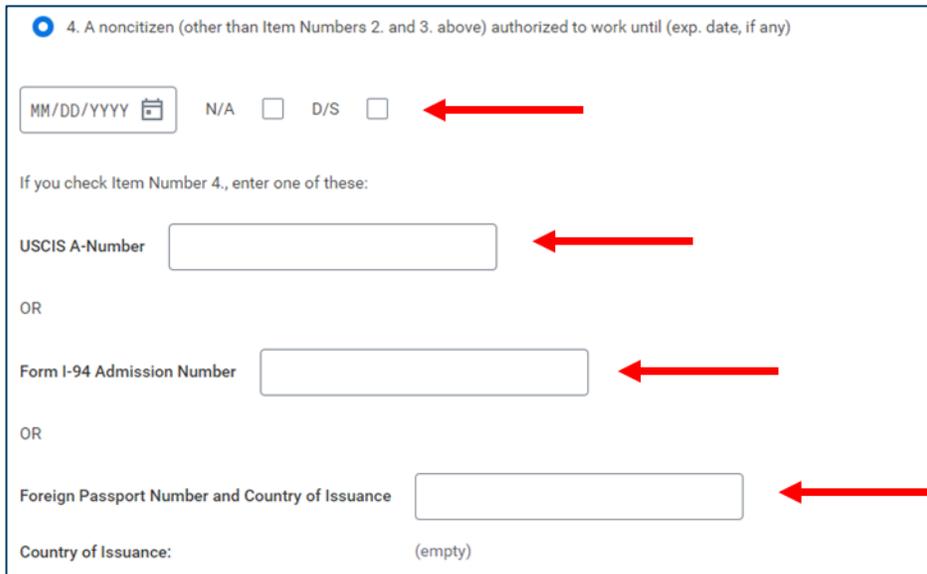
4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

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Step 3. If you select option 4 (noncitizen), you will be prompted to provide additional information. Fill out **Authorized to Work Until Date**, **USCIS A-Number**, **Form I-94 Admission Number**, or **Foreign Passport Number and Country of Issuance**.



4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

MM/DD/YYYY N/A D/S ←

If you check Item Number 4., enter one of these:

USCIS A-Number ←

OR

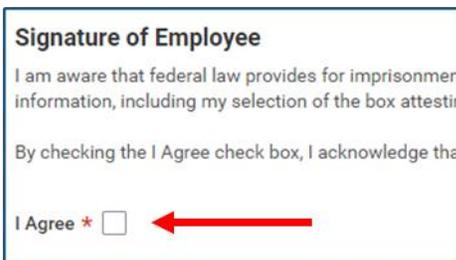
Form I-94 Admission Number ←

OR

Foreign Passport Number and Country of Issuance ←

Country of Issuance: (empty)

Step 4. Check the **I Agree** checkbox.



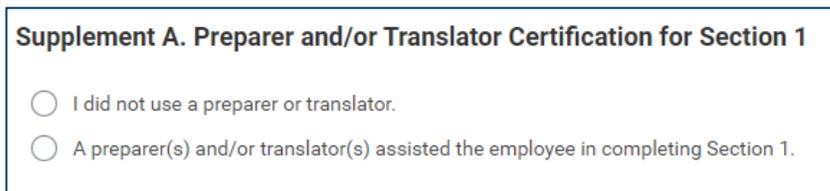
Signature of Employee

I am aware that federal law provides for imprisonment information, including my selection of the box attesting to my awareness of this information.

By checking the I Agree check box, I acknowledge that I have read and understand the information provided.

I Agree * ←

Step 5. Select whether you use a preparer or translator to assist with filling out the form. If you select a **preparer(s) and/or translators(s) assisted the employee in completing section 1**, provide the number of preparers, select **I Agree** checkbox, and fill out the preparer/translator's name and address.



Supplement A. Preparer and/or Translator Certification for Section 1

I did not use a preparer or translator.

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

Step 6. Click **Submit** to complete the task.

