

Welcome to Carnegie Mellon University! This checklist contains information and steps you must complete to get started as a new or rehired employee at CMU. Visit the [Human Resources Service Center](#) website for information concerning onboarding, Workday, benefits and payroll.

Before Your First Day

Andrew Account — *Your gateway to the computing environment at Carnegie Mellon providing access to email, Workday, network registration, public computer labs and other resources*

- Complete the Prior Affiliation Questionnaire.** You will receive an email from Identity Services requiring you to complete a Prior Affiliation Questionnaire (PAQ) if you have never had an affiliation with CMU. If you are a former CMU student or a rehire, you may not receive an email to complete the PAQ.
- Set-up your Andrew ID/password and DUO 2fa.** You will receive an email with setup instructions sent to your personal email address. Failure to complete these tasks could result in substantial delays in receiving Andrew Account access. If you already have an Andrew ID from prior employment or are an alumnus, contact [Identity Services](#) for instructions on how to set up [DUO 2fa](#) or to reset your password.



CMU ID Card — *Gives you access to campus buildings, parking garages, fitness facilities and Port Authority/campus transportation. You can either [upload a photo](#) for your ID Card before your first day or have your picture taken on your first day. The CMU ID Card is not issued until your first day in conjunction with a scheduled session.*

Workday Onboarding Tasks — *Log in to [Workday](#) once you have your Andrew ID/password and DUO 2fa. Complete all of your onboarding tasks in the order listed below or wait until your first day and complete the tasks during a scheduled session.*

- Complete Form I-9 Section 1.** Although optional on the Form I-9, it is helpful to provide your Social Security number for tax purposes.
- Review Documents*.** You must read all documents listed in this task, check the boxes and then click submit at the bottom of the page to complete the task.
- Personal Information.** Complete and submit your personal information which includes gender, date of birth, race/ethnicity, citizenship and military service.
- Disability Self-Identification.** Complete and submit the task.

*Employees residing in California, please also review the following:

- [California Required Employee Notices](#)
- California Workers' Compensation Information:
 - Review the [Workers' compensation notice and election form](#). You may opt to predesignate a physician/chiropractor by completing the form and submitting it to the [HR Service Center](#).
 - Refer to the Human Resources website for additional information about [Workers' compensation at CMU](#), including contact information.

Before Your First Day continued

Required Documentation — *The following documentation should be brought to CMU on your first day.*

- Form I-9 Section 2.** Compile your original documents from the [List of Acceptable Documents \[pdf\]](#).
- Dependent Verification.** If adding dependents to your benefit elections, documentation verifying their relationship to you is required. View [Accepted Dependent Eligibility Documentation \[pdf\]](#) to determine the required documentation.
- Bank Information.** In order to set up payment elections (direct deposit) in Workday, you will need your bank's routing number and bank account number. A voided check is not required.

Your First Day

Scheduled Session — *Allows you to complete all of the tasks required for legal compliance, payroll, benefits enrollment and access to buildings and parking garages. (These tasks can also be done independently after the I-9 Section 2 is completed with a CMU representative.)*

- Onboarding Tasks, Part 1.** Complete the tasks listed under the previous section if not submitted prior to your first day.
- Form I-9 Section 2.** Meet with an onboarding specialist who will review your original, unexpired documents and complete Section 2 in Workday. It is required by federal law for employment in the United States to complete Section 2 within three days of your hire date.
 - **Silicon Valley Employees:** Send an [email](#) to obtain instructions.
 - **Other locations:** Refer to [Instructions for Off Site Employees \[pdf\]](#).
- Onboarding Tasks, Part 2.** Complete the following additional onboarding tasks in Workday:
 - Tax Elections**^{††}. Tax withholdings elections (IRS Form W-4) are managed by accessing the electronic tax forms available in Workday.
 - **Quick Guide:** [Electronic Tax Forms \(W4 and Multi-State\) \[pdf\]](#)
 - Payment Elections (Direct Deposit)**[‡]. All employees are encouraged to set up direct deposit through the payment elections task in Workday.
 - **Quick Guide:** [Direct Deposit Quick Guide \[pdf\]](#)
 - Emergency Contact.** Complete and submit the task.
- CMU ID Card**^{**}. Review of the CMU ID Card features. If you did not [submit a photo online](#) prior to your first day, you will be accompanied to the HUB to have a photo taken and an ID card produced. ID cards will be issued on your first day.
- Parking Permit**^{**}. Review of the [Commute Options](#) available to you and processing your parking requests.

^{**}Individuals working outside of Pittsburgh should discuss these items with their local HR office.

[†] If you are a foreign national, the HR Service Center will contact you via email about completing information online with the Foreign National Information System (FNIS) and Windstar. Without this information, we cannot provide you with applicable tax exemptions. For more information, please visit the [Tax Resources](#) and review the information for Foreign Nationals. The [Office of International Education](#) has additional resources for Foreign Nationals..

[‡] A Social Security number (SSN) is required for direct deposit setup and for access to the electronic tax withholding forms. Many benefit carriers also require an SSN.

Your First Day continued

- Payroll Overview.** Review the following payroll topics:
 - **Non-exempt employees:** How to enter time worked.
 - Quick Guide: [Time Tracking for Employees \[pdf\]](#)
 - **Payslips:** Understanding payslips in Workday.
 - **Time Entry Deadlines:** Review deadlines for bi-weekly employees to submit time worked.
 - **Pay Dates:** Review pay dates for both bi-weekly and monthly paid employees.
- Benefits Overview and Enrollment.** Review benefits offered at CMU.
 - **Eligibility:** View your [Eligibility for Benefits](#).
 - **Benefits Guide:** Review the [Benefits Guide \[pdf\]](#) for details about your benefit options.
 - **Enrollment:** Submit your benefit elections in Workday along with dependent verification documentation.

Your First Month

- Retirement Savings Enrollment.** Eligible faculty and staff members can make supplemental contributions by payroll deduction. Learn more information about [retirement savings](#).
 - **Quick Guide:** [View or Change Retirement Savings Elections — Employee Contribution Plans \[pdf\]](#)
- Benefit Enrollment.** If you did not submit your benefit elections in Workday during your scheduled session, you must elect or waive coverage **within thirty days of your hire date**. If not submitted, you will be auto-enrolled in default benefits on the 31st day after your hire date.
 - **Quick Guide:** [New Hire/Rehire/Change Job Benefit Elections \[pdf\]](#)
- Orientation**.** Attend orientation to learn additional information about CMU policies and much more.
 - **Staff:** Office of Human Resources' [New Hire Orientation](#)
 - **Faculty:** Eberly Center's [Faculty Orientation](#)
- Preventing Workplace Harassment Training.** Complete the [Preventing Workplace Harassment Training](#) within 30 days of receiving the instructional email from the Office of Human Resources.
- Stay Involved, Informed and Healthy.** Learn about [Opportunities To Get Involved](#) in the campus community.
- Carnegie Mellon's Policies.** Review University [University Policies](#) and the applicable [Handbook](#).
- Professional Development.** Learn about opportunities for [Professional and Personal Growth](#).
- CMU Directory.** Find university staff and faculty contact information in the [CMU Directory](#).
- Information Security.** Learn more about CMU's commitment to [Information Security](#).

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