

## Workday Onboarding Process – Temporary/Student Workers

**Workday** → Penn’s secure HR and payroll platform for self-service management, including your:

- personal and contact information
- compensation details, tax documents, and pay slips
- timesheets, if applicable

**If You’ve Never  
Been in Penn’s  
Workday:**

- Complete the [Personal Data Form](#) and send to [Coral Haas](#) ASAP so that you can be added into Workday
- If you don’t have a Penn ID, review emailed instructions from [pennkey@isc.upenn.edu](mailto:pennkey@isc.upenn.edu) on how to create your [PennKey](#)

### Before your Start Date:

- Review email to log into Workday with your PennKey
- Review the “Onboarding” announcement on your dashboard
- Complete all onboarding tasks in your inbox, including:
  - Personal, work, and emergency contact information
  - W-4 and tax forms
  - Pay elections
  - Part 1 of I-9 to verify your identity and authorization to work in the US
  - Part 2 of I-9 (review form and click submit)
    - To be completed outside of Workday (see below)

If you don’t elect for direct deposit, or in time for the next payment, you’ll automatically receive pay via the ADP Wisely pay card.

Until **ALL** onboarding tasks are done, you’ll receive a paper paycheck.

### Within 3 Business Days of your Start Date:

- Complete Part 2 of your I-9 by sending your documents virtually
  - Log into [Secure Share](#) with your PennKey
  - Look up our onboarding specialist, Joe Marmo, in the search criteria section and add him as a recipient
  - Include your full name and Penn ID in the subject line or message (no further template to follow)
  - Choose your files to upload
    - [List of acceptable documents](#)
    - Social security card, copy of it, or application receipt for a card duplicate
  - Click upload before clicking “send message”

**PLEASE NOTE:** This is only a temporary solution. Within 3 business days of Penn resuming onsite operations, you must visit the [Onboard@Penn](#) Center (or an approved location if you’re far from Penn) to verify these physical documents in-person.

**If you do not complete Part 1 & 2 of your I-9,  
we will have to end your employment due to federal regulations.**