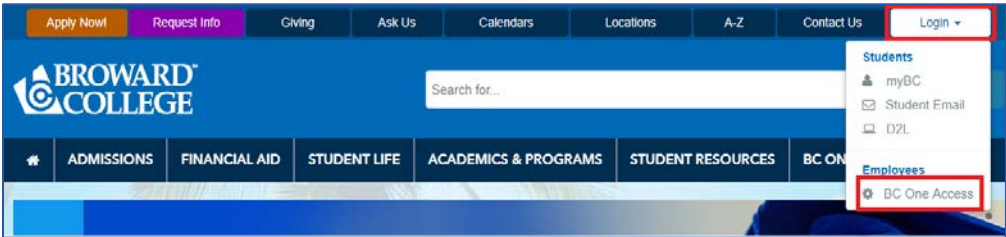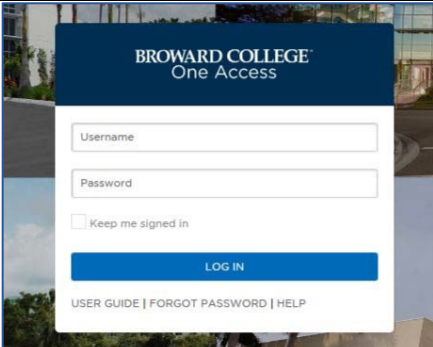## Onboarding

PURPOSE

As a new employee at Broward College, new hires are required to complete Onboarding in Workday. Onboarding consist of required forms that must be electronically signed and attached as instructed.
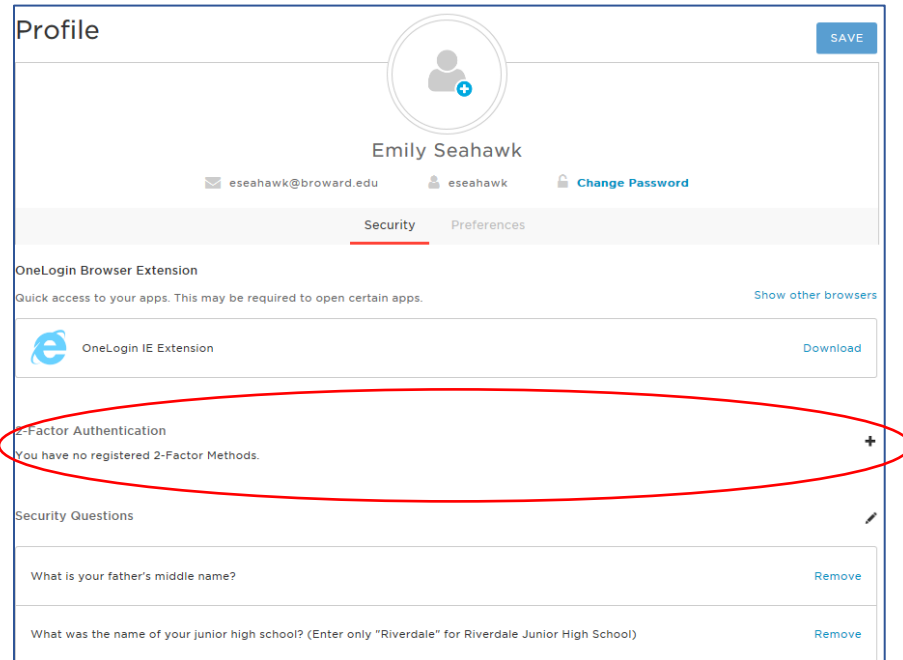
Employees rehired within one year of their termination will not have to perform the Onboarding task again. However, personal and banking information should be carefully reviewed to ensure that any changes that may have occurred are reported.

Note: New hires are required to visit the Records Management, HR to verify employment eligibility (I9). Records Management, HR will contact you to schedule your onboarding appointment. Visit USCIS website to view the list of I-9 acceptable documents.
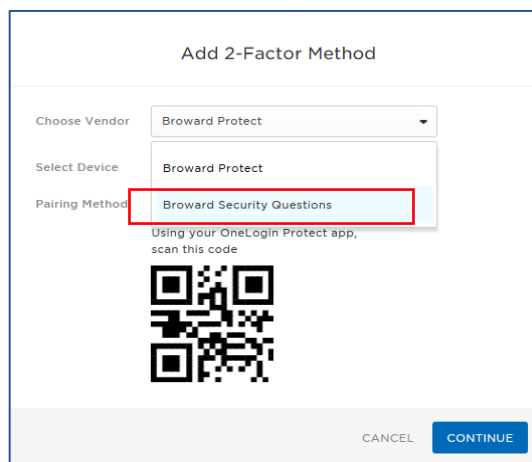
PROCEDURE

Step 1	Log in to Workday
	  – Visit www.broward.edu
	  – Click on Login (located on the top right corner)
	  – Select Broward College One Access
	
	![Broward College website login screenshot]

Step 2	From your PC go to oneaccess.broward.edu. Log in with your regular BC credentials. ![Broward College One Access login screenshot]

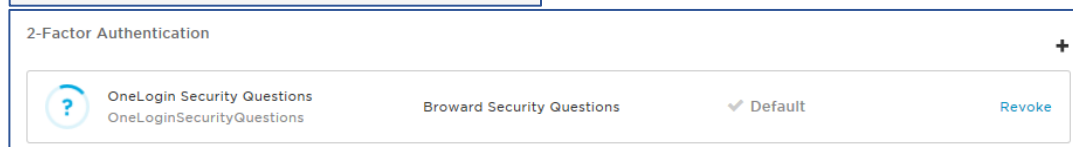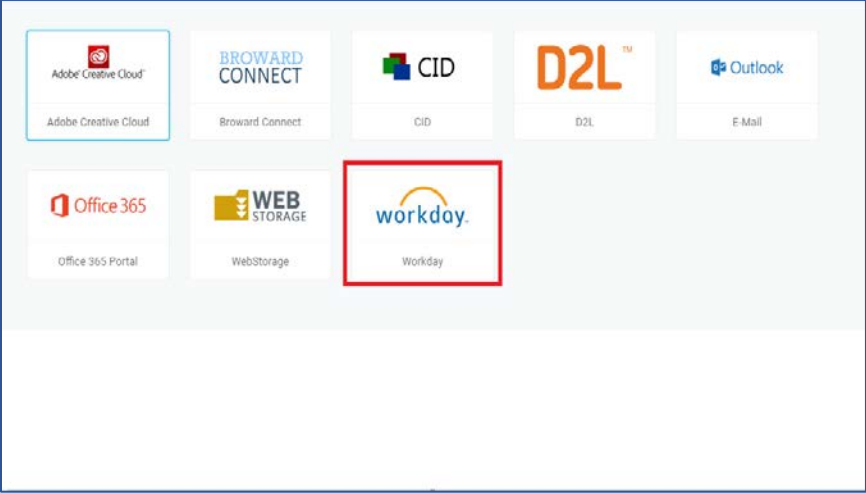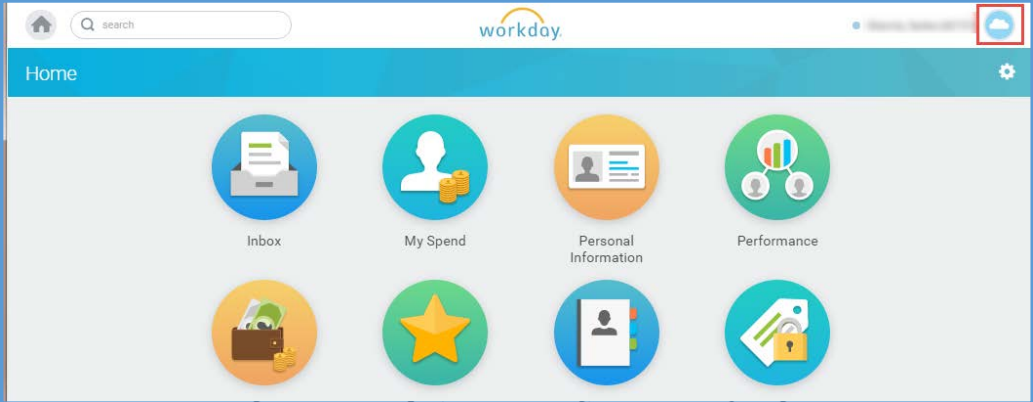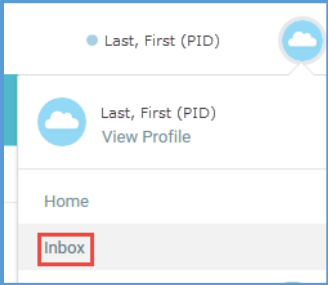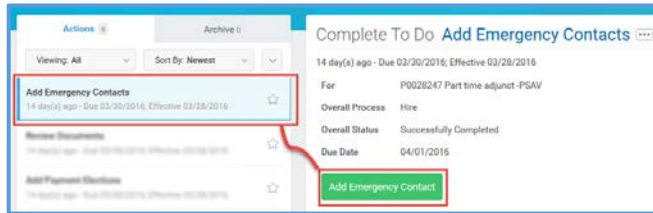|	
	You will be prompted to set up security questions. Once questions have been successfully saved, you will see your Profile. Message under 2-Factor Authentication says "You have no registered 2-Factor methods. **Click the +sign.**
Step 3	You can now add your security questions as part of your 2-Factor method. Choose Security Questions. Under 2-Factor Authentication you will see Security Questions listed and will be required when accessing your BC Apps OFF SITE.
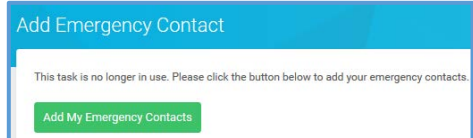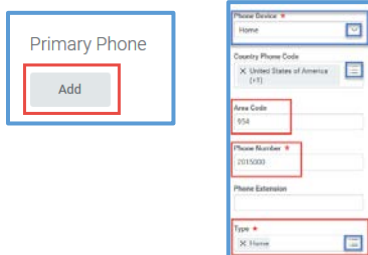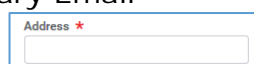
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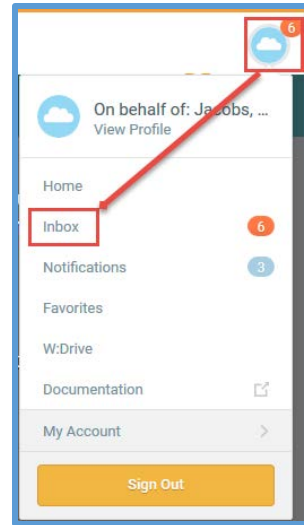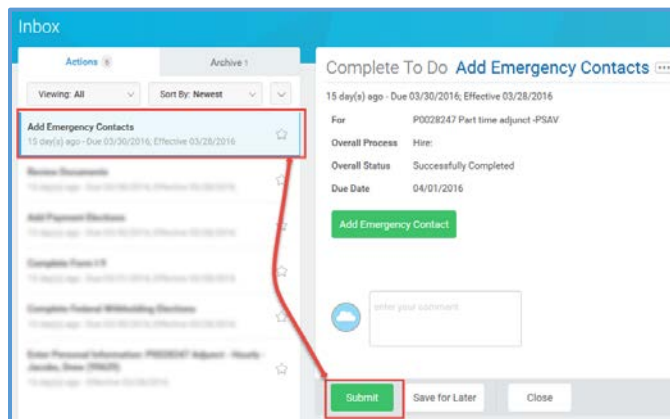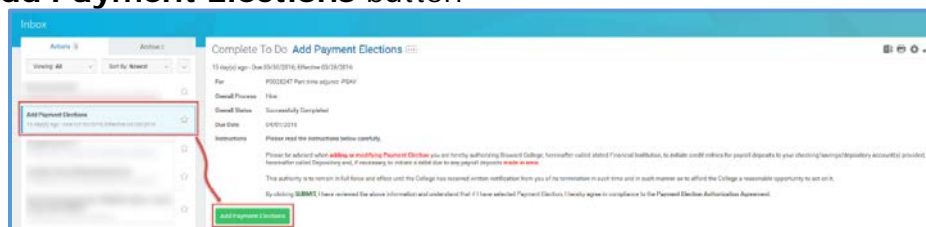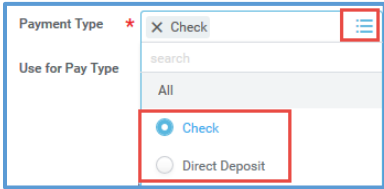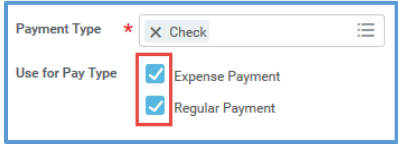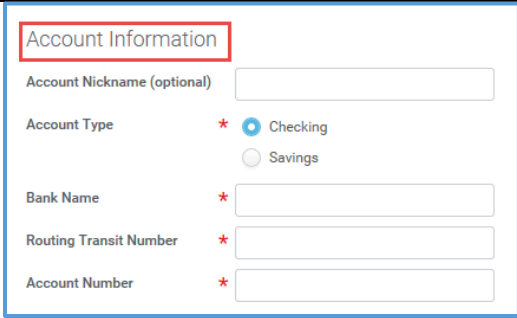
Step 4	You have successfully set up your access and your security questions are now part of the authentication process. (Note: You will be able to add your smartphone as an additional part of the authentication process at a later date). **Select Workday and continue with onboarding process.**
Step 5	**Let's get started** screen appears. Click on **Let's Get Started**
Step 6	Click on **My Account** (circle located on the top right corner)
Step 7	The number indicates pending tasks in your inbox that must be completed. To access the tasks, click on your inbox
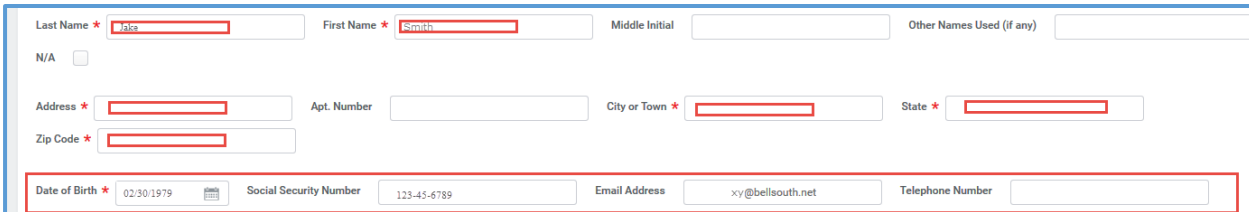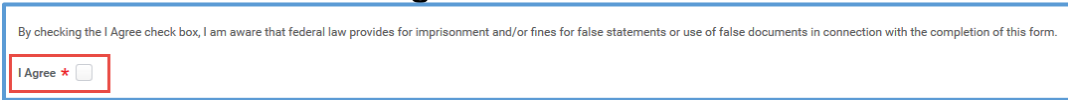
workday.

Step 8	Workday will prompt you to complete the following tasks (in this preferred order):
	    – Enter Personal Information
	    – Add Emergency Contacts
	    – Add Payment Elections
	    – Complete form I-9
	    – Complete Federal Withholding Elections
	    – Employment Form
	    – Change Benefit Event (FT Employees Only)

Note	It is very important that all of these tasks are completed entirely in order to get you set up as a new employee and paid. **Continued**

workday

Enter Personal Information Task	
Step 1	Access the **Enter Personal Information** task from your inbox
Step 2	Click **Add** *or* **pencil** ✏ to enter or update your information
Step 3	Enter legal name as it appears on your social security card
Step 4	Verify your legal name is spelled correctly and your date of birth is accurate
Step 5	Under the **Citizenship Status**, select the appropriate value from the prompt ≔
Step 6	Click **Submit** and refresh your inbox

Add Emergency Contact Task	
Step 1	Access the **Add Emergency Contact** task from your inbox
Step 2	Click **Add Emergency Contact** button
Step 3	Click **Add My Emergency Contacts** button

Step 4	Click pencil ✏ to complete the following required fields:
	  – Legal Name
	  – Relationship
	  – Primary Phone Number and Email

Legal Name	Type in your First Name, Middle Name/Initial (if applicable) and Last Name
Relationship	Click prompt ≔ to select
Primary Phone	– Click **Add** – Click drop down ⌄ to select **Phone Device** – Type in area code in the **Area Code** field – Type in 7 digit of phone number in the **Phone Number** field – Click prompt ≔ to select **Type**
Primary Email	– Click **Add** – Type in email address in the **Address** field

Continued

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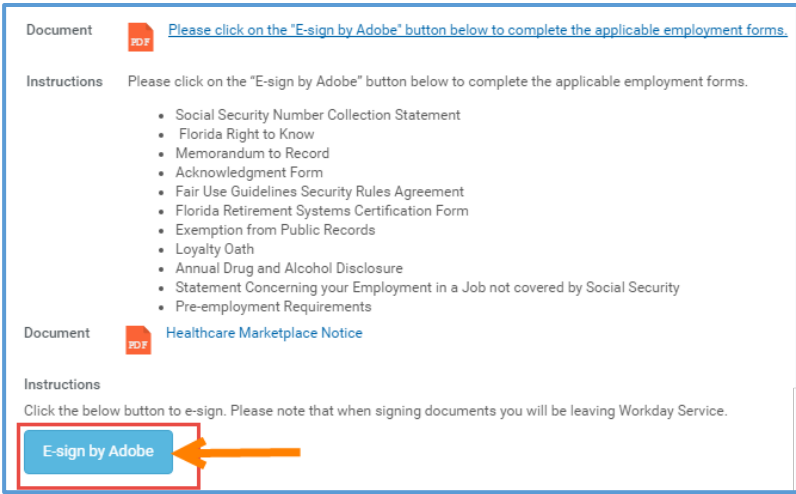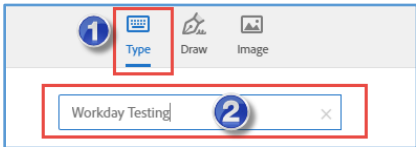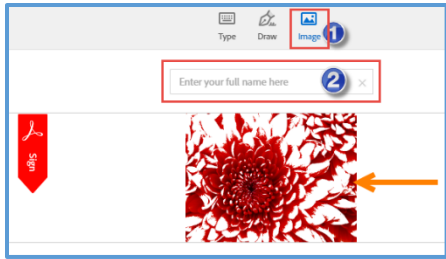
Step 5	Click **Submit > Done**
Step 6	Click on **My Account** (circle located on the top right corner) and select **Inbox**
Step 7	Access the **Add Emergency Contact** task
Step 8	Click **Submit** and refresh your inbox
Add Payment Election Task	
Step 1	Access the **Add Payment Elections** task from your inbox
Step 2	Click **Add Payment Elections** button

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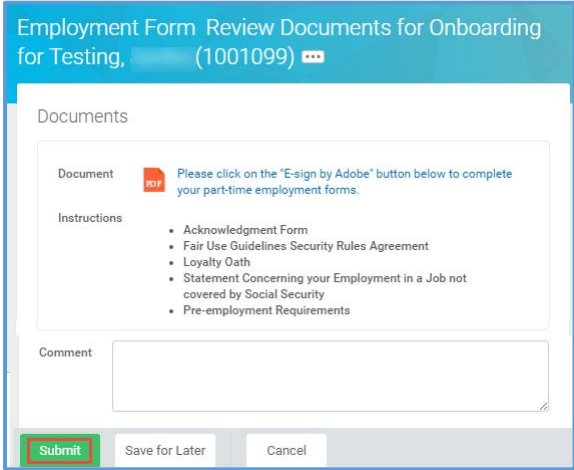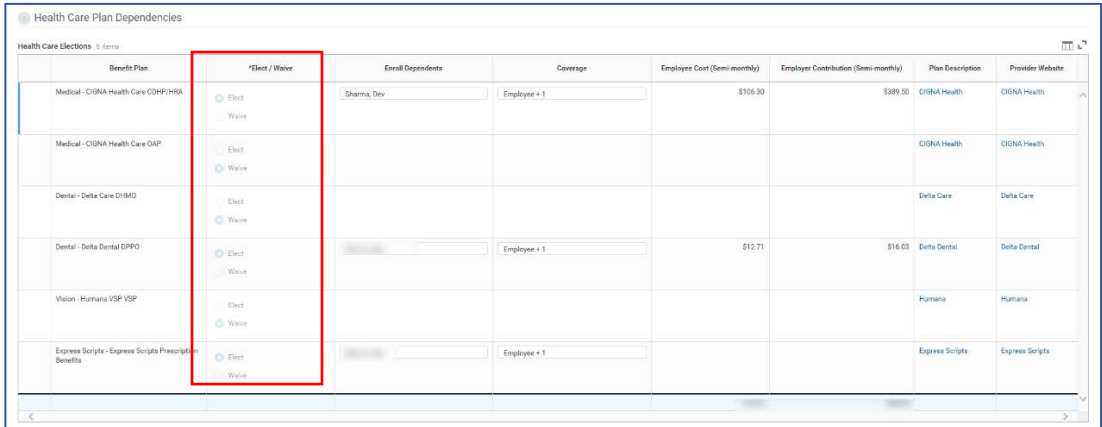
Step 3	Click on the prompt ☰ icon and select **Payment Type**

Step 4	**Use for Pay Type** box remains checked

Step 5	Account Setup:

If Payment type selected is	Then
Check	Scroll down and click **OK > Done**
Direct Deposit	– Scroll down to **Account Information** and complete all required fields denoted with a red (*****)asterisk – Click **OK > Done**

Step 6	Click on **My Account** (circle located on the top right corner) and select **Inbox**
Step 7	Access the **Add Payment Elections** task
Step 8	Click **Submit** and refresh your inbox

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Complete Form I-9 Task	
Note	New hires are required to visit the Human Resources Division to verify employment eligibility (I9). Visit the USCIS website for list of acceptable document.
Step 1	Access the **Complete Form I-9** task from your inbox
Step 2	Read instructions and complete all required fields denoted with a red asterisk (*)
Note	This information may populate automatically from **Enter Personal Information** task
Step 3	Verify your **Date of Birth, Social Security Number and Email Address**
Step 4	Under the **Citizenship Status**, select the appropriate value that applies
Note	For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number in the designated area
Step 5	Scroll down and check the **I Agree** checkbox
Step 6	Click **Submit > Done** and refresh your inbox
Complete Federal Withholding Elections	
Step 1	Access the **Complete Federal Withholding Election** task from your inbox
Step 2	Read all the instructions and complete all required fields denoted with a red asterisk (*)
Note	You may click on **View Blank From** to view a blank form
Step 3	Enter **Number of Allowances** and **Additional Amount** (if applicable)
Step 4	Check the **I Agree** checkbox
Step 5	Click **OK > Done** and refresh your inbox

workday
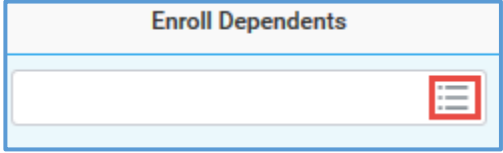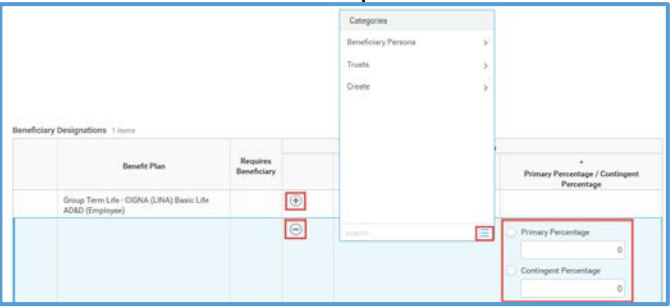
Employment Form Task	
Step 1	Access the **Employment Form** task from your inbox
Step 2	Click on **E-Sign by Adobe** button Document — PDF — Please click on the "E-sign by Adobe" button below to complete the applicable employment forms. Instructions — Please click on the "E-sign by Adobe" button below to complete the applicable employment forms. • Social Security Number Collection Statement • Florida Right to Know • Memorandum to Record • Acknowledgment Form • Fair Use Guidelines Security Rules Agreement • Florida Retirement Systems Certification Form • Exemption from Public Records • Loyalty Oath • Annual Drug and Alcohol Disclosure • Statement Concerning your Employment in a Job not covered by Social Security • Pre-employment Requirements Document — PDF — Healthcare Marketplace Notice Instructions — Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. E-sign by Adobe
Note	Forms will appear in a separate window
Step 3	Review each document and follow the prompts to fill out each form
Step 4	Click on the signature box to sign the form X Employee Signature — *Click here to sign
Step 5	A signature window will appear, follow the instructions listed below to set up your signature. You may type, draw or choose an image to set up your signature. | To Type	1. The **Type** option is already defaulted 2. Enter your name in the name box ① Type Draw Image Workday Testing ②
To Draw	1. Click on the **Draw** option 2. Enter your name in the name box 3. Draw you name in the *Sign Here* box **Continued**	

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	To Choose an Image	1. Click on the **Image** option 2. Enter your name in the name box 3. Click on the **Signature** box to choose image signature 4. Locate the file and attach
	Note: If you have selected an incorrect image, click on Clear to remove	
Step 6	Click **Apply**	
Note	Signature set up is a one time process. Once set up, your signature will appear automatically on the other forms by clicking on the signature box	
Step 7	Scroll down to the next form to fill out and sign as directed above	

Note	To clear the form to re-fill,
	    – Click on the *Alternative actions* (located on the top left corner of the form)
	    – Select **clear document** from the drop down menu	

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Step 8	Once all the forms are filled and signed, an agreement statement will appear at the bottom of the screen. Click on **Click to Sign**
	I agree to the Terms of Use and Consumer Disclosure of this document **Click to Sign**
Note	As soon as the statement of agreement is signed, an email will be sent to worker with a copy of the signed forms
Step 9	Employment form screen appears, click **Submit** Employment Form Review Documents for Onboarding for Testing, (1001099) ••• Documents Document PDF Please click on the "E-sign by Adobe" button below to complete your part-time employment forms. Instructions • Acknowledgment Form • Fair Use Guidelines Security Rules Agreement • Loyalty Oath • Statement Concerning your Employment in a Job not covered by Social Security • Pre-employment Requirements Comment **Submit** Save for Later Cancel
Note	Onboarding concludes here for Part Time employees. Full Time employees, please continue to the next step.
Change Benefits for Life Event (FT Employees only)	
Note	Please contact HR-Benefits if you need assistance completing this task in Workday
Step 1	Access the Task: **Change Benefits for Life Event** from your inbox
Step 2	Read the instructions and: Select **Elect** or **Waive** for each Health Care Election choice Health Care Plan Dependencies Health Care Elections 6 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Semi-monthly)	Employer Contribution (Semi-monthly)	Plan Description	Provider Website
Medical - CIGNA Health Care CDHP/HRA	⊙ Elect ○ Waive	Sharma, Dev	Employee + 1	$106.30	$389.50	CIGNA Health	CIGNA Health
Medical - CIGNA Health Care OAP	Elect ⊙ Waive					CIGNA Health	CIGNA Health
Dental - Delta Care DHMO	Elect ⊙ Waive					Delta Care	Delta Care
Dental - Delta Dental DPPO	⊙ Elect ○ Waive		Employee + 1	$12.71	$16.63	Delta Dental	Delta Dental
Vision - Humana VSP VSP	Elect ⊙ Waive					Humana	Humana
Express Scripts - Express Scripts Prescription Benefits	⊙ Elect Waive		Employee + 1			Express Scripts	Express Scripts

Continued

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Step 3a	Select your level of coverage (i.e. employee only, employee+1, etc.) by clicking on the prompt ☰
Step 3b	Depending on your selection in step 3, you may need to add dependents in the **Enroll Dependents** column – To add dependent(s): <table><tr><td>Step 1</td><td>click the prompt ☰ in the **Enroll Dependents** column **Enroll Dependents** ☰</td></tr><tr><td>Step 2</td><td>Select **Add My Dependent From Enrollment** to add a new dependent</td></tr><tr><td>Step 3</td><td>**Add My Dependent From Enrollment** screen appears, select an appropriate value</td></tr><tr><td>Step 4</td><td>Click **OK**</td></tr><tr><td>Step 5</td><td>Complete all required information denoted with a red asterisk (*****). To remove something, click ✕</td></tr><tr><td>Step 6</td><td>Click **OK** to return to previous screen</td></tr></table>
Step 4	Click **Continue**
Step 5a	The next step displays the **Spending Account Elections**. Read the instructions and select **Elect** or **Waive** for the Spending Account Elections
Step 5b	If you selected **Elect**, enter the amount you want to contribute
Step 6	Click **Continue**
Step 7a	The next step displays the **Retirement Savings Plan Dependencies**, read the instructions and: – Select **Elect** or **Waive** for the Retirement Savings Elections
Step 7b	If you selected **Elect**, enter **Employee Contribution** (Minimum and Maximum allowed employee contribution is 3)
Step 8	Click **Continue**
Step 9	Next, **Beneficiary Designation** screen appears for your life insurance plans. If your life insurance plan requires beneficiaries, the **Requires Beneficiaries** checkbox will be marked. This means that you must designate one or more beneficiaries for each plan

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Note	Depending on your selection in step 5, beneficiary's name may populate automatically. To add a beneficiary, follows steps listed below:

Step 1	Click **Plus** ⊕ to add a beneficiary
Step 2	Click prompt ☰ in the **Beneficiary** field to select from a list of existing beneficiaries *Or* select **Create** to add a new beneficiary. To remove a beneficiary, click **minus** ⊖ next to that beneficiary
Step 3	Enter the percentage of benefits for each beneficiary in the Primary Percentage / Contingent Percentage column. **Note:** Your primary beneficiary and contingent beneficiaries must add up to 100%

Step 10	Click **Continue**
Step 11a	The next step displays **Additional Benefits Plan Dependencies**
Step 11b	Click **Elect** or **Waive** to make your selection (Notice your monthly cost in the upper right corner)
Step 12	Click **Continue**
Step 13	Add Attachments as needed (not required) by clicking on the + sign > **Attach** Please refer to the Attachments job aid for detailed procedures on how to attach documents in WD
Step 14	Check the **I Agree** box to confirm your electronic signature
Step 15	Click **Submit**. A confirmation page displays
Step 16	Click **Print** to generate a PDF version for your records

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