MC MONTGOMERY COLLEGE

New Hire Onboarding Overview
Reference Guide

Overview

This reference guide is provided to new hires and includes instructions for a new hire to complete onboarding tasks. For assistance and/or questions, please contact hrstm@montgomerycollege.edu or 240-567-5353.

Table of Contents

Here are tasks you might be responsible for when you first log in to Workday based on your job details. Tasks will appear in your Workday Inbox in the groups as listed in the tables below. Once Group 1 and 2 tasks are completed, you will be required to complete section II of the I-9 in person and show acceptable documents. Group 3 tasks will appear in your Workday inbox as soon as section II of the I-9 is completed.

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Enter Personal and Contact Information

Personal information includes Legal Name, Preferred Name, Gender, Date of Birth, Marital Status, and Race/Ethnicity. Contact Information includes Address, Phone, and Email. Information entered during the hiring process auto-populates to your personal information page in Workday. Review all fields in this task and enter any missing information. This information is visible to you and the Human Resources team. When finished entering details, click **Submit**.

Information Visibility

Information details are set to **Private** or **Public**. Use the chart below to see who can view your information based on each setting. Your home address and home phone number are automatically set to private visibility. Select your Email visibility as **Private** or **Public**.

Visibility Setting	Who Can View the Information
Private	The worker and HR Partner(s).
Public	Any worker from any supervisory organization within Montgomery College.

Edit Government IDs

ID types vary by country. National IDs for the United States include your Social Security Number (SSN) and/or your U.S. Individual Taxpayer Identification Number (ITIN). Additional Government IDs may also be entered (e.g. Voter's Registration Card, U.S. Military Card or Draft Record, Certificate of Birth Abroad, etc.). Use the following steps to add a National ID or Additional Government ID.

National IDs

1. Click the **Plus Sign** to add a row to the National IDs table.
2. Select the **Country**.
3. Select the **National ID Type**.

   Note: Social Security Number is Required.
4. Enter the **Identification #**.
5. Enter the **Issued Date**.
6. Enter the **Expiration Date**.
7. The **Verification Date** auto-populates to the current date. Skip this field.
8. The **Verified By** column auto-populates with your name.
9. Click **Submit**.

Additional Government IDs

1. Click the **Plus Sign** to add a row to the Additional Government IDs table.
2. Select the **Country**.
3. Select the **Government ID Type**.
4. Enter the **Identification #**.
5. Enter the **Issued Date**.
6. Enter the **Expiration Date**.
7. The **Verification Date** auto-populates to the current date. Skip this field.
8. The **Verified By** column auto-populates with your name.
9. Click **Submit**.

Change Veteran Status Identification

If you believe you belong to any of the categories of protected veterans listed, please indicate by selecting the appropriate status. As a Government contractor subject to VEVRAA, Montgomery College requests this information to measure the effectiveness of the outreach and positive recruitment efforts it undertakes as pursuant to VEVRAA.

Note: Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

1. Select the **Veteran Status**.
2. Click **Submit**.

Change Self-Identification of Disability

1. Read the instructions at the top of the screen.
2. Check one of the boxes to self-identify a disability (if applicable).
3. Click **Submit**.

   Note: Upon submission of this task, an additional five tasks will appear in your Workday Inbox. Continue with the **Complete Form I-9** section to complete onboarding as a new hire.

Complete Form 1-9

The Form I-9 is the Employment Eligibility Verification. Follow the directions provided within the inbox task. A link to the Form I-9 Instructions is included. Download and read the instructions carefully before completing the form. Complete all fields in accordance with the provided instructions. When finished, click **Submit**.

Complete Federal Withholding Elections

1. Each field of the W-4 includes specific directions. Enter information in accordance with the directions.

   Note: Consult a tax professional to ensure accuracy.

2. Read the Legal Notice.
3. Click the **I Agree** checkbox.
4. Click **Submit**.

Change Emergency Contacts

At least one emergency contact is recommended. One person is designated as your primary emergency contact and any additional emergency contacts are alternates. A primary phone number and email are required for your emergency contact(s). All other fields are optional. Emergency contacts are visible to your management chain and Human Resources.

1. Enter the contact's **First Name** and **Last Name**.
2. Select the contact's **Relationship** to you.
3. Enter the contact's **Preferred Language**.
4. Scroll down to the Primary Phone section.
5. Click **Add**.
6. Select the **Phone Device**.
7. The **County Phone Code** auto-populates to the United States (+1). Update as needed.
8. Enter the contact's **Phone Number**.
9. Enter the **Phone Extension**, if applicable.
10. Select the **Type** (Home or Work).
11. Scroll down to the Primary Email section.

12. Click **Add**.

13. Enter the Email **Address**.

14. Select the **Type** (Home or Work).

15. Enter any additional contact details you would like to include.

16. Use the following table to determine your next step:

If…	Then…
You are adding only one emergency contact	Click **Submit**.
You are adding additional emergency contacts	Continue to Step 17.

17. Scroll down to the **Alternate Emergency Contacts** section.

18. Click **Add**.

19. Repeat steps 1-15 for each alternate emergency contact.

20. Click **Submit**.

Complete State and Local Withholding Elections

1. Confirm the **Company**, **State**, and **Withholding Form Type**. Modify as necessary.

2. Click **OK**.

3. Review the state form and complete all required fields.
   Note: Consult a tax professional to ensure accuracy.

4. Read the Legal Notice.

5. Click the **I Agree** checkbox when finalized.

6. Click **Submit**.

Manage Payment Elections

This task will allow you to enter your payment election(s) (direct deposit(s)) in Workday.

1. Select **Direct Deposit** in the Payroll Payments field.

2. Select **Direct Deposit** in the Expense Payments field.

3. Add an **Account Nickname (optional)**.

4. Enter the **Routing Transit Number**.

5. Enter the **Bank Name**.

6. Enter the **Bank Identification Code**, if applicable.

7. Select the **Account Type** (Checking or Savings).

8. Enter the **Account Number**.

9. Click **OK**.

10. Click **Edit** in the Payment Elections section to add or modify payment elections.

11. Click the **plus sign** to add (or minus sign to remove) an account.

12. Use the dropdown menus to make selections and add/update the amount or percent to deposit into the account.

13. Click **OK**.

   Note: A direct deposit account cannot be changed until it is removed from the Payment Elections section. Click the **Edit** button under Payment Elections to remove the account. Then under the Accounts section, **Edit** or **Remove** the direct deposit account.

14. Click **Submit**.

Change Benefit Elections

You may receive a Workday Inbox task to Change Benefit Elections to elect in benefits. Refer to the *Complete Open Enrollment* or *Change Benefits for Life Event* job aids for additional guidance.

1. Click **Let's Get Started**.

2. The page displays with the following sections and related options:

   - Health Care and Accounts

   - Insurance

   - Additional Benefits

3. Select one of the following actions for each option, if applicable:

   - To enroll in a plan, click **Enroll**.

   - To edit an existing plan, click **Manage**.

4. Read the **Important Information** and **General Instructions**.

5. Under the Plans Available section, view the plan details.

6. Select one of the following actions:

   - To enroll in a plan, click **Select**.

   - To waive a plan, click **Waive**.

7. Click **Confirm and Continue** and make any other modifications to your benefits as necessary.

8. Click **Review and Sign** once finalized.

9. Review your benefit elections and click the **I Accept** checkbox.

10. Click **Submit**.

    Note: Changes to your benefits route to the Benefits Partner or Retiree Partner for review, then to relevant benefits providers to update coverage.

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Important: You will receive the following five tasks in your Workday Inbox once section II of the I-9 is completed in person.

Sign-Up for Required Training

A To-Do may appear in your Workday Inbox to Sign-up for Required Training if training has been pre-assigned to you.

1. Click **Browse Learning Content**.

2. Enroll in the required training(s).

   Note: Refer to the *Enroll, Manage, and Drop Course* job aid for additional guidance.

3. Click **Submit** to clear the to-do from your Workday Inbox.

Set Goals

A to-do may appear in your Workday Inbox to Set Goals. Refer to the *Manage Goals* job aid and your manager to define goals for your first 6 months within 30 days of your start date. Click **Submit** to clear the to-do from your Workday Inbox.

Update My Talent Profile

If there is a talent review template in place for you, then a task may appear in your Workday Inbox to Update My Talent Profile.

1. Select **Go to Guided Editor**.

2. Navigate through each section and complete the fields as necessary.

   Note: Refer to the *Talent Data Quick Reference Guide* for additional guidance.

3. Click **Submit** once finalized.

Obtain ID Badge

A To-Do may appear in your Workday Inbox to Obtain ID Badge.

1. Click the link below to initiate a request for an ID Badge.

   https://info.montgomerycollege.edu/offices/human-resources/new-mc-id-card-request.html

2. Log in using your MyMC credentials.

3. Select how you would like to receive your new ID card.

4. A photo is required to upload.

   Note: White or light-colored solid background is required; distracted backgrounds or outdoor photos cannot be used. Cellphone pictures are allowed.

5. Click **Submit**. The request will route to Public Safety.

6. Back in Workday, click **Submit** to clear the to-do from your Workday Inbox.

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Review Documents

You may receive a task in your Workday Inbox to Review Documents based on your employee type.

1. Review each document in PDF form.

2. Click the **I Agree** checkbox for each document once reviewed.

3. Click **Submit**.