Tips for Student Setup in Workday

Workday processes payroll for student hourly work and for graduate funding packages. *Students receiving payroll payments will use Workday to:*

- Complete an electronic I-9 Form (and then visit an [I-9 Center](#) with appropriate documentation to complete the process)
- Set up and manage direct deposit (payment elections)
- View/print your payslips and W-2

**Access Workday through the Yale Portal ([portal.yale.edu](http://portal.yale.edu))**

1. Click on the link under My Yale entitled “**My Pay and Info.**”
2. Log into Workday with your Yale Net ID and Password
3. Click on the **Getting Started** worklet
4. Click **Take Me There**, then **View Inbox**.
5. Click **Complete Form I-9** task. Fill out all required (*) fields and click **Submit**.

**Please Note**

- **Hiring students**, **allocating work assignments**, **tracking time**, and **managing graduate fellowship packages** will continue to occur in the systems in which they were performed prior to July 2015.
- **Updates to student personal information** should be made in the appropriate student information system (e.g., [yale.edu/sis](http://yale.edu/sis)). Those updates will be sent to Workday.
- Students receiving **hourly wages** appear in Heather Abati’s Supervisory Organization
- Students receiving **stipends** may not be able to initiate the I-9 in Workday until **after the start of the fellowship period**.

- The contact information for students who receive payroll payments via Workday are usually visible to Workday users. Students who have requested FERPA “non-disclosure” [http://www.yale.edu/sfas/registrar/#ferpa](http://www.yale.edu/sfas/registrar/#ferpa) will **only be visible to and searchable in Workday by a select number of people** who are assigned roles necessary to facilitate the employment and payment of those students.

**For Additional Support**

- Students with an Hourly Wage (Undergraduate, Graduate, and Professional School students) should contact the **Student Employment Office (SEO)**
  - **Phone**: 203-432-0167
  - **Email**: student.employment@yale.edu
  - **Monday – Friday, 8:30 a.m. to 4:30 p.m.**
- Graduate or Professional School students with a stipend should contact their Degree Department Registrar or Administrator