How to Complete Workday To-Dos

TrainTraq
- These are assigned trainings that pop up every year and must be done within 30 days of hire or else you will be taken off payroll. Each one takes about 10-15 min to complete and the due dates are listed next to the title of the training.

Workday
- These groups of To-Dos must be completed to get you on to payroll. On your main page for Workday you will see a block for announcements that looks like this.

- Click on the announcement labelled onboarding, which will take you to the following screen. You can see the To-Dos that are ready to be worked through, your progress meter, and an onboarding help guide. Go ahead and click “Go to Inbox” to start working on the To-Dos using the following cheat sheet.
How to Complete Workday To-Dos

*** Everything that needs entered is marked with a red star (*). After a To-Do is completed, click on the submit button and then the done button. If there is an error, a red error bar will appear, which you can click on and it will take you right to the issue and give a brief description of what went wrong. ***

Group 1:
- **Privacy Flag**: Please review and submit
- **State Veteran’s Preference**: Choose which description from the drop down menu best matches you.
- **Direct Deposit Declaration**: This is asking you if you are going to be sending funds outside of the U.S. Please read it carefully!

Group 2:
- **Personal Information**: Need to enter name, gender, date of birth, and citizenship.
- **Contact Information**: Need to make sure your tamu.edu email is listed under as work email. Also, be sure to put a usage (residence, mailing, etc.) on the address you provide or you will get an error.
- **Emergency Contact Information**: It will keep prompting you for more, but you only need to enter one.

Group 3:
- **National ID/ Social Security Number**: For this one you will click the little plus button on the National ID type. Then choose the United States as the country. Then select “social security number” as the ID type. You’ll type in the number and since there is no issue date or expiration date, you will just hit submit.
- **W-4 Federal Withholding Elections**: Click your marital status from the drop down menu and check the “I agree” box. You can change your number of allowances on this page as well.
- **Payment Elections**: Plug in your routing number, bank account, etc. to get that set up.

Group 4:
- **Veteran’s Status Identification**: Choose from the drop down menu the best match for you.
- **Disability Self Identification**: Choose from the options what best fits you.

- Double check that your progress meter shows 100% and then you are all done! If you have any questions send us an email at HR@tamug.edu or a call at 409-740-4532.

- Now that you on payroll, please refer to the following link for how to log your time in Workday:
  https://www.tamug.edu/hrd/StudentEmployment/HOW_TO_LOG_TIME_IN_WORKDAY.pdf