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 10-15 min and the due dates are listed next to the title of the training.

Workday

- There are 3 rounds of To-Dos that need to be completed. Below is the screen you will see. Click on the inbox icon in the top right corner, or ‘Go to inbox,’ to start the To-Dos.

- Everything that needs entered is marked with a red star (*). After a To-Do is completed. Click on the orange submit button (Submit) and then the orange 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.
Round 1:
- Personal Information: Need name, gender, date of birth, and citizenship.
- Contact Information: We need to make sure your tamu.edu email is listed under your work email.
- Emergency Contact Information: You only need one, but it will keep prompting you for more.
- 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!

Round 2:
- National ID: 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 Data: 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.
- Direct Deposit Information: Plug in your routing number, bank account, etc to get that set up.
- Veteran’s Preference: Choose from the drop down menu the best match for you.
- Disability Declaration: Choose from the three options what matches you.

Round 3:
- This round you will need to wait a few seconds and refresh the page a few times because it takes a while to trigger in the system.
- This is the last To-Do and has ‘I agree’ boxes next to links to important information about working here. Please review the documents and click all the boxes before hitting the submit button.