In July 2015, Workday became Yale’s campus-wide unified Human Resources and Payroll information system. Workday processes payroll payments 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

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.

**How do students log into Workday?**

Access Workday through the Yale Portal (your.yale.edu). Click on the link next to 'It's Your Yale.'

**Who do I contact for additional support?**

<table>
<thead>
<tr>
<th>If you are a...</th>
<th>...here’s who to contact</th>
</tr>
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</table>
| Student with an Hourly Wage (Undergraduate, Graduate, and Professional School students) | 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 Student with a Stipend | Your Degree Department Registrar or Administrator |
1. Click on the **Getting Started** worklet.

2. Click **Take Me There**, then **View Inbox**. Click Complete Form I-9 task. Fill out all required (*) fields and click **Submit**.

3. Bring your required documents to an **I-9 Center**.

   **Note:** Students receiving stipends may not be able to initiate the I-9 in Workday until after the start of the fellowship period.

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### How do students fill out their I-9?

1. Click on the **Getting Started** worklet.

2. Click **Take Me There**, then **View Inbox**. Click Complete Form I-9 task. Fill out all required (*) fields and click **Submit**.

3. Bring your required documents to an **I-9 Center**.

   **Note:** Students receiving stipends may not be able to initiate the I-9 in Workday until after the start of the fellowship period.

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### How do students manage direct deposit (payment elections)?

1. Click on the **Pay** worklet.

2. Click **Payment Elections** under Actions.

3. You will have the ability to:
   - Edit bank account information: **Change Account**
   - Delete your bank account: **Delete Account**
   - Add a new bank account: **Add Account**
   - Modify a payment election: **Change Election**

4. Click **OK** to save.

5. Once Direct Deposit is set up, students will receive a paper paycheck for up to two pay periods. Electronic Fund Transfer should begin with the second or third pay period.

   **Note:** Students receiving stipends may not be able to set up direct deposit until after the start of the fellowship period.

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### How do students access their payslips?

1. Click on the **Pay** worklet.

2. Click **Payslips** under View.

3. From here, View or Print each individual Payslip.

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### How do students read their payslip?

Student payslips in Workday display the following:
- Pay period
- Hours worked
- Pay rate
- Taxes
- Withholding
- Payment method

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### What information do Workday users see about students who receive payroll payments via Workday?

A sample screenshot illustrates the type of information about a student who receives payroll payments via Workday that is visible to Workday users. Students that have requested FERPA “non-disclosure” will only be visible to and searchable by a select number of people who are assigned roles necessary to facilitate the employment and payment of these students.