

Workday Basics for Students

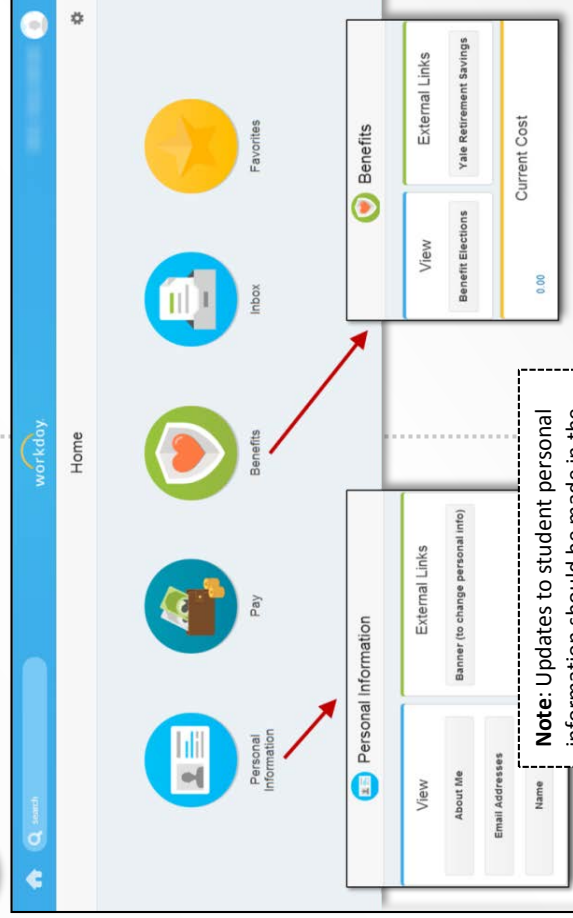
In July 2015, Workday became Yale's campus-wide unified Human Resources and Payroll information system. Workday processes payroll payments for student hourly work and for graduate funding packages. Students receiving payroll payments will use Workday to:

- 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 paystubs 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.



What does a student's Workday homepage look like?



Note: Updates to student personal information should be made in the appropriate student information system (e.g., yale.edu/sis). Those updates will be sent to Workday.

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.'

It's Your Yale



Home

Work at Yale

Administrative Services



Who do I contact for additional support?

If you are a...

...here's who to contact

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

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.*

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.*

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.

How do students read their payslip?



Student payslips in Workday display the following:

- Pay period
- Hours worked
- Pay rate
- Taxes
- Withholding
- Payment method

EMPLOYEE INFORMATION									
Employee Name		Address							
Yale University		100 University Ave							
New Haven, CT 06511		State							
United States of America		Zip							
EMPLOYMENT INFORMATION									
Employee Name		Pay Period End		Check Number					
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