

New Grad Student – Workday Instructions

Hi!

Congratulations on becoming a graduate student in Genome Sciences! I hope it will be a wonderful experience for you. **TL;DR: In Genome Sciences being a grad student is a paid position, which will make you an employee of the University of Washington. This note is all about how to get paid, how to use Workday (our payroll system), and general employment topics.** Please feel free to reach out if you have any questions.

Bring in Original Employment Authorization Documents to GS Foege before 9/19 from this list of [acceptable documents](#). If moving to Seattle, please pack these where you can find them to prevent payroll delays. For those who are new to UW, or returning after more than 3 years, there are several documents you could use for employment verification in the list linked above. If you are new to UW, and you are a US citizen, you may use your passport, passport card OR driver's license AND social security card or birth certificate. If you are a foreign national, you can bring your home country passport, F-1 I-20 visa paperwork, and your I-94 record (we can help you find the I-94 online if you don't have it). If you are a permanent resident, your green card would be appropriate.

One of the other first steps is complete an electronic I-9 form in Workday. It's important to complete these tasks promptly, as the federal government requires that employment eligibility be confirmed within 3 business days of your start date. (Your start date is 9/16 for UW payroll purposes.)

If you have been an employee or stipend recipient of UW in the last three years, you can skip the I-9 and bring-in-your-documents step unless there have been significant changes to your immigration or work authorization status (e.g. a different visa type, a new green card, or change in work authorization dates). UW keeps your prior I-9 on file and I'll receive a notice to re-approve it.

Where to bring your documents: Please bring the original I-9 documents to one of our I-9 coordinators in the Genome Sciences building: myself (Serena Newhall, serenn2@uw.edu), Tony Nguyen (tonytn@uw.edu), or Josh Malamy (jmalamy@uw.edu). I am the HR Manager. Tony does both purchasing and payroll. Josh is also the Assistant to the Chair, Director, and point person for postdoctoral and faculty appointments. The [South Foege Building](#) address is 3720 15th Ave NE, Seattle, WA 98195. Tony and I are in S-250. Tony has the 4th desk. I've got the back SW corner office. Josh's workstation is located on the 3rd floor in S-350. All of us are at the south end of the building (towards the water), go through the glass door into the office suites, take a right, and walk down a short hallway to find us. Tony and Josh are available 8:30 am and 4 pm, M-F. I'm available M-Th, 11 am to 6:00 pm.

Getting Started with Payroll: After your job is approved in the payroll system, you will receive an email from Workday with instructions on taking these next steps. You'll be guided to the "[New to Workday](#)" page and it will provide instructions on signing up for DUO (a security measure) and how to get started entering direct deposit ("payment elections"), tax withholding elections, and employment eligibility information (I-9 form). It's best to do this from a computer or tablet with your smart phone handy so that you can download the Workday app to your cell phone and photograph a Q code on the computer screen.

How to Use Workday: You can also view the Workday Videos from that page and go to [Workday 101](#), and select the videos for Basic Navigation. Please bookmark this page, <https://isc.uw.edu/>, which is where you'll log-in using the "Sign in to Workday" button. As a grad student, there are (generally) no time sheets for you to fill out. If all goes well, once you've set up your direct deposit and other on-boarding info, you will just get paid directly into your bank account.

Direct deposit: Money can be transferred directly into up to three US bank accounts via direct deposit. If you don't have a US Bank account yet, it's a good idea to establish one now. It helps to have paper check or deposit slip handy to find the routing number and extra zeros that may be attached to your account number. If you don't have that handy, you can contact your bank for the information. Without correct info, the payroll office may issue you a paper check which will get mailed to the address on file for you – if you haven't entered a Seattle area address, it could get mailed to another state. And if you haven't entered any address, it will live in limbo at the ISC (just let me know if you don't get paid on time and I will investigate).

Graduate Student Jobs: Although you will be a graduate student for the next several years, you may hold two or three different job types in the coming years, depending on the source of your funding. The standard Genome Sciences graduate student job is called Research Assistant (RA) and is salaried, but there are also Trainee positions with stipend pay, should you be awarded a position on a training grant or receive an individual fellowship. They have different [tax implications](#). These job changes can be a bit complex in Workday, particularly when funding comes from other departments or outside sources, so it's a good idea to check your pay checks any time your funding changes, and let me know immediately if anything seems incorrect.

Holidays, Vacations, and Sick Time-Off: You'll record time-off for Holidays and Sick Time-Off in your Workday absence calendar. Here are instructions for recording UW Holidays that you take off: <https://isc.uw.edu/your-time-absence/time-off/recording-holiday-time-off-in-workday/>. These are the scheduled holidays that UW observes: <https://hr.uw.edu/ops/leaves/holiday-calendar/>. Details and instructions for other time-off requests can be found here: <https://isc.uw.edu/your-time-absence/time-off/>. Eventually, you'll record vacation time-off too, but that functionality hasn't been programmed into Workday for grad students yet. Instead, you are generally expected to take vacations that coincide with the quarter breaks unless you have written permission from your advisor.

Required Trainings: Please complete all [required trainings](#) for new employees, except Welcome Day, which is just for staff and faculty hires. Please confirm which Lab Safety courses are needed with your Lab Manager, once you are in a lab.

Onboarding Meetings – I will send an invitation to an HR/Payroll on-boarding meeting in mid-September to go over information related to getting your first pay check, tax forms, general HR topics, resources, transportation, etc. Please plan to attend. I've also enclosed a Zoom link below in case you don't use a calendar app. If you don't have internet set up yet in your new Seattle home yet, you may attend by phone by copying the "one tap mobile" string of numbers from the plus sign to the hash tag, pasting it into your phone call app, and clicking "call." It will enter the meeting ID and passcode for your automatically.

- **Monday, September 16 from 2:00 to 3:00 pm,**
Zoom: <https://washington.zoom.us/j/7221317579>

One tap mobile

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Of course there's much more to learn and know about becoming a graduate student and learning to navigate the University of Washington. You can find out more in Brian Giebel's helpful [student handbook](#).

If you have questions about payroll or HR, feel free to reach out to me anytime.

All the best,

Serena