

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 email 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.

Preliminary information needed – Social Security Number: I'll be reaching out to some of you for whom I don't have a social security number on file. Employment is one of the areas where a social security number is needed. If you don't have one yet because you're a foreign national, please let me know and I'll send instructions on how to get one. I'll ask you to call me with that information, since email is not secure.

Within Three Days of 9/16/22 (or before): It's important to complete the Employment Authorization task promptly, as the federal government requires that employment eligibility be confirmed within 3 business days of your start date (9/16/21 for UW payroll purposes). And the Washington state government requires vaccine validation on or before your first day of work.

Employment Authorization: One of the other first steps is to provide identification documents to provide proof that you are eligible to be paid as an employee in the United States through completion of an electronic I-9 form.

If you are new to UW, and you are a US citizen, you can bring in 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 (I can help you find this online if you don't have it). If you are a permanent resident, your green card would be appropriate. If you are unsure, you can review this list and submit any allowable set of these [acceptable documents](#).

If you have been an employee or stipend recipient of UW in the last three years, you can skip the I-9 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).

COVID vaccine - The other main first step is to show us proof that you've been vaccinated for COVID*. (More info about this requirement and exemption requests at the bottom of this document.) For proof of COVID vaccine status, you can bring your vaccine card, QR code, electronic health record, or photos on your phone of the front *and* back of your vaccine card. This can be done in person, or remotely at one of the onboarding Zoom meetings below.

Where to bring your documents: Please bring the original I-9 documents and proof of COVID vaccination to Josh Malamy, one of our I-9 coordinators. (He is also the Assistant to the Chair, Director, point person for postdoctoral and faculty appointments.) The [South Foege Building](#) address is, 3720 15th Ave NE, Seattle, WA 98195. His cube is located on the 3rd floor. Go to the south end of the building (towards the water), go through the glass door into the S-350 suite, take a right, and walk to the end of the short hallway. His cube is where the hallway ends. You can stop by between 8:30 am and 4 pm, or email him at jmalamy@uw.edu to schedule a time.

If you're coming in before 9/16/22. You can visit Casey Hudlow, Payroll Coordinator, caseydh@uw.edu, in the [South Foege Building](#) (Genome Sciences), room **S-250C**. The week of 9/5, he'll be in the office Mon – Thurs. The week of 9/12, he'll be in the office 9/15 and 9/16 only. The South Foege address is, 3720 15th Ave NE, Seattle, WA 98195, on the second floor, office 250. Casey's in a cube near the end of the inner office hallway that runs along the south-facing windows in the GS main office (S-250). If you're coming in 9/19 or later, please see Josh Malamy instead. Casey received a promotion is moving to ISC Payroll (central HR) on 9/19.

COVID vaccine cards and the GS Retreat 9/12 – 9/14 – Please also bring your proof of COVID vaccination with you to the GS Retreat. If your job has been approved in Workday by then, Maureen Larsen can validate your vaccine card status at the retreat. She will be verifying your vaccine status at the retreat anyway.

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 to your time sheet 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 October 10 and I'll help 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.

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 two invitations to a couple HR/Payroll on-boarding meetings in mid-Sept. to go over information related to getting your first pay check, tax forms, general HR topics, resources, transportation, etc. Please plan to attend one of them. The content will be the same at both. I've also enclosed Zoom links 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.

- **Friday, September 9, 2022 from 2:00 to 3:00 pm,**

Zoom: <https://washington.zoom.us/j/7221317579>

One tap mobile

+12532158782,,7221317579# US (Tacoma)

+12063379723,,7221317579# US (Seattle)

- **Thursday, September 15, 2022 from 2:00 to 3:00 pm**

Zoom: <https://washington.zoom.us/j/7221317579>

One tap mobile

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+12063379723,,7221317579# US (Seattle)

***More details about the vaccine requirement: Washington State Governor Inslee's Proclamation 21-14.1**

Under Washington State Governor Inslee's [Proclamation 21-14.1](#), University of Washington (UW) workers must be fully vaccinated against COVID-19 and provide proof thereof, or receive a UW-approved medical or religious exemption. For more information, visit <https://www.washington.edu/coronavirus/vaccination-requirement>.

Your employment is contingent upon the UW verifying your vaccination status or approving an exemption request prior to the start date of your appointment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption as soon as possible, but no later than two weeks before your start date.

- **Medical exemption requests:** Visit OAP's [COVID-19 Vaccine Mandate web page](#) for more information and to obtain a medical exemption request form
- **Religious exemption requests:** Email acadpers@uw.edu to request a religious exemption form

Failure to provide proof of vaccination or to obtain a UW-approved exemption prior to the appointment start date may result in a withdrawal of this offer.

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](#).

All the best,

Serena