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.

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

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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| 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 |

Updated: August 18, 2015
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

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.