

Complete New Hire Onboarding

- **Last updated on:** 7/21/2026
- **Who this guide is for:** New employees at PCC who have not yet completed onboarding

This guide will walk New Employees through the necessary steps to complete their **Onboarding** tasks in Workday.

Read before continuing:

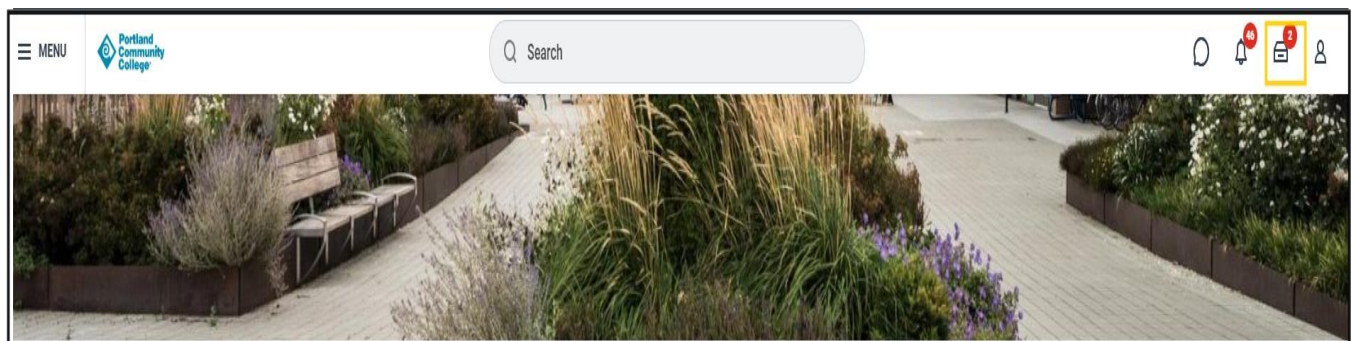
Note: In order to access Workday, you will need to have claimed your MyPCC account and set up your single sign-on credentials. Visit [Account Claim Instructions and Login Instructions for New Hires](#).

Note: In order for Payroll to process your payments, ensure you have entered *at least* your social security number and home address in Workday. If you need assistance or have questions about completing your onboarding tasks, please contact Emily McNamara at emily.mcnamara@pcc.edu.

In This Guide

- [View My Tasks in Workday](#)
- [View your Onboarding Dashboard](#)
- [Complete your Onboarding Tasks](#)

If you have access to your Workday account, you should be able to access your Onboarding Dashboard and the majority of your onboarding tasks prior to your actual start date.



Consider opening a new tab of Workday so that these instructions remain accessible.

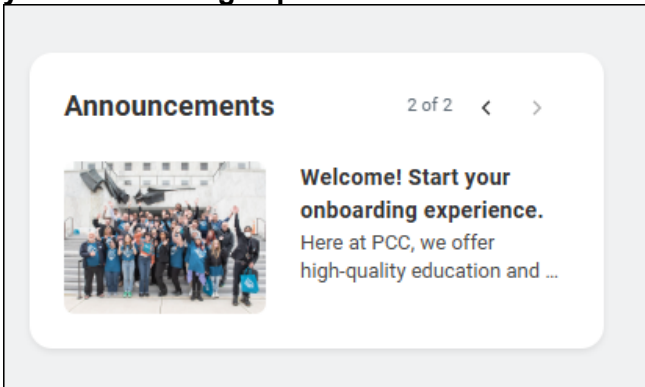
View My Tasks in Workday

1. After logging into Workday, select the **My Tasks** icon in the top right corner of the homepage.

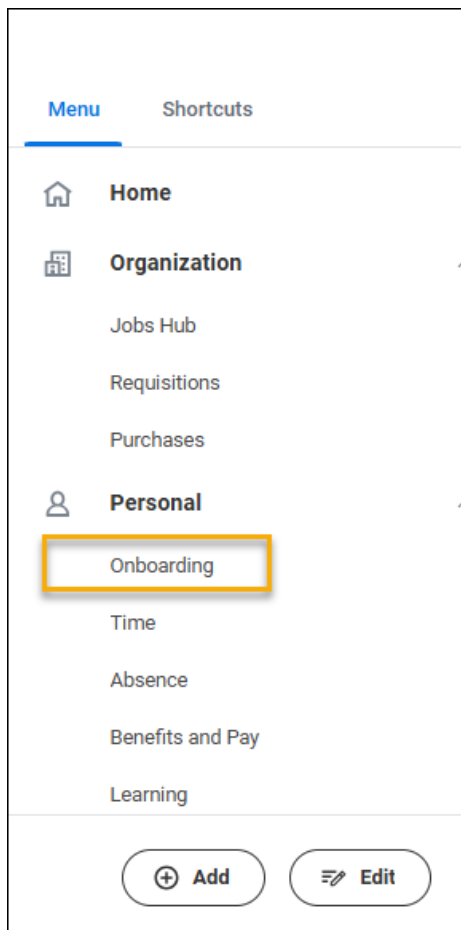


View Your Onboarding Dashboard

1. On your Workday homepage, navigate to Announcements and select **Welcome! Start your onboarding experience.**



2. Select **Onboarding**
3. Alternatively, navigate to your Menu, move down to the Personal list, and select **Onboarding**.



This will launch the Onboarding Dashboard.

The Onboarding Dashboard

The Onboarding Dashboard contains a number of announcements and bulletins intended to welcome new hires and share information to help them transition into their new role. All new hires should see the following bulletins on the dashboard:

- **From My Manager** - a message from your manager, and People to Meet, people that the manager selected as important individuals for you to meet.
- **Getting Started** - this tracks your progress on the Onboarding tasks assigned to you in your inbox. You can access your onboarding tasks from here by selecting **Ready**
- **Know before you go! How to prepare for your first day** - tips on how to come prepared to your first day of work
- **Benefits, Pay, and Beyond** - information on benefits, pay, and perks that come with employment at PCC
- **Your PCC Community** - a resource on different ways to connect with, participate in, and enjoy your community at PCC

Other bulletins may appear based on what position you have at the college, e.g. managers and faculty, with information relevant to that role.

Complete Your Onboarding Tasks

Once onboarding launches, you'll be able to access your onboarding tasks. To locate your onboarding tasks, you can either

- From the homepage, select the **My Tasks** icon
- From the Onboarding Dashboard, from the **Getting Started** bulletin, selecting **Ready**

The following Onboarding tasks will appear for hires new to PCC. While they may not appear in any specific order, some of these tasks are time-sensitive and must be completed by a certain day of employment. We recommend that the following steps be completed in the order as listed below:

1. [Enter Personal and Contact Information](#)
 - i. **Due:** by your start date
2. [Edit Government IDs](#)
3. [Complete Form I-9](#)
 - i. **Due:** by the end of your start date
 - ii. You will also need to meet with your hiring manager or department contact **within your first three days of employment** to present your I-9 verifying [documents](#)
4. [Manage Payment Elections](#)
 - i. **Due:** at least a week prior to your first pay day
5. [Complete State and Local Withholding Elections](#)
 - i. **Due:** at least a week prior to your first pay day
6. [Complete Federal Withholding Elections](#)
 - i. **Due:** at least a week prior to your first pay day
7. [Change Emergency Contacts](#)
8. [Review Documents](#)
 - i. If your job category has a contract, handbook, agreement, or conditions of employment assigned to it, it will appear here. You must acknowledge that PCC has provided you with a copy. For some specific documents, you must acknowledge that you've read the document.
9. [Union Membership](#) (for union-eligible employees only - Classified, Faculty, Academic Professionals)
10. [Compliance Training for New Employees](#)
 - i. this step will not become available until you have started working at PCC
 - ii. **Due:** within 60 days of your start date

Enter Personal and Contact Information

This is where you can make edits and updates to the personal information and contact information carried over from your job application or hire requisition, such as preferred name, pronouns, date of birth, address, phone number, and personal email address.

Note: **Date of Birth** and **Address** is required information for payment and tax purposes.

Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Wilma Flintstone

Change Personal Information

Gender

Gender

Female

Date of Birth

Date of Birth

Age

Race/Ethnicity

Submit

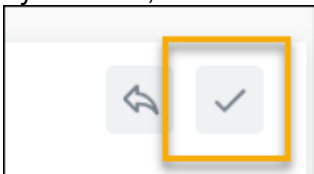
Save for Later

Close

To edit a field, select the pencil icon to the right of the field.



To save your edits, select the checkmark to the right of the field.



To complete the task, select **Submit**.

Submit

Save for Later

Close

Edit Government IDs

While the Government ID field is not required, PCC must collect your Social Security Number (SSN) for payment and taxation purposes.

To add information about your current national ID type, select the plus sign next to the Proposed IDs field.



Select the country issuing your ID in the **Country** field. This will provide a dropdown list of National ID types in the **National ID Type** field.

In the **Add/Edit ID** field, enter your ID number (example, if you selected SSN in the **National ID Type** field, enter your SSN in the **Add/Edit ID** field).

Optional: You can also provide Additional Government IDs to add additional government IDs, or Previous IDs to enter a previous government ID (such as a previous country of residence).

Note: For international student workers:

1. An SSN is required for ADP to allow a payment process. Since it can take approximately two weeks to receive an SSN for international students, it's important to acquire an SSN as soon as possible.
2. PCC is required to pay employees within 35 days, and cannot exceed that deadline. For international students, it would be best to ensure this process is completed before they begin working.
3. Please work with the Talent Acquisition team to indicate your international student/F-1 visa status for taxation purposes.

Edit Government IDs Marie Antoinette

Proposed IDs

National IDs 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
	United States of America	Social Security Number (SSN)		123-45-6789	MM/DD/YYYY	MM/DD/YYYY	

To complete the task, select **Submit**.

Complete Form I-9

- This is due by the end of your **first day of employment**.
- You will need to bring with you, no later than your **third day of employment**, [documentation proving identity and eligibility to work in the United States](#) in order for your hiring department to verify your Form I-9 in Workday.

- Instructions: A link to instructions on how to complete the Form I-9 can be found in the form itself in Workday, and [here as well](#).

Complete Form I-9

Employment Eligibility Verification

Department of Homeland Security, U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No. 1615-0047
Expires 07/31/2026

>START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply See below and the Instructions.

Form I-9 Instructions

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin is prohibited.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * Flintstone

First Name (Given Name) * Wilma

Complete all required fields in Section 1 of the Form I-9.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * Flintstone

First Name (Given Name) * Wilma

Middle Initial (if any)

Other Last Names Used (if any)

Address (Street Number and Name) *

Apt. Number (if any)

City or Town *

State *

ZIP Code *

Date of Birth (mm/dd/yyyy) * MM/DD/YYYY

U.S. Social Security Number

Employee's Email Address wilma.flintstone@gmail.com

Employee's Telephone Number +1 (971) 7222587

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☐ 1. A citizen of the United States
☐ 2. A noncitizen national of the United States (See instructions)
☐ 3. A lawful permanent resident (Enter USCIS or A-Number:)
☐ 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

USCIS A-Number

OR

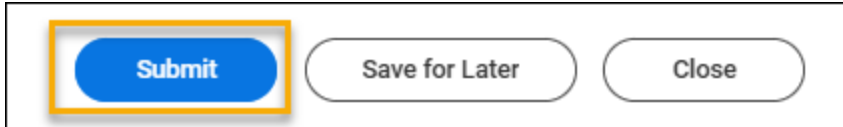
Form I-94 Admission Number

OR

Foreign Passport Number and Country of Issuance

Country of Issuance: (empty)

To complete the task, select **Submit**.



Manage Payment Elections

This is where you can set and review how payments from PCC are sent to you. It includes setting up direct deposit, how to divide payments sent to you across multiple bank accounts, and where PCC should send expense reimbursements to you. For instructions on how to complete this task, visit Payroll's [Payment Elections guide](#).

- **Payroll payments** are your salary or wages.
- **Expense payments** cover other payments paid to you such as reimbursements for approved college business expenses.

☆ ⚙️ 📄

Created: 07/03/2025 | Due: 07/05/2025

Manage Payment Elections

Person

Wilma Flintstone

Default Country

United States of America

Default Currency

USD

Preferred Payment Method

Expense Payments *

✕ Direct Deposit

⋮

Payroll Payments *

✕ Direct Deposit

⋮

Account Setup

Account Holder Name

Wilma Flintstone

Sample Check

Jonathan Doe
4321 Main St.
Anytown, CA 94000

DATE

123

YOUR BANK NAME
3678 1st St.
Anytown, CA 94000

DO NOT INCLUDE
Check #

⑆ 23456789 ⑆ 000 1234567890 ⑆ -00 123

9 Digit Routing #
Between the ⑆ symbols

Account #
Include all zeros

Account Information

Account Type

* ☒ Checking

☐ Savings

Routing Transit Number

*

Account Number

*

Bank Name

*

Bank Identification Code

Account Nickname (optional)

OK

Cancel

To complete the task, select **OK**.

Complete State and Local Withholding Elections

This is where you can set your Oregon state tax withholdings so that PCC can withhold the correct state income tax from your pay.

Instructions on how to complete the form can be found on the Complete State and Local Withholding Elections page, and in Payroll's [Tax Elections guide](#).

☆ ⚙️ 📄 Created: 07/03/2025 | Effective: 05/29/2025

Complete State and Local Withholding Elections

Complete the following fields so that PCC can withhold the correct Oregon income tax from your pay. For instructions on how to complete this form, [visit this link](#).

Worker Wilma Flintstone

Company PCC Portland Community College

Effective Date 07/22/2025

State * Oregon

Withholding Form Type * OR-W-4 - Withholding

OK Cancel

Select **OK** to move on to the form.

Oregon OR-W-4 Data

[View Blank Form](#)

Marital Status * [dropdown]

Number of Allowances 0

Additional Amount 0.00

Exempt ☐

Exemption Code (empty)

Legal Notice

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

Under penalty of false swearing, I declare the information provided is true, correct, and complete.

I Agree * ☐

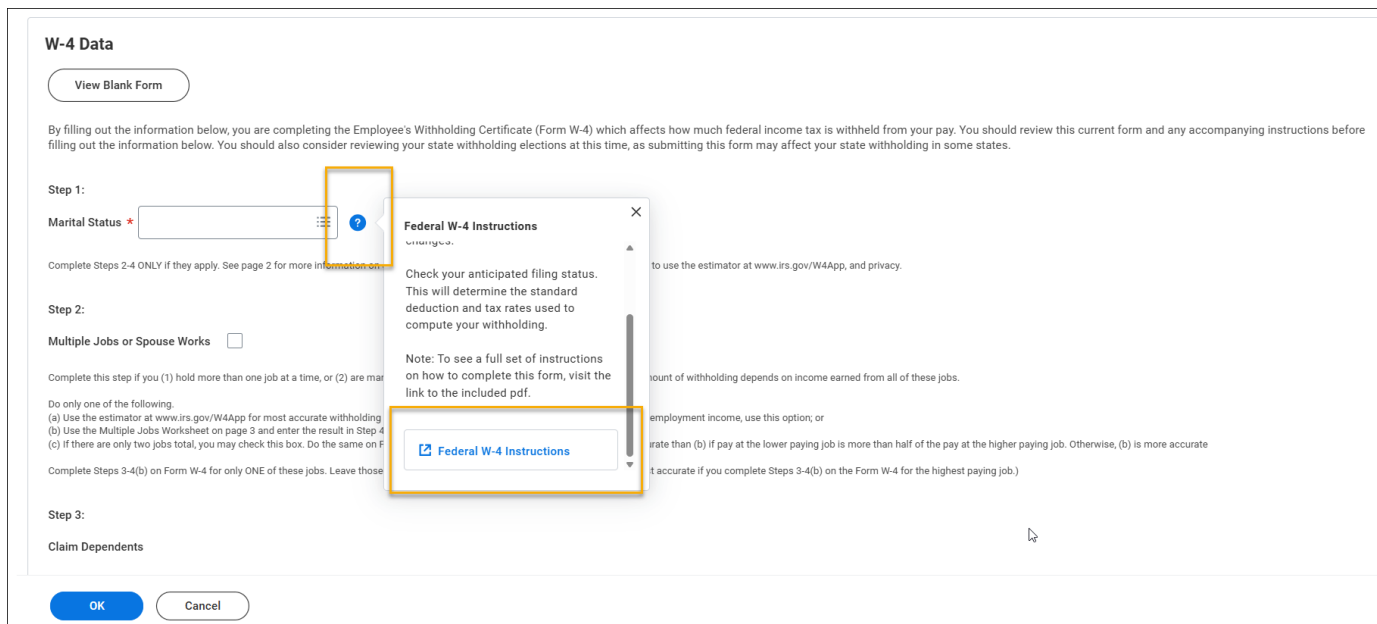
Submit Save for Later Cancel

Select **Submit** to complete the form.

Complete Federal Withholding Elections

This is where you can set your federal state tax withholdings so that PCC can withhold the correct federal income tax from your pay.

Instructions on how to complete the form can be found by selecting the question mark (Quick Tip) next to the **Marital Status** field ([Federal W-4 instructions](#)), and in Payroll's [Tax Elections guide](#).



The screenshot shows the 'W-4 Data' form. At the top, there is a 'View Blank Form' button. Below it, a paragraph explains the purpose of the form. The form is divided into three steps. Step 1: 'Marital Status' is a dropdown menu with a question mark icon to its right. A yellow box highlights the question mark icon, and a pop-up window titled 'Federal W-4 Instructions' is open, showing instructions and a link to 'Federal W-4 Instructions'. Step 2: 'Multiple Jobs or Spouse Works' is a checkbox. Step 3: 'Claim Dependents'. At the bottom, there are 'OK' and 'Cancel' buttons.

Select **Submit** to complete the form.

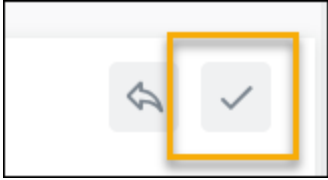
Enter Contact Information

This is where you can add or update your personal contact information. Data you entered in your application may possibly carry over to the fields here.

To edit a field, select the pencil icon to the right of the field.



To save your edits, select the checkmark to the right of the field.



At least one phone number or email address must be provided.

Change Home Contact Information

Address

Primary
Yes

Address
(empty)

Usage
(empty)

Visibility
Private

Add

Phone

Primary
Yes

Phone
+1 (971) 7222587 (Mobile)

Visibility
Private

Add

Email

Primary
Yes

Email Address *
wilma.flintstone@gmail.com

Visibility
Private

Add

Submit Save for Later Close

To complete the task, select **Submit**.

Change Emergency Contacts

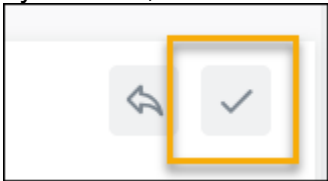
This is where you can update your emergency contacts in case of an emergency.

Note: For compliance purposes, you must provide your emergency contacts' legal name. In addition, the list of relationship options for emergency contacts must match the options for dependents and beneficiaries listed in PCC's benefits elections per our insurance providers. The relationship options listed are not reflections of how PCC distinguishes interpersonal relationships.

To edit a field, select the pencil icon to the right of the field.



To save your edits, select the checkmark to the right of the field.



You must provide at least one emergency contact, as your primary contact. Your relationship and at least one phone number or email address must be provided.

☆

⚙

📄

Created: 07/03/2025 | Due: 07/05/2025

Change Emergency Contacts

Wilma Flintstone

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

Preferred Language

Preferred Language

Primary Address

Add

Primary Phone

Add

Additional Phone

Add

Primary Email

Add

Additional Email

Submit

Save for Later

Cancel

To complete the task, select **Submit**.

Review Documents

If your employee category has a contract, handbook, agreement or terms or conditions of employment included, that document will appear here.

You will likely be asked to acknowledge that you received a copy of the document by checking a box.

In some cases, you may be asked to acknowledge that you have read the document by checking a box.

All new employees will receive a copy of the New Employee Checklist here as well. No action is required for this particular document in Workday, but we recommend you complete the checklist.

Review Documents Review Documents for Onboarding for Wilma Flintstone

Documents

Document Link

[Faculty and Academic Professional Agreement](#)

Instructions

Please acknowledge that you have received the agreement for Faculty and Academic Professional Portland Community College employees to understand your rights, the rules, and responsibilities of both you and your employer.

Signature Statement

I acknowledge that I have received the Faculty and Academic Professional Agreement.

I Agree

☐

Document Link

[New Employee Checklist](#)

Instructions

This checklist will help guide you through the remaining steps you'll need to complete in order to get settled in with us.

Comment

Submit

Save for Later

Cancel

To complete the task, select **Submit**.

Union Membership (for union-eligible employees only - Classified, Faculty, bargaining-unit Part-Time Faculty, Academic Professionals)

If you are union-membership eligible (Classified, Academic Professional, Faculty, bargaining-unit Part-Time Faculty), you will receive an invitation to learn more about and join your bargaining-unit.

No action is required.

To complete the task, select **Submit**.

Note: You will need to submit this 'to do' in order to complete all onboarding tasks.

Complete To Do

Union Membership



For

P-00538 Academic Advising Specialist (full-time)

Overall Process

[Hire: Wilma Flintstone](#)

Overall Status

Successfully Completed

Instructions

Join the union!

Joining your union means building a strong campus community, collective bargaining power, and solidarity.

Classified staff are invited to join the PCCFCE (<https://pccfce.org/>). The link to the membership form can be found here (<https://pccfce.org/>).

Academic Professionals and Faculty are invited to join the PCCFFAP (<https://pccffap.org/>). The link to the membership form can be found here (<https://pccffap.org/member-activation/>).

enter your comment



Submit

Save for Later

Close

Compliance Training for New Employees

This step is required for all employees to complete and contains pertinent compliance and policy trainings.

This step is due within your first 90 days of employment.

Press on the link to take you to the training page. Once you have completed the course, it will appear in your transcript in the Workday Learning app.

Complete Benefits Orientation

Note: You are strongly encouraged to complete this step prior to enrolling into your selected benefits (due within the first 30 days of employment).

This is a “to do”, meaning, it’s a recommendation that you look over this step carefully, but are not required to take any action. This “to do” provides information on benefits you are eligible for. This is simply informational, and does not enroll you into your benefits. We do recommend that you look this information over as soon as possible in order to ensure you are prepared to enroll in your selected benefits during your eligibility period. For fully benefited employees, the following benefit plans will need to be enrolled in or opted out of in MyOEBB:

- medical, dental, vision, life, accidental death and dismemberment, and long-term care insurance
- all other benefits are enrolled in or opted out of using Workday

Note: All employees can access the Benefits Orientation for fully benefited employees on PCC’s intranet under Staff Resources ([New Position at PCC - Full Benefits](#))

To complete the ‘to do’, select **Submit**.

A screenshot of a user interface element showing three buttons in a row. The first button is blue with the text "Submit" in white. The second button is light gray with the text "Save for Later" in gray. The third button is light gray with the text "Close" in gray. The "Submit" button is highlighted with a yellow rectangular border.

Have Questions?

For additional support, contact talentdev-group@pcc.edu.

Additional Resources

[New Employee Resources](#)

[Account Claim Instructions and Login Instructions for New Hires](#)

[Initiate, Manage, and Track Onboarding](#) for hiring departments

[New Position at PCC - Full Benefits](#) benefits information

[Payment Elections](#) instructions

[Tax Withholding Elections](#) instructions

[General Instructions for Completing Federal W-4 Tax Withholding form](#)

[General Instructions for Completing Oregon State W-4 Tax Withholding form](#)

[I-9 Instructions](#)