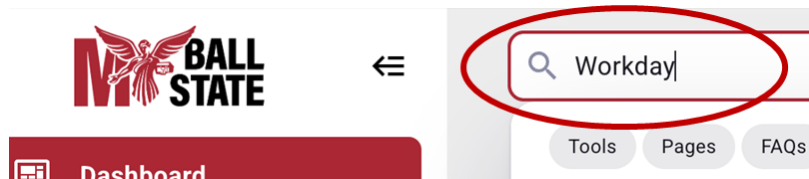# Onboarding: New Hire

The purpose of this Quick Reference Guide is to assist you with the completion of the new hire onboarding tasks.

Start Here

1. Access Workday by going to **MyBallState**
2. **Search Workday**
3. Login using your **Ball State username/password (SSO)**

Once you are logged in, you will see this initial screen. The greeting message rotates throughout the day depending on the user log in time. To access where you complete your onboarding, click on the "**Welcome to Onboarding!**" in the announcement card/tile. This link will take you directly to the Onboarding dashboard where your new tasks are waiting for you to complete.
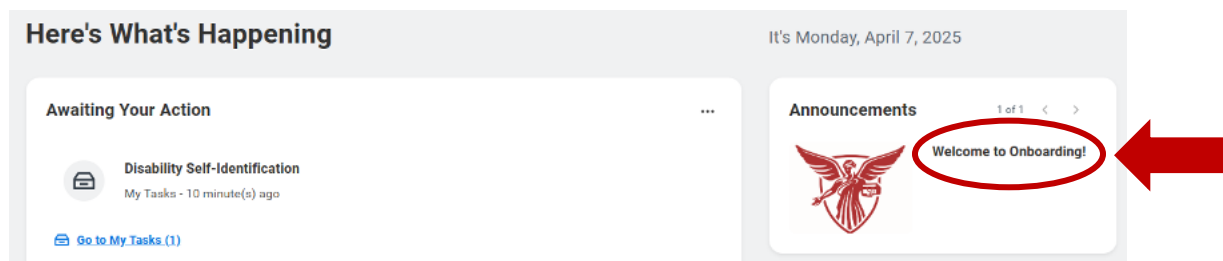
Detailed Instructions

1. Listed below are some of the tasks that you will be required to complete within the first three days after you are hired.

   - Enter Personal Information
   - Enter Contact Information
   - Edit Government IDs
   - Review Documents
   - Complete Federal Withholding (Tax) Elections
   - Complete State/Local Withholding (Tax) Elections
   - Complete Form I-9
   - Change Emergency Contact
   - Payment Election Enrollment Event

   **If you are benefit eligible you will also complete your insurance elections and retirement plan elections in the Onboarding dashboard. These tasks will appear once you have completed all your Onboarding documents.

2. Once you have completed all your required tasks, to get back to your main Workday dashboard click on the **Ball State logo** in the upper left-hand corner of your screen.
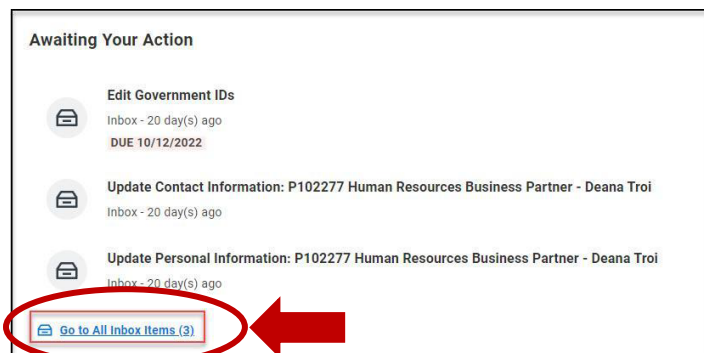
Onboarding: New Hire

3. Other ways that you can access your Onboarding tasks:
   a. Click the **Inbox** icon at the top right corner, as pictured below. The number that appears in the icon represents the number of items currently awaiting your action.
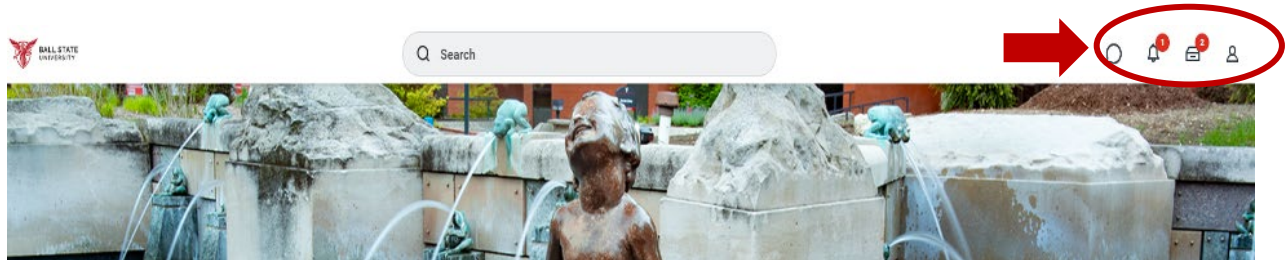
   b. You can also access your inbox from your homepage by clicking on **Go to All Inbox items** in the **Awaiting Your Action** section, as shown below.

Have Questions?

Having trouble navigating Workday? Click on the BSU logo, to return to the Main Menu.

For more support, contact workday@bsu.edu.

Additional Resources

For more information about Workday at Ball State check out
https://www.bsu.edu/about/administrativeoffices/division-human-resources/workday

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Note: Your access may look different based on your role.