



# Onboarding for Benefited Staff & Faculty

Onboarding begins once the Hire process completes in Workday. Once their background check clears, Onboarding tasks begin. The employee will receive an email asking that they log in to Workday to complete their Onboarding. **This guide is for Benefited Staff and Faculty.**

1. The new hire will get **Complete Form I-9** task found in their Workday inbox. You must fill out the requested information and Submit.

Most of your information will auto-populate. Please check for accuracy and add any missing information.

You must select your citizenship status.

Under Signature of Employee, you must select "I Agree".

Under Preparer and/or

Translator Certification (check one), you must select if you used a preparer/translator.

Signature of Preparer or Translator: this is only filled out if you used a preparer/translator.

**Complete Form I-9**  
3 hour(s) ago - Due 10/05/2023; Effective 10/02/2023

**Employment Eligibility Verification**

**Section 1. Employee Information and Attestation**  
Employees must complete and sign Section 1 of Form I-9 no later than the first day of work.

Last Name (Family Name) \*  First Name

Address (Street Number and Name) \*

Date of Birth \*   U.S. Social Security Number

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number):
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yy)

**Signature of Employee**  
I am aware that federal law provides for imprisonment and/or fines for false information, including my selection of the box attesting to my citizenship or immigration status.

By checking the I Agree check box, I acknowledge that I have read the attestation.

I Agree \*  Today's Date (mm/dd/yyyy) 03/26/2024

**Preparer and/or Translator Certification (check one):**

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing this form.



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2. After submitting your I-9, it routes to our HR office for verification.

If your work location is Lynchburg – In Office or Hybrid, you must visit Human Resources on campus to provide their identifying documents. Human Resources will submit you verification of the I-9.

If you are Remote, you must complete the Affidavit and have it signed by a notary. Scan and email your documentation and Affidavit to [HR@liberty.edu](mailto:HR@liberty.edu).


### 3. Liberty University's Statement of Doctrine

Review LU's Statement of Doctrine. Once reviewed, click Submit.

**Liberty University's Statement of Doctrine**

**Documents**

On this page, you can only download the original, unsigned version of the document.

Document  Statement of Doctrine

Click the below button to e-sign. Please note that when signing in Workday before you can submit the Inbox task. Please wait until the document is ready to sign.

**E-sign by Adobe Sign**

[E-sign by Adobe Sign](#)

### 4. Flames Pass: Not Remote

This task is simply reminding you to get your Flames Pass if you are on campus. You can put your Flames Pass on your phone or receive a physical copy. For more information please visit <https://www.liberty.edu/flamespass/university-id/>. If you are remote, and never plan to visit campus, no need to get to a Flames Pass.

Click **Submit** to move to the next step.

**Complete To Do** [Flames Pass: Not Remote](#) ⋮

1 hour(s) ago - Effective 10/02/2023

For	P-2027689 Administrative Assistant
Overall Process	<a href="#">Hire: Mickey Mouse</a>
Overall Status	Successfully Completed
Due Date	10/16/2023
Instructions	Please visit ID & Campus Services in Montview



# Onboarding for Benefited Staff & Faculty

## 5. Manage Payment Elections

Set up your direct deposit elections. You will change *Check* to *Direct Deposit*, then select your Account Type, add your Routing Number, Account Number, and Bank Name.

Click **OK** then **Submit**.

**Preferred Payment Method**

Regular Payments \* ✕ Check

**Account Information**

Account Type  Checking  Savings  None of the above

Routing Transit Number

Account Number

Bank Name

Bank Identification Code

Roll Number

**OK** **Cancel**

## 6. Enter Contact Information into MyLU

This provides instructions on entering your address in MyLU. Please follow the instructions on this step. Once your address is updated, click **Submit**.

An instructional video can be found here:

[https://watch.liberty.edu/media/t/1\\_qqu3qxxm](https://watch.liberty.edu/media/t/1_qqu3qxxm)

**Complete To Do** [Enter Contact Information into MyLU](#)

10 second(s) ago - Effective 10/02/2023

For P-2027689 Administrative Assistant

Overall Process [Hire: Mickey Mouse](#)

Overall Status Successfully Completed

Due Date 10/16/2023

Instructions [Managing your Address](#)



# Onboarding for Benefited Staff & Faculty

## 7. Complete Federal Withholding Elections

This is your W4. You are required to select your **Marital Status** and select “**I Agree**” at the end of the W4 indicating you understand the legal notice posted on the W4. Everything else is optional depending on your preferred elections.

Click **Submit**.

### Complete Federal Withholding Elections

W-4 Data

View Blank Form

Step 1:

Marital Status \*

Step 5:

Legal Notice

Your Name and Password ar

1. Under penalties of perjury,
2. You understand that your
3. You understand that all su

If you do not wish to use the  
The form is not valid without

I Agree \*

Submit

## 8. Complete State and Local Withholding Elections

Ensure the correct state you work in is selected.

Click **OK**.

Make your selections, select “**I Agree**” and **Submit**.

### Complete State and Local Withholding Elections

Virginia VA-4 Data

View Blank Form

Personal Exemptions 0

Age and Blindness Exemption 0

Additional Amount 0.00

Exempt

I Agree \*

Submit



# Onboarding for Benefited Staff & Faculty

## 9. Add Dependents

If you have any dependents who will be under your benefit coverage, you will need to add them here.

Click the orange **Dependents** button.

Click **Add**.

Fill out your dependent's information.

Click **Submit**.

The screenshot shows a 'Complete To Do' task titled 'Add Dependents'. It includes instructions: 'As necessary, please use the task below to add, you can submit this step now.' and 'Completing all onboarding steps in yo...'. A prominent orange button labeled 'Dependents' is visible. Below this, the 'Dependents' section is titled 'Mickey Mouse' and contains an 'Add' button. Underneath, it says 'none entered'. The 'Dependent Options' section is expanded to show 'Effective Date & Reason' with 'Effective Date' set to '10/02/2023' and 'Reason' as a text input field. At the bottom, there are three buttons: 'Submit' (orange), 'Save for Later', and 'Cancel'.



# Onboarding for Benefited Staff & Faculty

## Review Documents

Here you will attach proof of their dependency. The Proof of Dependency document examples will give you further details on what documentation is accepted.

You will get the **Add Dependents** task again. If you have more dependents to add, you will repeat this step. Once everyone is added and documentation has been uploaded. **Submit** the task.

\*If you have **no dependents**, no additional action is needed. Click **Submit**.

**Review Documents** Review Documents for Dependent Event: 12 second(s) ago - Effective 10/02/2023

**Documents**

Document Proof of Dependency document examples

Instructions Please note: If you are covering the dependents on benefit

Drop file here

or

Select files

**Complete To Do** Add Dependents

Instructions As necessary, please use add, you can submit this

Completing all onboarding

**Dependents**

## 10. Change Benefit Elections

This is where you will elect benefits.

Click the orange **Let's Get Started** button.

**Change Benefit Elections**

3 second(s) ago - Due 10/04/2023; Effective 10/02/2023

Initiated On 10/02/2023

Submit Elections By 11/15/2023

**Let's Get Started**

