



# Onboarding for Non-Benefited Staff & Faculty

Onboarding begins once the Hire process completes in Workday. Once the 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 Non-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 and understand the consequences of providing false information.

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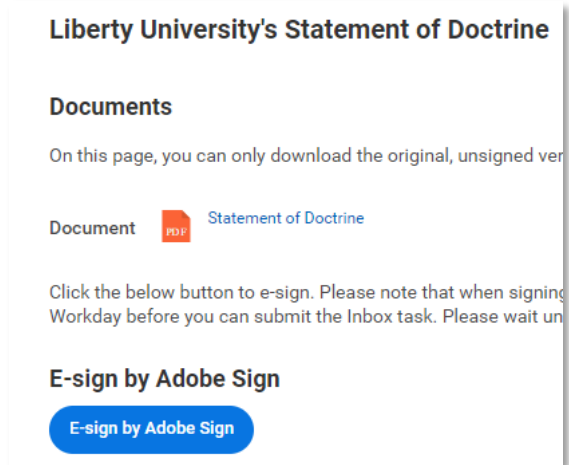
2. After submitting your I-9, it routes to our HR office for verification.

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

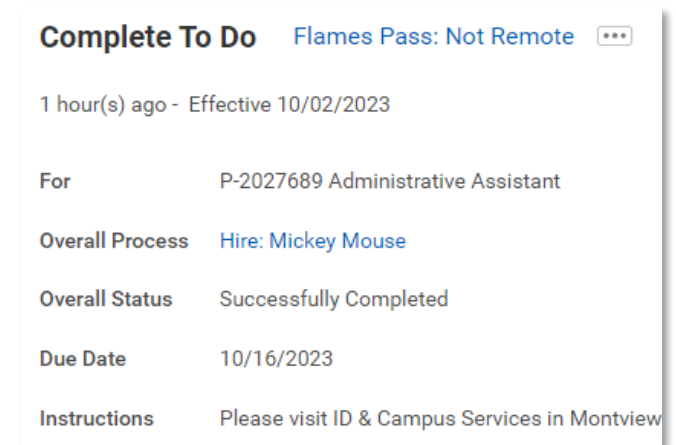
Review LU's Statement of Doctrine. Once reviewed, click Submit.



### 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.





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## 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](#)



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## 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

Congratulations! You are now onboarded!