



# Onboarding for Students

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.

1. New hires 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

Last Name (Family Name) \*  First

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 s information, including my selection of the box attesting to my citizenship or in

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

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 complet



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2. After submitting your I-9, **go to the Human Resources office** with your identifying documentation.

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 your 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).

For a list of acceptable I-9 documents, click [here](#).

3. **Liberty University Statement of Doctrine**

Review the Statement of Doctrine document. Once reviewed, click the blue **E-sign by Adobe Sign** button and click **Continue** if an Adobe Pop-up appears. Scroll to the bottom and click in the Signature box. Type your name and click **Apply**. Finally, click **“Click to Sign.”**

Once back in Workday, click **Submit**.

### Liberty University's Statement of Doctrine

#### Documents

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

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 task is ready.

#### E-sign by Adobe Sign

[E-sign by Adobe Sign](#)

4. **Complete Questionnaire – Student FICA Exemption Questionnaire**

Qualified students working for Liberty University have the option to not pay FICA taxes. Please indicate your FICA tax status here. Select 'Yes' if you claim exempt status. Select 'No' if you do not qualify to claim exempt or want FICA taxes to be withheld.

### Complete Questionnaire 'Student FICA

#### Student FICA Exemption Questionnaire

Are you EXEMPT from FICA taxes? (Do Not Withhold)

Students enrolled and regularly attending class During summer break you will be subject to the to Non-Exempt unless you notify Human Resources. If you are a nonresident alien international student year.

- Yes  
 No



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## 5. To Do: Voluntary Deduction for Student Accounts

As a student worker you are eligible to have funds you earn applied to your Student Account. To have those funds deposited toward your student account, you will follow the next steps. Once set up, these deductions can be changed at any time.

Click the orange **Voluntary Deductions** button to add. Click **Add**.

Select **Student Account Deduction** next to Deduction. Select the **Frequency** you would like to see the deduction taken from your paychecks. Indicate the **Start Date**. The start date will auto populate to the first day of the next pay period, which is the earliest date you can make elections for. You may add an **End Date** if you would like - this is optional. Finally, input the **Value** or the amount you would like deducted.

Please indicate the amount you would like deducted by percentage. For example, enter 10 if you would like 10% deducted.

If you have any questions about this deduction please reach out to Human Resources by emailing us at [HR@liberty.edu](mailto:HR@liberty.edu) or calling (434) 592-7330.

Once completed, go back to your Workday Inbox and **Submit** the task.

**Voluntary Deductions**

**Add**

**Add Voluntary Deduction**

Worker: Mickey Mouse

Deduction: \* X Student Account Deduction

Frequency: \*  One-time  Ongoing

Pay Cycle Frequency: Bi-Weekly

Start Date: \* 01/21/2024

End Date: MM/DD/YYYY

Next Payment Date: 02/09/2024

Type: \*  Amount  Percent

Value: \* 10

**OK** **Cancel**



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## 6. Manage Payment Elections

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

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

**Manage Payment Elections**

27 second(s) ago - Due 10/04/2023

**Preferred Payment Method**

Regular Payments \*

**Account Information**

Account Type  Checking  Savings  None of the above

Routing Transit Number

Account Number

Bank Name

Bank Identification Code

Roll Number

## 7. 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**.

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

10 second(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	<a href="#">Managing your Address</a>

An instructional video can be found here: [https://watch.liberty.edu/media/t/1\\_qqu3qxxm](https://watch.liberty.edu/media/t/1_qqu3qxxm)



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## 8. 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

## 9. 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

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!