



NJCU
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KEAN

Workday Onboarding Guide

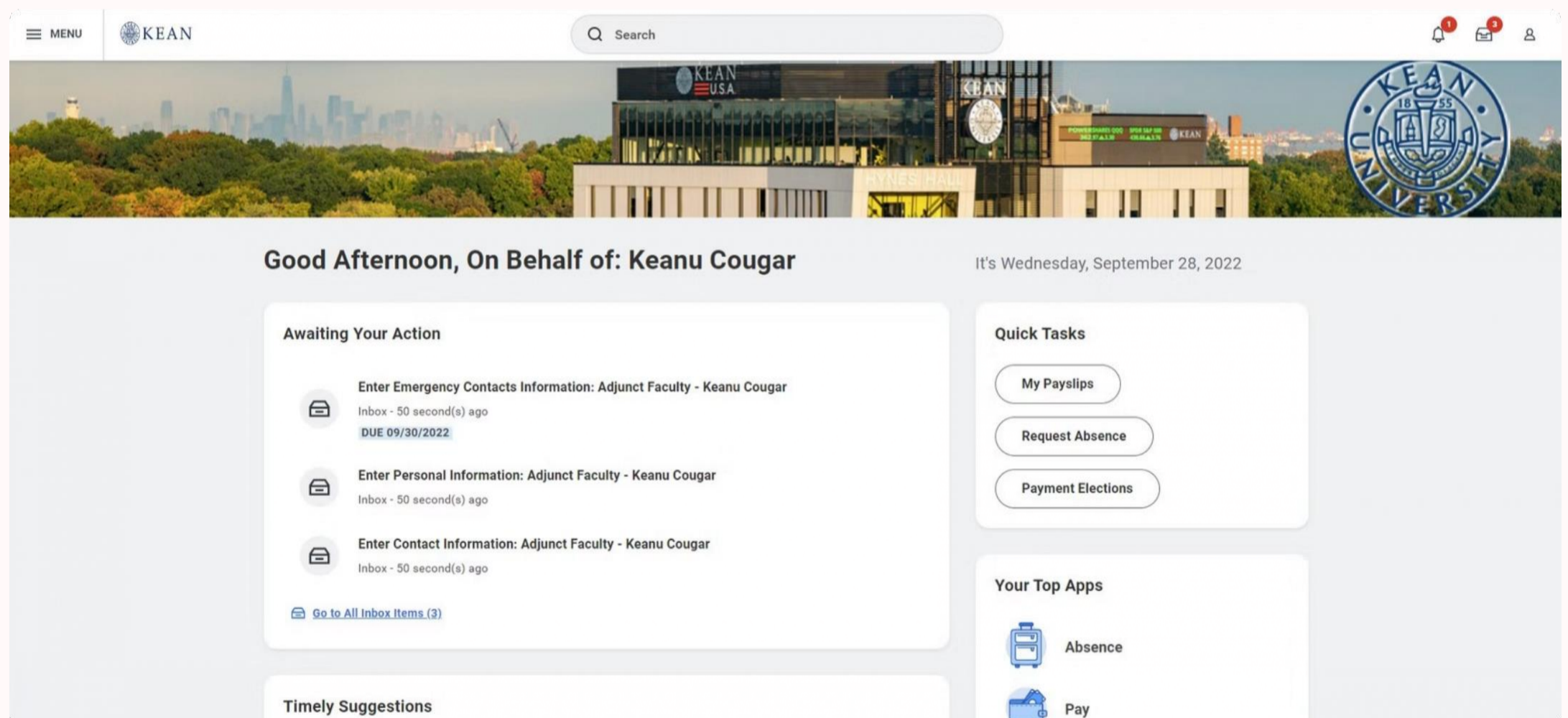




Welcome to Workday at Kean University

Workday is Kean University's Human Resources Information System (HRIS). It is your central hub for completing onboarding tasks, managing your personal information, viewing pay slips, and much more. As a new employee, this will be your go-to self-service portal for all HR and Payroll needs.

 Access Workday at wd503.myworkday.com/kean using your Kean University username and password. **We strongly recommend bookmarking this link** for easy, everyday access.



Once logged in, your Workday home screen displays your personalized dashboard — including your **Inbox** (where onboarding tasks await your action), **Quick Tasks** like viewing pay stubs or requesting an absence, and **Top Apps** for frequently used tools. Your inbox is where you'll begin — click the inbox icon at the top right of the screen to get started.

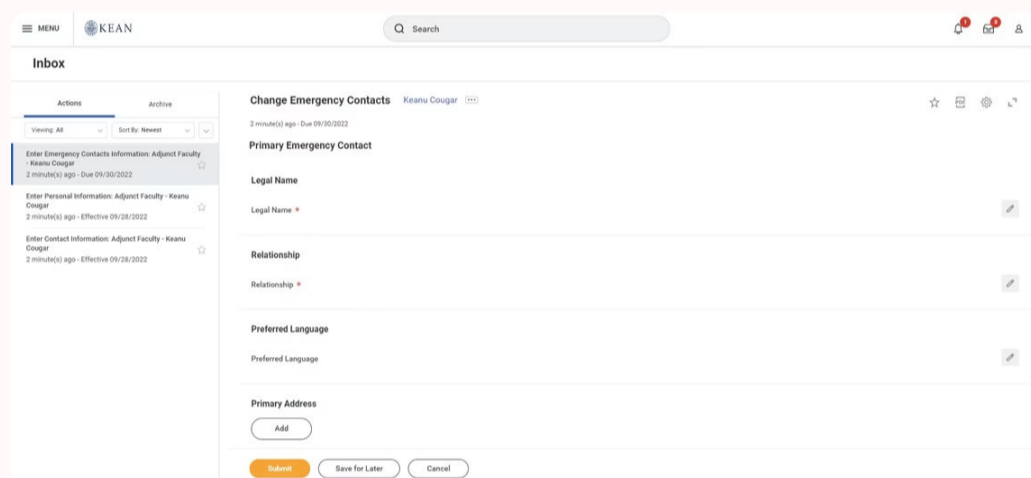


Navigating Your Workday Inbox

Your inbox is your command center for onboarding. Here's how to navigate it efficiently and complete your tasks in the right order.

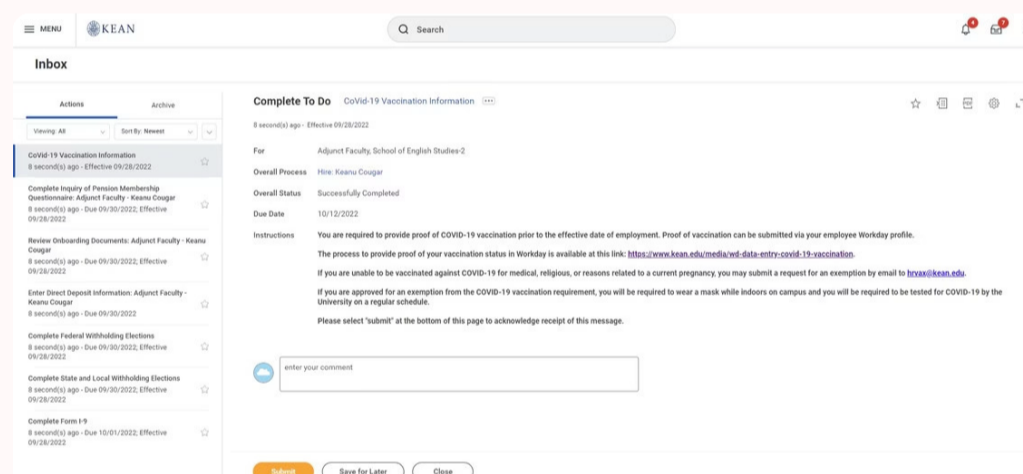
Step-by-Step Guidance

Tasks appear one at a time with clear instructions. Open each task, complete the required fields, and click **Submit** to proceed.



Policies & Acknowledgements

Some inbox items require you to read a policy document and check an acknowledgement box before clicking **Submit**. Be sure to read each document carefully, and save any that you may need — these are important compliance requirements for all Kean University employees.



✔ **Don't forget:** After completing a task, new items may load in your inbox. Click the **Refresh** button — shown below — to reveal your next steps and ensure no tasks are missed.

You have new inbox items.

 Refresh




Your Workday Onboarding Checklist

Inside your Workday inbox, you will find a series of required onboarding tasks and policy documents to review. These tasks are designed to guide you through the onboarding process step-by-step, beginning with updating your personal information and contact details, followed by reviewing and acknowledging important university policies and required forms.

Please complete all onboarding tasks carefully and in the order presented. All items must be completed prior to your July 1 start date to ensure a smooth onboarding experience.

Inbox tasks to complete

- Enter Personal Information
- Enter Contact Information
- Change Emergency Contact
- Complete State and Local Withholdings
- Complete Federal Withholdings
- Manage Payment Elections (Direct Deposit)
- Complete Form I-9
- Review Documents 
- Change my Photo

Policy & Ethics Documents to Review

- Uniform Ethics Code & Plain Language Guide to NJ Ethics Standards
- Kean Supplemental Ethics Code & Ethics Acknowledgement Form
- State Policy / Title IX Disclosure and Acknowledgement
- NJ Procedures for Internal Complaints Alleging Discrimination
- NJ State Policy Prohibiting Discrimination in the Workplace
- Kean University Sexual Harassment Policy and Procedures
- Kean University Computer Related Acceptable Use Policy
- Drug Free Executive Order & NJ Domestic Violence Policy
- Policy for the Protection of Minors on Campus
- Kean University Foreign Corrupt Practices Act

Completing these items on time ensures your employment record, payroll setup, and compliance documentation are all in order. Some tasks will only appear after earlier ones are submitted! Please ensure all tasks have been completed before logging out.