Welcome to Brown University! Once a user name and password are secured, a new hire at Brown needs to complete a variety of tasks in Workday, Brown’s HR, payroll and finance system. To begin your onboarding tasks, please follow the instructions on the New Hire Onboarding in Workday page.

Getting Started
After clicking your Onboarding worklet on Your Home Landing Page in Workday, click Take Me There to begin your onboarding process.

Navigating Onboarding
On the Onboarding landing page, you may view your tasks in the Your Onboarding Checklist panel on the left side of your screen. Click the Welcome to Brown! link in the center panel of your landing page to take a virtual tour of Brown University and download a self-guided tour map. You might also want to review the Top Things New Hires Should Know About Brown for information on benefits, wellness, transportation, and professional development. The panel on the right includes links to the Employee Programs web page, the University Human Resources website, and the Brown University News Bureau.
Completing Your Checklist Tasks
Complete each task in your Checklist by following the instructions for each transaction

Complete To Do
Make Direct Deposit and Payment Elections

For: PCS225601 Trainer
Overall Process: Hire, Malone, Sam (700010)
Overall Status: Successfully Completed
Due Date: 04/17/2014

Instructions:
Please use the process below to make your Direct Deposit elections, by entering banking information in Payment Elections. You may also use this process to opt out of receiving a paper advice or paystub by making a Paystub election.

Please note that this is a two step process. As such, when you have completed this task, please remember to come back to this page to click the "Submit" tab at the bottom of this message. Please note that if you are not ready to enroll in these options now, you may click "I'm Done" and add this information later. Have questions? Contact 401-863-3175.

Add Payment Elections

Submitting and Clearing Tasks
Note: After completing each transaction, it is critical you navigate back to the Checklist and click Submit in order for that transaction to be successfully submitted. For example, once you’ve completed your direct deposit and payment elections, navigate back to the Checklist and click Submit