

Student Employment: Completing Onboarding in Journeys

Overview

The following tasks must be completed in [Ignite](#), prior to the employee's first day of employment.

Pre-Hire Tasks:

1. Confidentiality Agreement for Student Employees
2. Complete Federal I-9 Form for Student Employees
3. Drug and Alcohol Policy and Resources
4. Memorandum of Understanding

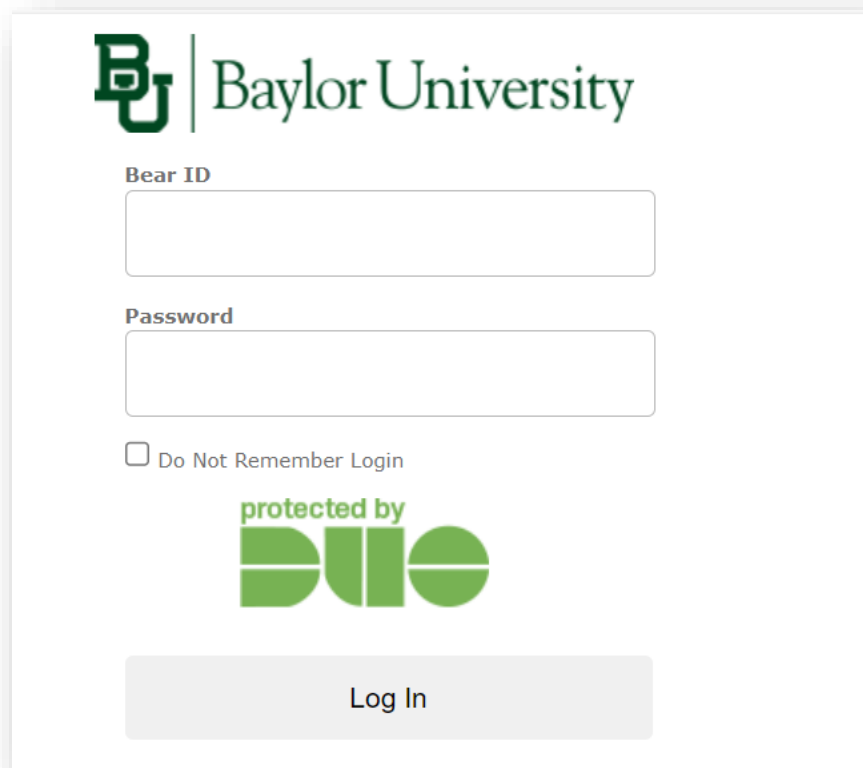
The following tasks should be completed **on** the employee's first day of employment.


Day 1 Tasks:

1. Complete your W4 Form
2. W-2 Delivery Method
3. Enroll in Direct Deposit
4. Confirm Homes Address for Tax Withholding

Completing Pre-Hire Onboarding Tasks

1. Log into [Ignite](#) using your Duo Credentials.




 | Baylor University

Bear ID

Password

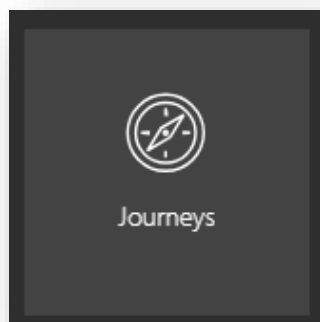
Do Not Remember Login

protected by


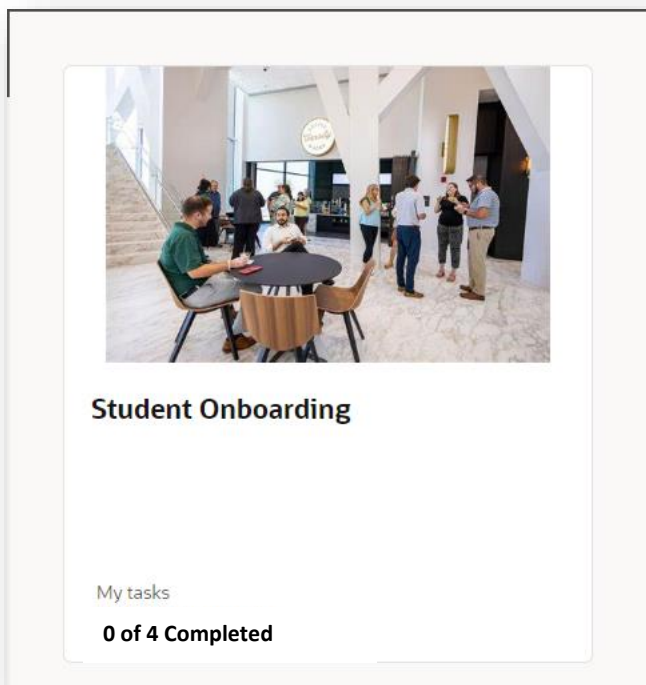
Log In

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2. After logging into Ignite, you will have minimal options until you have been authorized to begin working.
 - a. Go to the **Me** tab and select the **Journeys** tile.







3. Select the **Student Onboarding** tile



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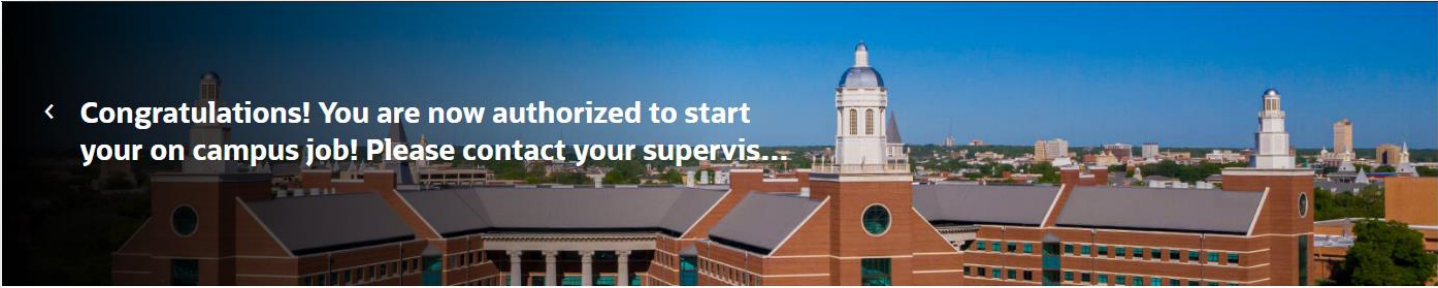
- All required Pre-Hire Onboarding tasks will be displayed on individual **rows**. Click each **row** in order to open the task and complete the required steps.
 - Once the task is complete, select **Done**.

 Student Pre-Hire Confidentiality Agreement for Student Employees	Required	... ▾
 Student Pre-Hire Complete Federal I-9 Form for Student Employees	Required	... ▾
 Student Pre-Hire Drug and Alcohol Policy and Resources	Required	... ▾
 Student Pre-Hire Memorandum of Understanding for Student Employees	Required	... ▾





Completing Day 1 Onboarding Tasks

You are **Authorized to Work** once all required Pre-Hire Onboarding is completed. Additional Day 1 Onboarding Tasks will be assigned, that you must complete as soon as you have access to them.

- Refer to [Steps 1-3 of Pre-Hire Onboarding](#) to access the new tasks assigned to you.
- Click each **row** in order to open the task and complete the required steps. Once the task is complete, select **Done**.



◀ **Congratulations! You are now authorized to start your on campus job! Please contact your supervis...**

Tasks	Tasks completed	4 of 8
 Student Day 1 Tasks Complete your W4 Form Due in 3 days	Required	... ▾
 Student Day 1 Tasks W-2 Delivery Method	Required	... ▾
 Student Day 1 Tasks Enroll in Direct Deposit	Required	... ▾
 Student Day 1 Tasks Confirm Home Address for Tax Withholding Due in 3 days	Required	... ▾