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

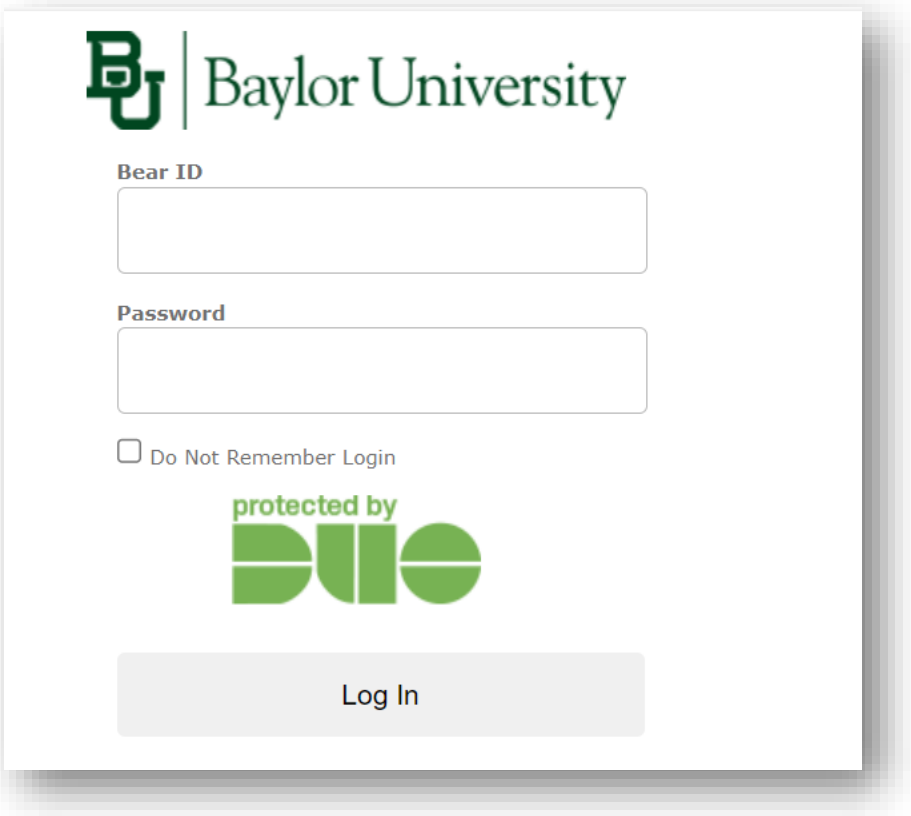
The following tasks should be completed **on** the employee's first day of employment.

Day 1 Tasks:

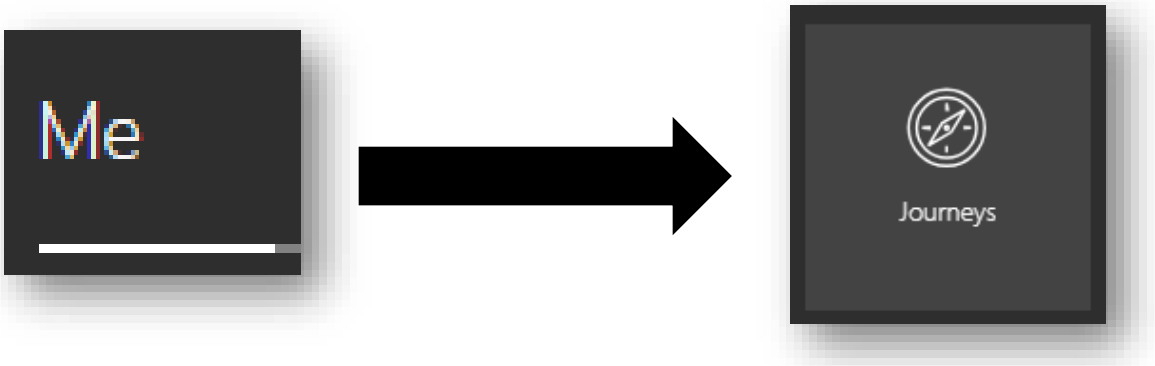
1. Complete your W4 Form
2. W-2 Delivery Method
3. Enroll in Direct Deposit
4. Confirm Homes Address for Tax Withholding

Completing Pre-Hire Onboarding Tasks

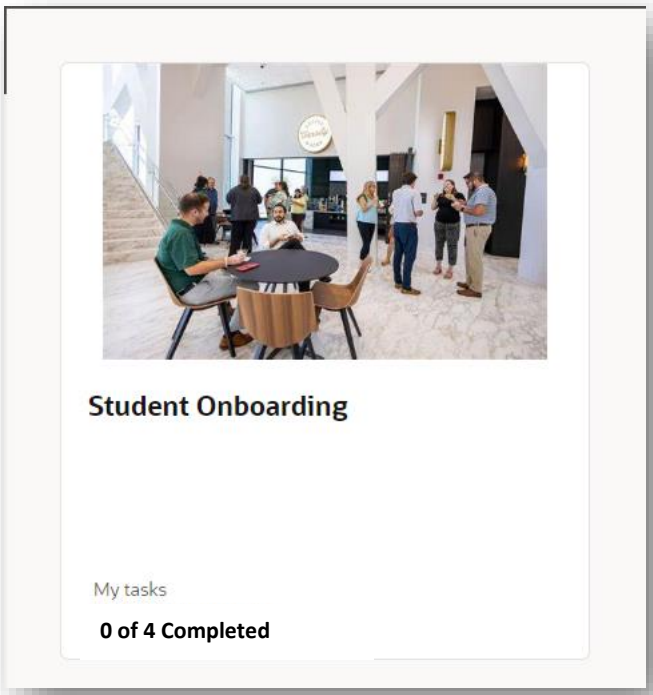
1. Log into Ignite using your Duo Credentials.



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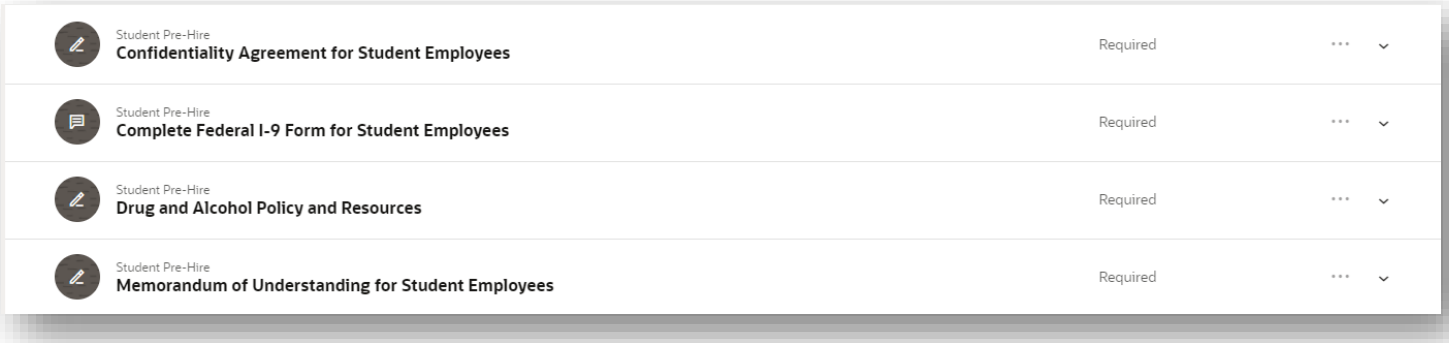
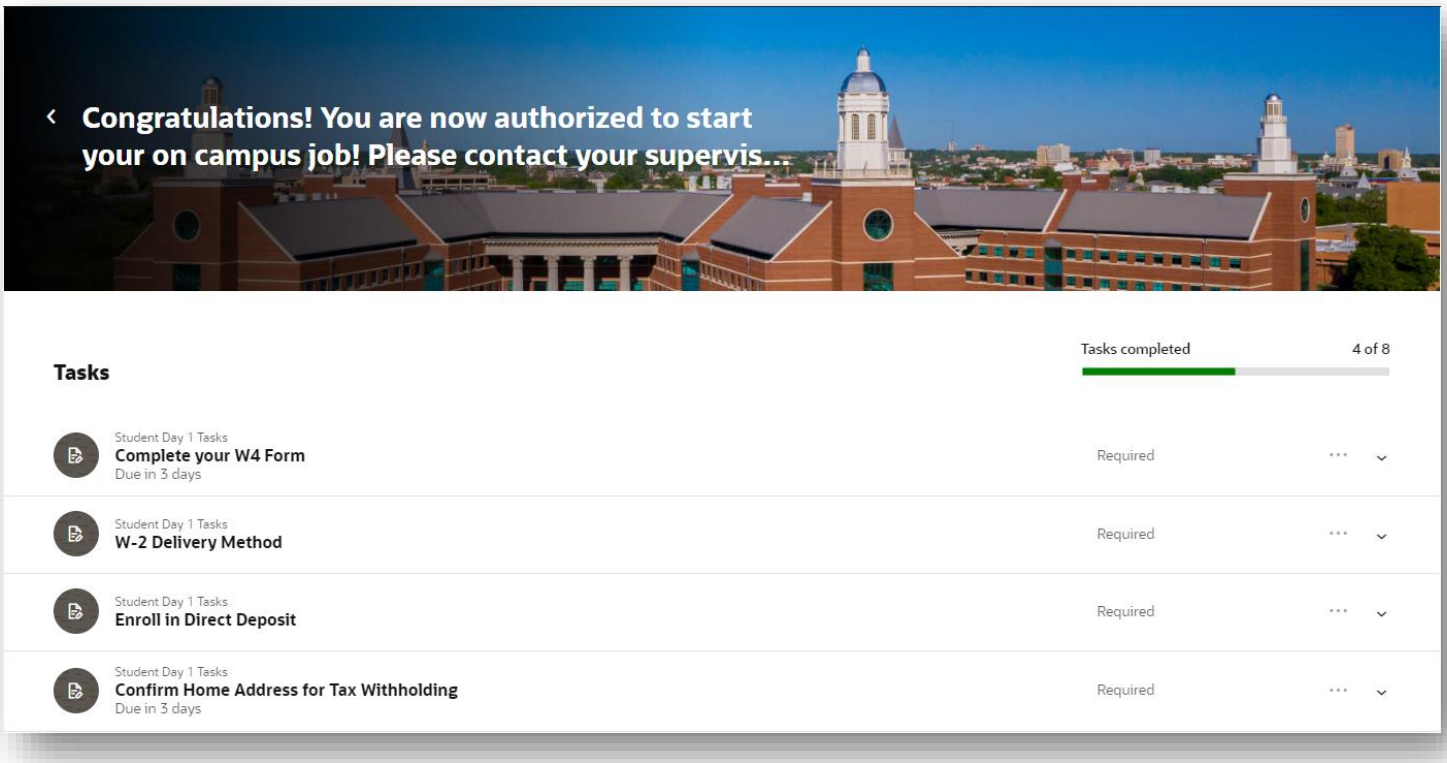
4. All required Pre-Hire Onboarding tasks will be displayed on individual **rows**. Click each **row** in order to open the task and complete the required steps.
    a. Once the task is complete, select **Done**.



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.

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