

BENTLEY UNIVERSITY

WELCOME TO THE BENTLEY COMMUNITY

We are a dedicated group of faculty, staff, students, and others who come together to achieve the goals of this university. We are proud of the work we do to support the mission of this university – “To educate creative, ethical and socially responsible organizational leaders by creating and disseminating impactful knowledge within and across business and the arts & sciences.”




This guide is designed to provide you with some of the navigational information you may need to help you get acclimated. Starting a new job is not always easy. This information is intended to get you up to speed quickly and efficiently, so you can spend less time looking for things, and more time enjoying your new role.



WORKDAY:

Workday is a cloud based system used to house employee information. Forget the mounds of paper you are used to filling out and look for the electronic tasks in your Workday inbox to complete your onboarding. Below are the new hire tasks and instructions that must be completed in your first week.

Task:	Instruction:
<p>Complete Form I-9</p>	<p>*Section 1 (employee portion) needs to be completed on or before your first day. Please see page X for help on which section to complete.</p> <p>*Please see page X for a list of acceptable documents evidencing identity and employment authorization. Please bring this to HR (Rauch 201) within the first 3 days of your start date.</p>
<p>Add Social Security Number</p>	<p>Under the National IDs section click on the ⊕ A new line will populate asking for the following: Country ID Type A blank space to fill in your SSN</p> <p>*See page X for a visual demonstration</p>

Enter Passport & Visa Information	Complete all required fields by click on the  located to the right of section
Enter Personal Information	Complete all required fields by click on the  located to the right of section
Enter Contact Information	Complete all required fields by click on the  located to the right of section
Federal Tax Election	Complete all required fields. For questions regarding payroll please contact our payroll department at 781.891.2154
State Tax Election	Complete all required fields. For questions regarding payroll please contact our payroll department at 781.891.2154
Direct Deposit Form	<p>Complete all required fields. You will need your Routing Number, Bank Name, Account Type, and the Account Number</p> <p>For questions regarding payroll please contact our payroll department at 781.891.2154</p>
Change Emergency Contact	Complete all required fields. It is important this section is completed and kept current so that we have a contact in case of an emergency
Benefit Change	<p>You have a 30 day window to complete your benefit enrollment. After your benefit window is closed and you have successfully enrolled your benefits will begin on the 1st of the month following your start.</p> <p>*For all benefits related questions please contact Sandy Smith, Senior Benefits Specialist at ssmith@Bentley.edu or Shauna Anderson, Human Resources Systems and Benefits Analyst at sanderson@Bentley.edu. You can also call the HR Front desk for assistance at 781.891.3427.</p>
Sign the Massachusetts Family & Medical Leave Law form	

	<p>Please review "Rights under Massachusetts Family Medical Leave Law" police and indicate your acknowledgment by checking the box below. By selecting "I agree" and hitting "Submit", you are acknowledging your receipt of the information.</p> <p>In the event you refuse to submit your acknowledgement of receipt, you should indicate your refusal to submit your acknowledgement in the Comments section below and hit "I agree" and "Submit". Your acknowledgement response will be retained in Workday.</p>
<p>Complete the Prior Service Credit Form (if applicable)</p>	<p>If you have prior service credit at another institution or non-profit, please complete the attached form and submit to your Benefits partner. This credit will count as eligibility to our Employer Contribution on 403(b). Please print the form and return it to Human Resources.</p> <p>If you are not eligible for the prior service credit please submit the task electronically to push it through the system. No action will be taken.</p> <p>If you have any questions about the form please contact Sandy Smith, Senior Benefits Specialist at ssmith@Bentley.edu or Shauna Anderson, Human Resources Systems and Benefits Analyst at sanderson@Bentley.edu. You can also call the HR Front desk for assistance at 781.891.3427.</p>
<p>Sign the Confidentiality Agreement</p>	<p>Please review Bentley's Confidentiality Agreement and indicate your acknowledgment by checking the box below.</p> <p>By Acknowledging this document you are stating that you have read and agree to the contents and terms of the attached confidentiality agreement.</p>

DON'T MISS OUT!

- Look for the **Announcements Dashboard** found on your Workday homepage. Important information is displayed there regularly.
- Check out the Human Resources website ([Click here!](#)) to find more information about our department, what we do, and who we are!
- As a member of the Bentley Community you will be set up with an account to **LinkedIn Learning**. LinkedIn Learning offers over 6,000 courses covering a wide range of technical, business, software and creative topics,
- *Check out the **Admin Go-To Guide** ([Click here!](#)) for more helpful tips and tricks! **Bentley's Administrative Go-to Guide** is intended to make doing business at Bentley easier. It

provides users with the information needed to successfully navigate the business and administrative functions at Bentley University.

Helpful Contacts:

Human Resources→ 781.891.3427

IT Helpdesk→ 781.891.2854

Payroll→ 781.891.2154

Police (business line)→ 781.891.2202

Police (emergency line)→ 781.891.3131