

Login

Login to Workday by navigating to <http://workday.cca.edu>. Use your CCA Google account to login from the home screen.

Complete Onboarding Steps

1. Note the 4 navigation areas highlighted (Navigate, Search, Profile, Inbox), then click **Let's Get Started**.
2. Click on the **Getting Started** worklet, then **Take Me There**.
3. Click **View Inbox**.
4. Read the **Job Search** task in your Inbox. DO NOT SUBMIT until you have been offered a job. Once you have been offered a job, click **Submit** to begin the rest of the onboarding steps below.
5. **Visit Human Resources with ID**
 - Before you begin working, you must visit the Human Resources (HR) office to verify your identification and eligibility to work. Once you bring your [acceptable I9 documents](#), your job will be approved and the I9 task will be sent to you to complete in Workday.
 - Mary Aymor-Thuku is available for I-9 verifications on Monday & Wednesdays.
 - Students may visit the HR Office located in 80 Carolina, 2nd Floor, Front Desk on Monday or Wednesday between 9-4pm for verifications. No appointment needed. Closed 12-1 for lunch
6. Follow the instructions to complete each of the required steps: (this must be done AFTER you visit the HR Office)
 - Complete Form I-9
 - Complete Federal Withholding Elections
 - Review [ETS Confidentiality](#)
 - You must download and print this form, complete and sign it, then scan and upload it to complete this step.
 - Review Sick Leave Designated Person (optional)
 - Sign up for Direct Deposit

