PeopleSync for New Student Hires

Welcome to PeopleSync, NYU's HR and Payroll system! As a new student employee, you are required to complete the onboarding tasks listed below in PeopleSync. This tip sheet will help you:

- Complete your I-9 form (required)
- Enroll in Direct Deposit
- Add Federal Income Tax withholding elections (Form W-4)

Note: SIS/Albert is the system used to maintain student employee data such as contact information, emergency contacts and personal information. If this data is incorrect in PeopleSync, please make corrections to your information in SIS. You cannot update this information in PeopleSync.

Getting Started: Log in to PeopleSync

You must have an active NetID to access PeopleSync.

ENROLL IN MULTI-FACTOR AUTHENTICATION (Finance & Information Technology, Campus Services, and Human Resources employees only)

To enhance the security of employees' information, NYU requires the use of Multi-Factor Authentication (MFA) to access PeopleSync. Follow the steps below or watch this video for instructions on how to enroll in MFA.

1. Log into the NYU Start page at start.nyu.edu with your NetID and password.
2. Click "NYU Multi-Factor Authentication Registration & Update" and provide the requested information.
3. Follow the instructions in the confirmation email you will receive to install the Duo Mobile app on your smartphone and confirm your account.
4. Sign into PeopleSync via NYU Home with your NetID and password
5. Use a physical device such as a smartphone, tablet, or landline phone to confirm your identity.

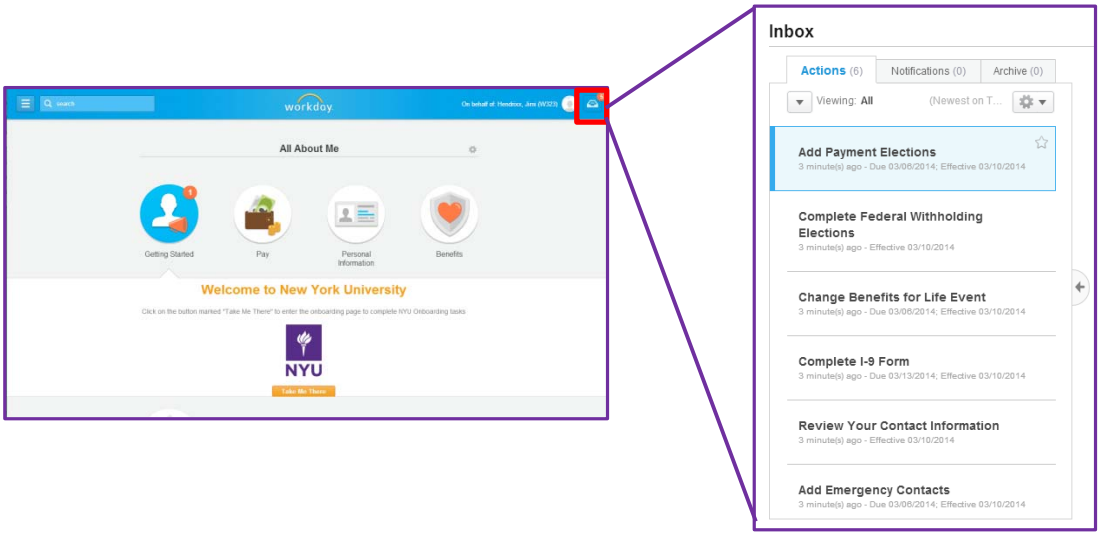
More information is available at www.nyu.edu/it/netid/mfa. If you any questions about Multi-Factor Authentication, please contact the IT Service Desk open 24x7 at 212-998-3333 or AskIT@nyu.edu.

After activating your NetID and enrolling in MFA, log in to PeopleSync by:

- Clicking on "PeopleSync Login" on your NYU Home "Work" tab OR
- Clicking on the link included in a PeopleSync notification you received in your NYU email

When you log in to PeopleSync for the first time, you will see navigation hints. Click the green "Let's get started!" button to begin.

Click on the Inbox icon in the upper right hand corner of the page to view your onboarding tasks.



Task 1: Complete your I-9 Form

You are required to complete an I-9 form in PeopleSync to verify your employment eligibility.

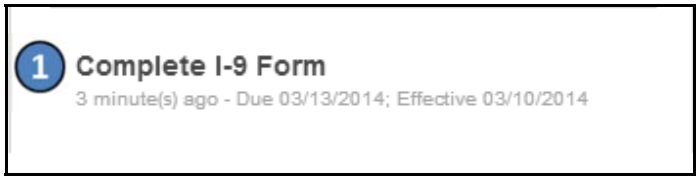
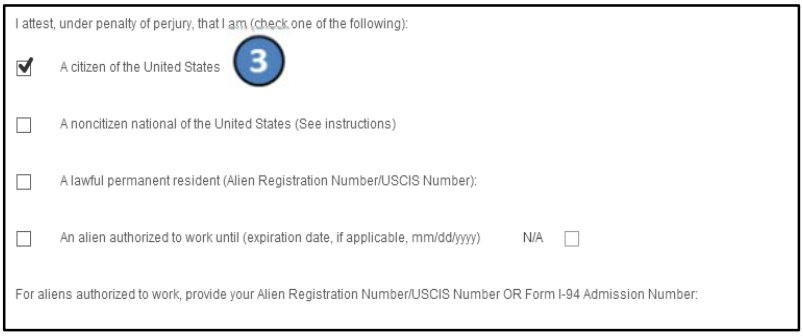
Notes: Some information may be pre-populated when you open your I-9 form in PeopleSync, including Name, Address, Date of Birth and Social Security Number. If the information that appears is incorrect, please contact PeopleLink or the Wasserman Center for Career Development before proceeding.

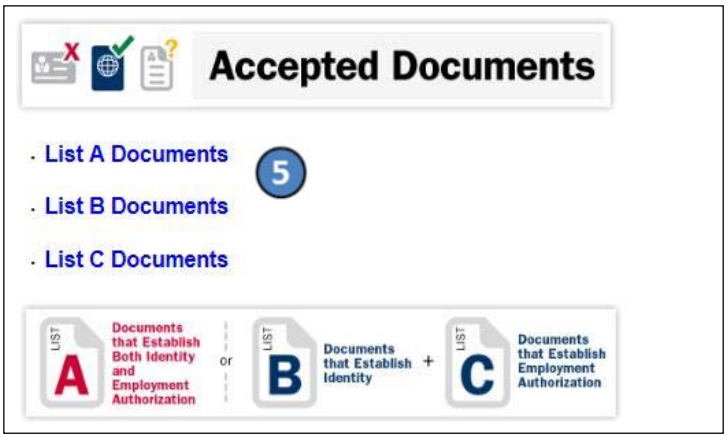
You must complete Section 1 of the I-9 form on or before your start date.

AÕer compleÕng SecÕon 1 of the I-9 Form, you must bring acceptable veriļ caÕon documentaÕon to the Wasserman Center for Career Development for approval within 3 days of your start date. Only signed, original documents are accepted. Photocopies are NOT accepted. Details of acceptable documentation can be found here.

If you need remote veriļ caÕon or translator assistance, please contact the Wasserman Center for Career Development for support.

Follow the steps below to complete your I-9 form.

Steps	Screens
1. In your PeopleSync inbox, locate the [Complete I-9 Form] task.	
2. On the Complete I-9 Form page, read the form and follow instructions to fill out Section 1. Some information may pre-populate in this section. If the information is incorrect, contact PeopleLink or the Wasserman Center for Career Development.	 Required Fields ☐ First and Last Name ☐ Address, City, State, Zip Code ☐ Date of Birth You can also enter: Social Security Number, Email Address and Phone Number.
3. Identify yourself as a: ☐ US citizen ☐ Noncitizen national ☐ Lawful permanent resident ☐ Alien authorized to work until a specific date	
4. Scroll to the bottom of the page and provide your electronic signature by checking I Agree. Click [Submit]	

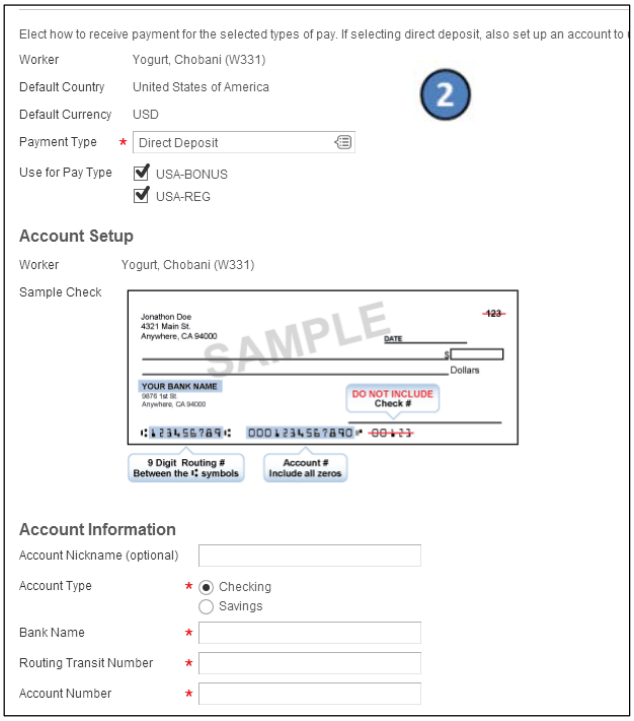
Steps	Screens
5. To complete your I-9 Form, you must provide acceptable forms of personal identification to the Wasserman Center for Career Development for approval. Only signed, original documents are accepted. Photocopies are NOT accepted.	

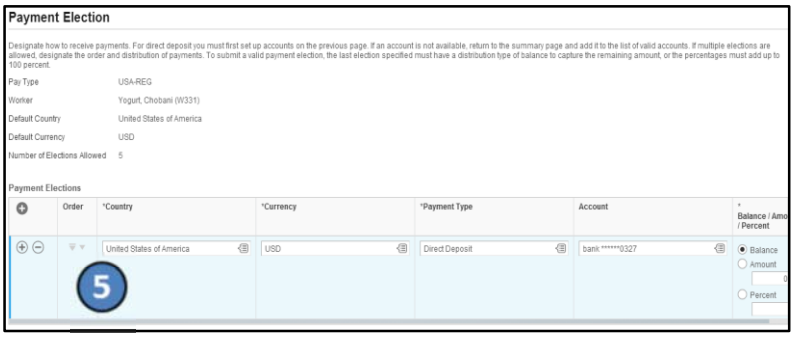
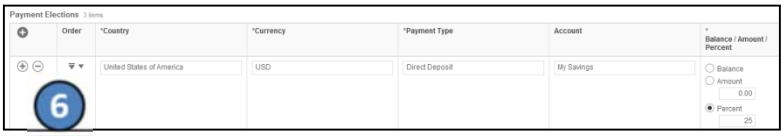
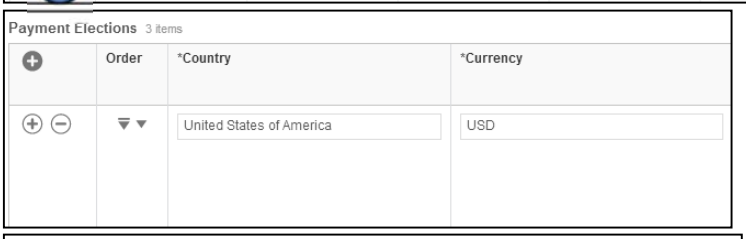
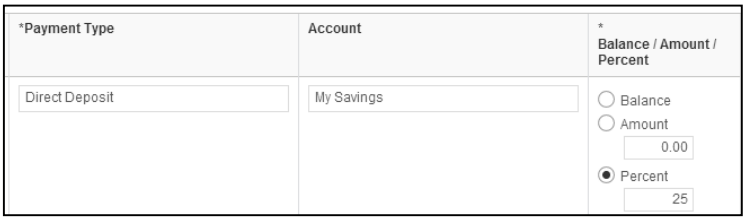
Task 2: Enroll in Direct Deposit

As an NYU employee, you can receive your NYU paycheck through Direct Deposit (known as Payment Elections in PeopleSync). Using PeopleSync, you may add up to five Direct Deposit accounts.

Note: Direct Deposit changes may take 1-2 weeks to take effect.

Follow the steps below to enroll in Direct Deposit.

Steps	Screens
1. In your PeopleSync inbox, locate the [Add Payment Elections] task. Click [Add Payment Elections].	
2. On the Payment Election Option page, enter: ☐ Account Nickname (optional) ☐ Account Type* ☐ Bank Name* ☐ Routing Transit Number* ☐ Account Number* Note: Do NOT change the Payment Type (defaults to Direct Deposit) or the "Use for Pay Type" checkboxes.	

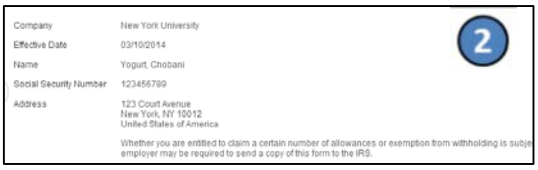
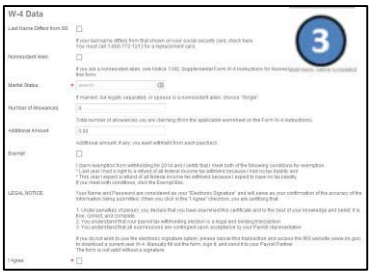
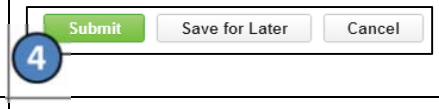
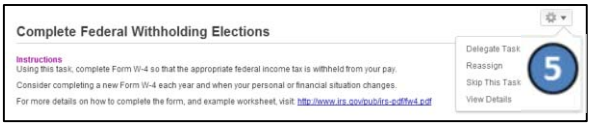
Steps	Screens
3. Click [Change Account] or [Delete Account] to adjust account details	
4. Click [Change Election] to update the distribution of payments across accounts	
5. On the new Payment Election page use the ⊕ and ⊖ icons to add or remove payment election rows Note: When you select more than one allocation for a pay type you must specify how to distribute the payments	
6. In each payment election row, enter: ☐ Country* ☐ Currency* ☐ Payment Type* ☐ Balance / Amount / Percent* Note: Under Payment Type, select Direct Deposit You must use a Balance distribution type for the last election if the combined Percent does not equal 100%	  
7. Click [OK]	

Task 3: Add Federal Withholding Elections (W-4)

You can make Federal Withholding Elections by completing a W-4 form in PeopleSync to indicate the amount of federal income tax withheld from your pay. If you do not complete this task, you will default to "Single, 0 Exemptions." For more details and an example worksheet to help you complete the form, click here.

Note: If you are a Non-Resident Alien, do NOT complete this task until you have submitted NYU Glacier documents to the Wasserman Center for Career Development.

Follow the steps below to add Federal Withholding Elections.

Steps	Screens
1. In your PeopleSync inbox, locate the "Complete Federal Withholding Elections" task. Note: If you do not want to add Elections, skip to step 5.	
2. Information at the top of the form populates based on your employee record.	
3. Complete the form to note your elections	
4. Check "I Agree" and click [Submit].	
5. If you do not wish to make elections, click the icon and select [Skip This Task]	

Steps	Screens
6. Add a comment and click [OK] to complete the task	

SUCCESS

You have completed your onboarding tasks in PeopleSync!

For more information on managing your HR and Payroll information in PeopleSync, please visit nyu.edu/peoplesync.