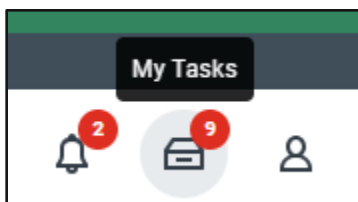


As a new hire, there are important tasks that must be completed. These tasks are found in **My Tasks**, indicated by the **Inbox icon**. It is critical for new hires to know where to find these tasks and complete them in a timely manner.

Check your My Tasks/Inbox

1. Select My Tasks/Inbox.



2. Locate **All Items** for tasks to complete. Expand the navigation pane by clicking on the arrow.
3. Select an item from the list and follow the instructions to complete each task.



Note: Click the **star** to favorite a task, the **gear** to view details, or the **double arrows** to enter full screen mode for that task.

My Tasks

All Items 9 items

Search: All Items

[Advanced Search](#)

Wage Theft Prevention Notice for Hire: Gertrude Garlic - Supervisor, Skilled Trades on 07/29/2025 09/02/2025 ☆

Effective: 07/29/2025
Updated: 09/02/2025

Complete State and Local Withholding Elections 09/02/2025 ☆

Effective: 07/29/2025

Complete Federal Withholding Elections 09/02/2025 ☆

Effective: 07/29/2025

Change Emergency Contacts 09/02/2025 ☆

Change Benefits for Life Event 09/02/2025 ☆

Effective: 07/29/2025

Personal Information Change: Gertrude Garlic (United States of America) 09/02/2025 ☆

Due: 09/06/2025

Complete State and Local Withholding Elections

Created: 09/02/2025 | Effective: 07/29/2025

Worker: Gertrude Garlic

Company: Rochester Institute of Technology

Effective Date: 09/02/2025

State: New York

Withholding Form Type: IT-2104 - Withholding

OK Cancel

You will find tasks related to updating personal information and emergency contact information, reviewing required notices, managing payroll elections, and more.

Tasks may vary depending on your role in the organization. You will only be provided with the tasks that you are required to complete based on your role.

e.g., Student employees may see a Paid Family Leave Waiver and FMS employees may be directed to specific compliance training for their role.

Complete Tasks

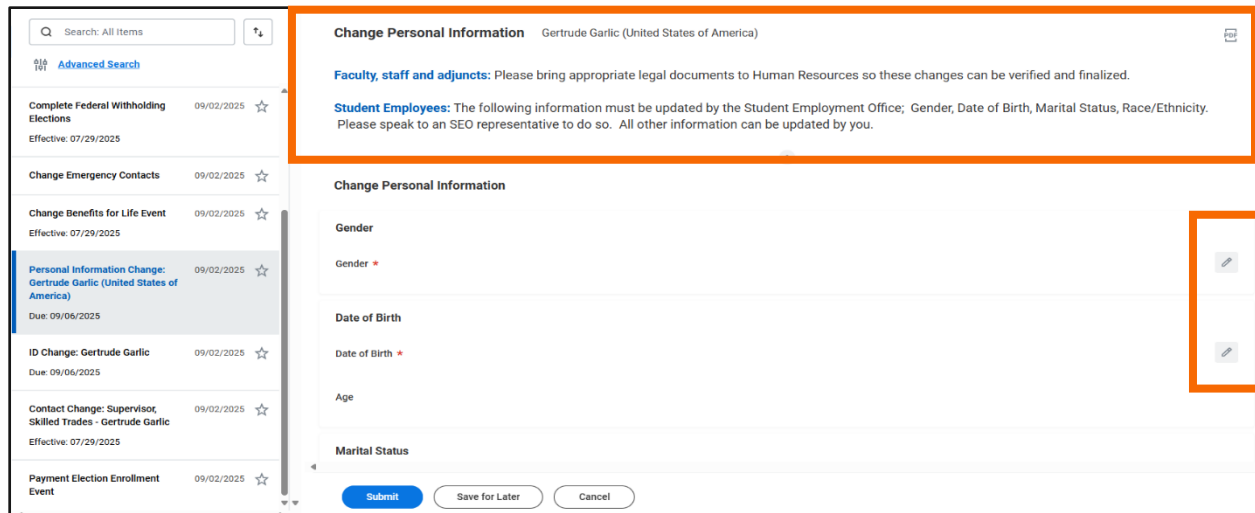
1. Review and complete each task. Remember to select Submit to finalize a task or Save for Later to return and finish a task in the future.
2. Some documents (e.g., Wage Theft Prevention Notice) require acknowledgement. Review the document by clicking on the pdf file to open.
3. After reviewing, select the **I Agree** box to acknowledge. Comments are not required but they may be entered.

Note: You must click **Submit** to complete the acknowledgement.

The screenshot displays the 'All Items' section on the left, listing tasks such as 'Wage Theft Prevention Notice for Hire: Gertrude Garlic - Supervisor, Skilled Trades on 07/29/2025', 'Complete State and Local Withholding Elections', 'Complete Federal Withholding Elections', 'Change Emergency Contacts', 'Change Benefits for Life Event', and 'Personal Information Change: Gertrude Garlic (United States of America)'. The main area shows the 'Print Generated Document' for the Wage Theft Prevention Notice. The document content includes a PDF link, instructions, a signature statement, an 'I Agree' checkbox, and a comment box. The 'I Agree' checkbox is currently unchecked. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Cancel'.

4. To edit the information on your screen, select the **edit (pencil) icon**, e.g., Change Personal Information.

Items with a red asterisk (*) are required and must be entered before submitting.



Change Personal Information Gertrude Garlic (United States of America)

Faculty, staff and adjuncts: Please bring appropriate legal documents to Human Resources so these changes can be verified and finalized.

Student Employees: The following information must be updated by the Student Employment Office; Gender, Date of Birth, Marital Status, Race/Ethnicity. Please speak to an SEO representative to do so. All other information can be updated by you.

Change Personal Information

Gender

Gender *

Date of Birth

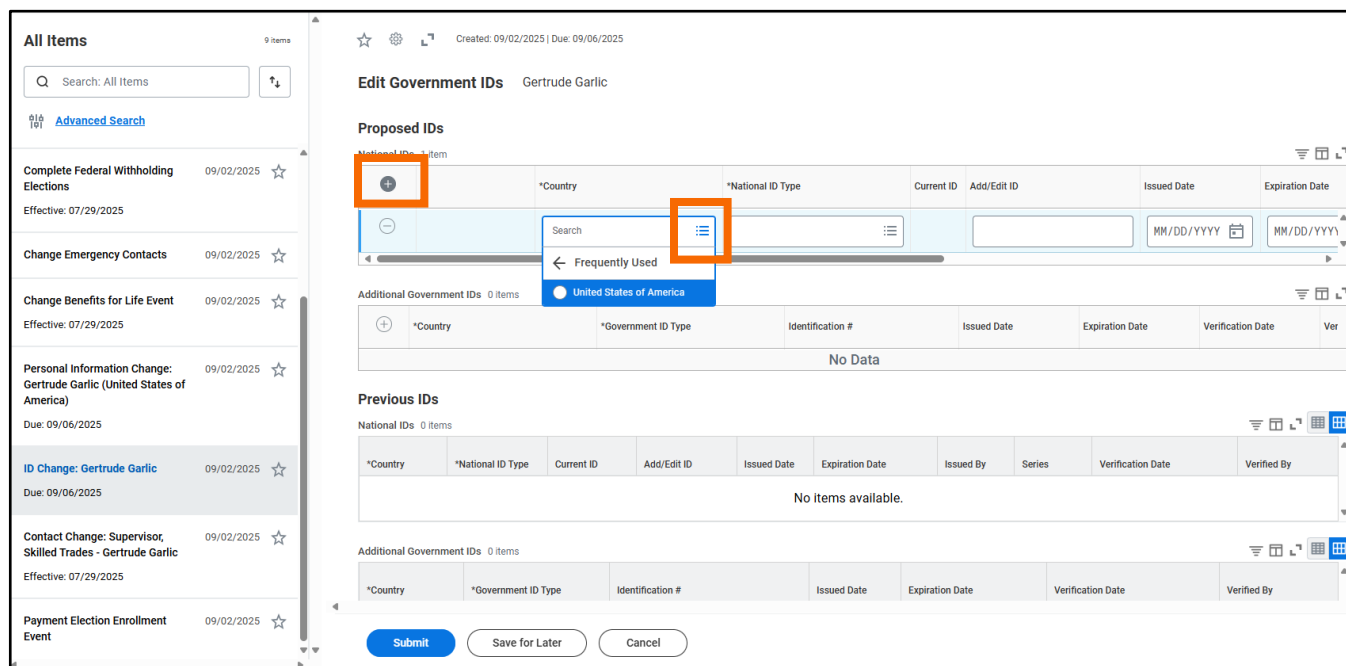
Date of Birth *

Age

Marital Status

Submit **Save for Later** **Cancel**

- To add information to a table, select **Add Row (plus sign)**, e.g., Edit Government IDs.
- Some boxes have pre-populated selections. To see your choices, click the menu button and select an option.



All Items 9 items

Search: All Items

Advanced Search

Complete Federal Withholding Elections 09/02/2025 ☆
Effective: 07/29/2025

Change Emergency Contacts 09/02/2025 ☆
Effective: 07/29/2025

Change Benefits for Life Event 09/02/2025 ☆
Effective: 07/29/2025

Personal Information Change: Gertrude Garlic (United States of America) 09/02/2025 ☆
Due: 09/06/2025

ID Change: Gertrude Garlic 09/02/2025 ☆
Due: 09/06/2025

Contact Change: Supervisor, Skilled Trades - Gertrude Garlic 09/02/2025 ☆
Effective: 07/29/2025

Payment Election Enrollment Event 09/02/2025 ☆

Edit Government IDs Gertrude Garlic

Created: 09/02/2025 | Due: 09/06/2025

Proposed IDs

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date
United States of America				MM/DD/YYYY	MM/DD/YYYY

Additional Government IDs 0 items

*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Ver
No Data						

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
No items available.									

Additional Government IDs 0 items

*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By

Submit **Save for Later** **Cancel**



Note: If you need additional assistance with a particular task, there are individual job aids and videos with step-by-step instructions for tasks like **Manage Payment Elections**, including Direct Deposit, **Complete Federal Withholding Elections**, and **Change Benefits for Life Event**.

View Completed Tasks

Select the Archive folder from **My Tasks** to find tasks you have already completed.

My Tasks

All Items

Saved Searches

Filters

Archive

Bulk Approve

Manage Delegations

Archive

Search: Archive

Advanced Search

From Last 90 Days

Wage Theft Prevention Notice for Hire: Gertrude Garlic - Supervisor, Skilled Trades on 07/29/2025

Due: 09/06/2025

09/03/2025 - Successfully Completed

09/03/2025 - Successfully Completed

View Event

Wage Theft Prevention Notice for Hire: Gertrude Garlic - Supervisor, Skilled Trades on 07/29/2025

For

Training Administrator-3

Overall Process

Hire: Gertrude Garlic

Overall Status

Successfully Completed

Calendars in Use

Consecutive Days (No Calendars Selected)

Process

Current Process

Wage Theft Prevention Notice for Hire: Gertrude Garlic - Supervisor, Skilled Trades on 07/29/2025

Process Status

Successfully Completed

Due Date

09/06/2025

Process History

5 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Wage Theft Prevention Notice	Wage Theft Prevention Notice	Automatic Complete	09/02/2025 04:53:57 PM	09/06/2025	
Wage Theft Prevention Notice	Review Documents	Not Required		09/06/2025	
Wage Theft Prevention Notice	Review Documents	Not Required		09/06/2025	