

- 1. Login to Workday using your W# and password
- 2. Click the inbox worklet to start processing the items

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Welcome, On behalf of: Siggy Freud (W2134580)				1	
Pipe Pitters Address of the pipe Pipe <td> Application: 11 items Time Time Benefits Directory</td> <td>S Time Off Time Off New Announcements</td> <td>Sick and Safe Usage This Year Open My Account Favorites</td> <td>Personal Information Cetting Started</td> <td></td>	 Application: 11 items Time Time Benefits Directory	S Time Off Time Off New Announcements	Sick and Safe Usage This Year Open My Account Favorites	Personal Information Cetting Started	

3. To the left of the screen are items in your inbox that **need attention**. Select the first item, *Update Contact Information*, and follow the prompts on the right to complete

Update Contact Information: 077661 Collection Agent Supervisor - Samantha Carter (W2134581) 1 day(s) ago - Effective 02/02/2021	Home Contact Information	
Benefit Change - New Hire : Samantha Carter (W2134581) on 02/02/2021 습 1 day(s) ago - Effective 02/02/2021	Primary Address Add	Once completed, click " Submit ".
	Additional Address	If the information has pre-
	Primary Phone	populated and it's correct, click
	Phone +1 (410) 9610026 (Primary)	"Submit".
	Additional Phone Add	
	Primary Email	
	Additional Email	
	Submit Save for Later Close	



New Employee Onboarding Quick Guide

nbox

Actions (5)

Archive

4. After submitting the *Update Contact Information,* more items will appear in your inbox that **need attention**. Select an item and follow the prompts on the right to complete.

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follow the prompts on	the right to complete.	Update Emergency Contacts: 005155 IT Programmer Analyst Load/Advanced - Cashew Almonds (W2115955) 1 daiy(a) ago	1 day(s) ago - Effective 09/	
Q Search		Complete Form I-9 1 disy(s) ago - Effective 09/11/2019	Document	Testing for Blegal Use of Drugs Please take score from to familiarite systemet with the Testing for Blegal Use of Drugs. If you have questions, please contact Haman Resources.
Inbox		Benefit Change - New Hire : Cashew Almonds (W2115955) on 09/11/2019 1 day(s) ago - tf Review and Ackowledge the Non-Sensitive Position Policy: 0051551 Throgrammer Analyst	Signature Statement	Inclosured provide that I am an employee in a non-sensitive classification or position and as such, I am subject to testing based on researchite suspicor
Actions (8) Archive	Change Emergency Contacts Cashew Almonds (W2115955) Amura 21 http://www.	Lead/Advanced - Cabhew Almonds (VX11995) L day(s) ago - Effective 09/11/2019 Change My Photo L day(s) ago - Cus 09/11/2019, Effective 69/11/2019 Update: Costach Momradio: 00515.87 Programmer Analysic Lead/Advanced - Cashew Almonds (VX119956) - C	Comment	
21 hour(s) sgo Complete Form 1-9 21 hour(s) sgo - Effective 09/11/2019	Primary Emergency Contact Legal Name Legal Name *	1 day(s) ago - Effective 09/11/2019		
Benefit Change - New Kire : Cashew Almonds (V2151955) on 09/11/2019 습 21 hour(s) sgo - Effective 09/11/2019 Review and Acknowledge State Policy Documents: 005155 IT Programmer Analyst Lead/Advanced - Cashew Almonds (V2119595) 21 hour(s) ago - Duo 09/13/2019; Effective 09/11/2019	Relationship Relationship *		Submit	Save for Later Carool
Add Payment Elections 21 hour(s) sgo - Effective 09/11/2019 Review and Ackowledge the Non-Sensitive Position Policy: 003153 FT Programmer Analyst Lead/Advanced - Cashew Almonds (W2115955)	Preferred Language Preferred Language			
21 hour(s) ego - Effective 09/11/2019 Change My Photo 21 hour(s) ago - Dus 09/13/2019; Effective 09/11/2019 Update Contact Information: 005155 IT Programmer Analyst Lead/Advanced - Coshew Alimonds (W211955) 21 hour(s) ago - Effective 09/11/2019	Primary Address Add Submit Save for Later			

5. There are three types of onboarding items: **To Do's**, **Update & Completion**, and **Review and acknowledge** documents.

-<u>To Do's</u> include *add payment elections* and *Change my photo*. For add payment elections you will need to click the link to the POSC site and print the direct deposit and tax withholding forms. Once done click submit and done, no documents need to be attached. To change your photo, click the change my photo button and drag and drop or browse out to photo. Once done click submit and done. If you don't wish to add a photo at this time, you still need to click **"Submit"** to finish your Onboarding.



Review and Ackowledge the Non-Sensitive Position Policy

- Data update & completion items include Update *emergency contacts*, *complete I-9 form*, *change benefit elections*, and *update contact information*. Click add and enter the necessary data for update emergency contacts. For the I-9 form click inside the form box and type in the data and check the necessary boxes to complete.
- You will need to select waive or elect to choose your benefits within the Change Benefit elections form.
- <u>**Review and acknowledge</u>** documents include *State policy documents* and the *non-sensitive position policy* form. Click on the link to read and review the policies and check the appropriate box once done</u>

6. If you receive an error, click on the error message box to view the item that needs to be corrected. Correct each item and re-submit.



7. <u>**Reminder:**</u> Once done completing each form click the Submit button. You've completed new employee onboarding in Workday. Your inbox should be empty.

Inbox					
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