

## GETTING STARTED

To get started...

1. Log into Workday. **Note:** You'll need your employee ID and password.



2. From the Workday Home page, click the **Getting Started** worklet.

**Take Me There**

3. Click the **Take Me There** button. This will take you to the Onboarding Welcome page.

## NAVIGATE THE WELCOME PAGE

To read about State programs, news or access State websites...

1. Click on the icon in front of a topic of your choice to read more about it. An example is shown below.



**Statewide Personnel System (SPS)**  
Visit the SPS Website to learn more about training.

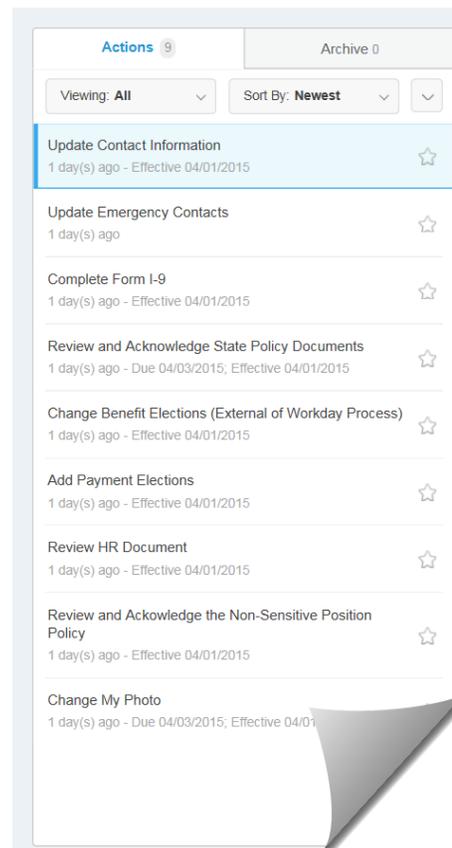
2. Read the information or click on links to access external links, if available. A dialogue box appears when you click on the icon. Click anywhere on the screen to return to **Welcome** page menu.

## COMPLETE ONBOARDING TASKS

To access and complete your onboarding tasks...

**View Inbox**

1. Click the **View Inbox** button on the **Welcome** page.
2. Click on a task from the **Action** list.



3. Read the instructions and perform the task.
4. When done, click the **Submit** button. The task no longer appears in your inbox after you submit the task.

**Submit**

## ONBOARDING ACTION ITEMS

The SPS Workday onboarding action items are listed below.

- **Update Contact Information:** Change your address, phone number and/or personal email address
- **Update Emergency Contacts:** Add emergency contact information.
- **Change My Photo:** Upload an Agency approved photo for your personal profile (if desired).
- **Complete I-9 Form:** Complete the electronic I-9 form (if your Agency uses the electronic process).
- **Review and Acknowledge State Policy Documents:** Read State policies and acknowledge that you have read the policies.
- **Change Benefit Elections:** Access a link to the DBM Benefit home page to download benefit enrollment forms.
- **Add Payment Elections:** Access a link to the Payroll Online Service Center (POSC) where you can access the Direct Deposit and Tax Withholdings forms.
- **Review HR Document:** Fill out the Education Verification form.
- **Review and Acknowledge the Non-Sensitive/Sensitive Position Policy:** Depending on your position, read and acknowledge the non-sensitive or the sensitive position policy.

**Note:** The onboarding tasks in your inbox depend on your position. Contact your HR office to confirm if other tasks are required for your onboarding.