



Complete Onboarding Tasks on Workday HTML Accessible Version

The Workday Home page main content links will display:

{Link} Getting Started
{Link} New Announcements
{Link} Personal Information
{Link} Inbox
{Link} My Account
{Link} The Hub
{Link} Directory
{Link} Favorites

Select {Link} Getting Started, this will display:

Getting Started

Welcome!
Message: You may now get started on your new hire activities...
(Image Maryland Logo)
{Button} [Take Me There]

Select {Button} [Take Me There], this will display:

Onboarding
{Link} Welcome!
{Link} Your Onboarding Checklist
{Link} State Employee Information

Select {Link} Welcome! this will display:

* Note *: This page will not display on the website at this time, the information is located below:

Welcome!

Welcome message from Governor Larry Hogan:
Let me be the first to welcome you to the State of Maryland! An organization is only as good as the people that live and work to make it prosper. We are so pleased to have you join us.

Statewide Personnel System (SPS)
Visit the SPS Website <http://dbm.maryland.gov/sps/Pages/home.aspx>
to learn more about training.

Please feel free to contact our Shared Services team with any questions at 410-767-4112. Thanks!

Who to Contact

For onboarding questions, please contact your Agency's HR Coordinator. All onboarding activities must be completed in a timely manner!

Select the {Link} Home then select {Link} Getting Started/{Button} [Take Me There] to continue the onboarding

* Note: Do not use the browser {Button} Back as this will cause the browser to lose the page

Select {Link} Your Onboarding Checklist, this will display:



Your Onboarding Checklist

Checklist

Checklist 1

You have onboarding actions to complete in your Workday inbox:4

{Button} [View Inbox]

Select {Button} [View Inbox], this will display (as an example):

Inbox

Inbox for:

W1039989 / Jane S. Smith {Link} Related Actions for W1039989 / Jane S. Smith

My Tasks

Total Tasks: 4

{Buttons} [Sort] [Filter] [Export table to Excel]

4 items

Awaiting Me: {Button} [Review and Acknowledge State Policy Documents]

Business Process: {Link} Onboarding for Jane S. Smith (W1039989) {Link} Related Actions for Onboarding for Jane S. Smith (W1039989) {Link} Preview for Onboarding for Jane S. Smith (W1039989)

Subject: {Link} Jane S. Smith (W1039989) {Link} Related Actions for Jane S. Smith (W1039989) {Link} Preview for Jane S. Smith (W1039989)

Due Date: 08/09/2015

Date Received: 08/07/2015 11:09:31 AM

Awaiting Me: {Button} [To Do]

Business Process: {Link} Change Benefit Elections (External of Workday Process): Onboarding for Jane S. Smith (W1039989) {Link} Related Actions for Change Benefit Elections (External of Workday Process): Onboarding for Jane S. Smith (W1039989) {Link} Preview for Change Benefit Elections (External of Workday Process): Onboarding for Jane S. Smith (W1039989)

Subject: {Link} Jane S. Smith (W1039989) {Link} Related Actions for Jane S. Smith (W1039989) {Link} Preview for Jane S. Smith (W1039989)

Subject: {Link} Jane S. Smith (W1039989) {Link} Related Actions for Jane S. Smith (W1039989) {Link} Preview for Jane S. Smith (W1039989)

Due Date: (blank)

Date Received: 08/07/2015 11:09:31 AM

Awaiting Me: {Button} [To Do]

Business Process: {Link} Add Payment Elections: Onboarding for Jane S. Smith (W1039989) {Link} Related Actions for Add Payment Elections: Onboarding for Jane S. Smith (W1039989) {Link} Preview for Add Payment Elections: Onboarding for Jane S. Smith (W1039989)

Subject: {Link} Jane S. Smith (W1039989) {Link} Related Actions for Jane S. Smith (W1039989) {Link} Preview for Jane S. Smith (W1039989)

Due Date: (blank)

Date Received: 08/07/2015 11:09:31 AM

Awaiting Me: {Button} [Review HR Document]

Business Process: Onboarding for Jane S. Smith (W1039989) {Link} Related Actions for Onboarding for Jane S. Smith (W1039989) {Link} Preview for Onboarding for Jane S. Smith (W1039989)

Subject: Jane S. Smith (W1039989) {Link} Related Actions for Jane S. Smith (W1039989) {Link} Preview for Jane S. Smith (W1039989)

Due Date: (blank)

Date Received: 08/07/2015 11:09:31 AM



Select the {Link} Home then select {Link} Getting Started/{Button} [Take Me There] to continue the onboarding
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Select {Link} State Employee Information, this will display:

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State Employee Information

Health Benefits

Please review the State Health Benefit Guide

[http://dbm.maryland.gov/benefits/Documents/2015%20Benefits%20Guide%20\(2\).pdf](http://dbm.maryland.gov/benefits/Documents/2015%20Benefits%20Guide%20(2).pdf)

to prepare for enrollment.

For more information visit the DBM Health Benefits Homepage

<http://dbm.maryland.gov/benefits/Pages/HBHome.aspx>

Leave Donation Program

Learn more about the state's Leave Donation Program.

<http://dbm.maryland.gov/employees/Pages/EmptoEmp.aspx>

Join or renew membership in the State Employee's Leave Bank.

Drivers of State Vehicles

If you are entering a position that permits use of a State vehicle, you are required to familiarize yourself with the Policies/Procedures for Drivers of State Vehicles.

http://www.dbm.maryland.gov/agencies/Documents/FleetManagementServices/drivers_manual.pdf

Supplemental Retirement Plans—Plan for your future NOW!

Learn more about the Teachers & State Employees Supplemental Retirement Plans.

https://www.marylanddc.com/tcm/marylanddc/static/ez_enrollment_form.pdf?r=1

Please print and submit forms to your Agency's Benefits Coordinator.

Employee Forms

Click here <http://dbm.maryland.gov/Pages/Forms.aspx>

to access various Employee Forms

Last Updated 8/19/2015