

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 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.




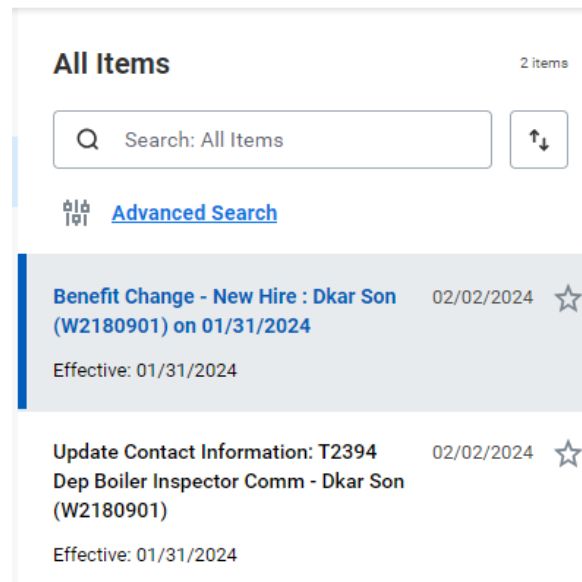
Statewide Personnel System (SPS)
Visit the SPS Website to learn more about training.

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...

1. Click the  **My Tasks** button on the **Welcome** page.
2. Click on a task from the **All Items** list.




All Items 2 items

Search: All Items

[Advanced Search](#)

Benefit Change - New Hire : Dkar Son (W2180901) on 01/31/2024 02/02/2024 ☆
Effective: 01/31/2024

Update Contact Information: T2394 Dep Boiler Inspector Comm - Dkar Son (W2180901) 02/02/2024 ☆
Effective: 01/31/2024

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

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.