



STATEWIDE PERSONNEL
— S Y S T E M —

Hire Contractual Employee

November 2017




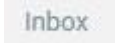
Table of Contents

Review a Contractual Hire from JobAps	3
Non Competitive Contractual Hire	12
Edit Government ID	20
Propose Compensation	22
Maintain Employee Contract	27
Change Personal Information	30
To Do Attach a Copy of ID	32
To Do Request Compensation Change	36
Complete Form I9	37
To Do Tasks Completed Outside of Workday	39

Review a Contractual Hire from JobAps

When the contractual position is competitively recruited in JobAps, you will have to process the hire through the Hire Details. After the nightly integration occurs, go to your Workday inbox to review the information and to complete the hire process in Workday.

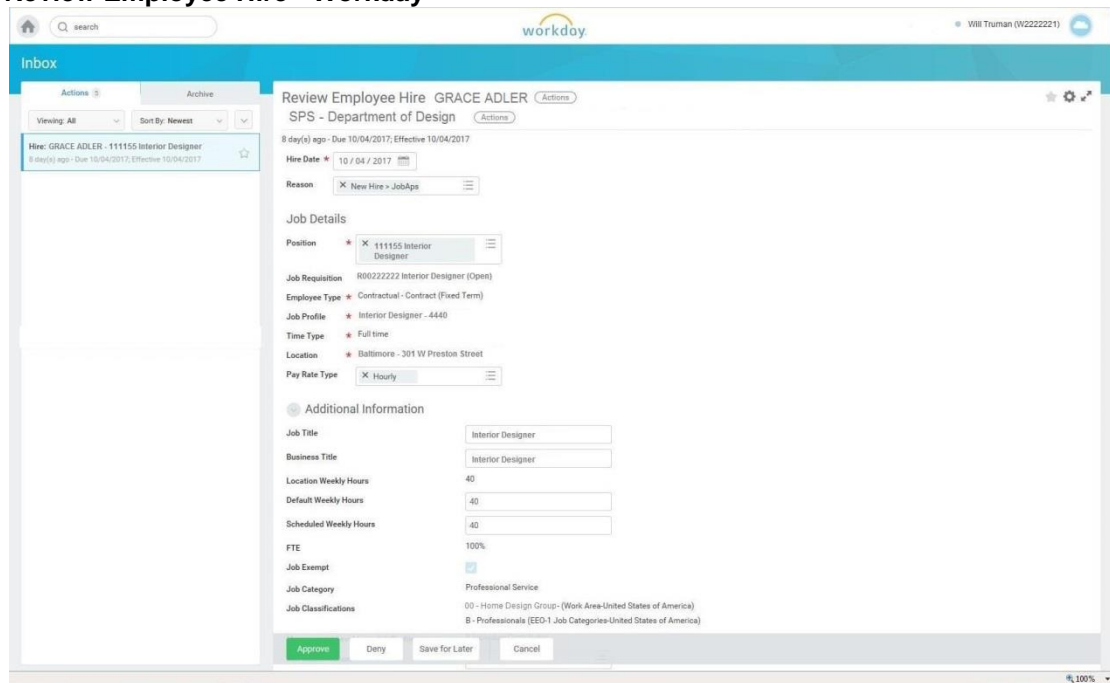
Procedure:

1. Click the Inbox  icon.
2. Click the **Inbox**  hyperlink.
3. Locate the Hire Event in your Actions tab.




Information: The hire event will include the name of the person.

Review Employee Hire - Workday





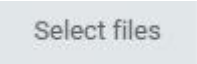





4. Update the following fields:

Field Name	Values
Hire Date	The Hire Date should automatically populate the date that was integrated from the Hire Details from JobAps. You may type of use the  icon to change the Hire date of the contract.

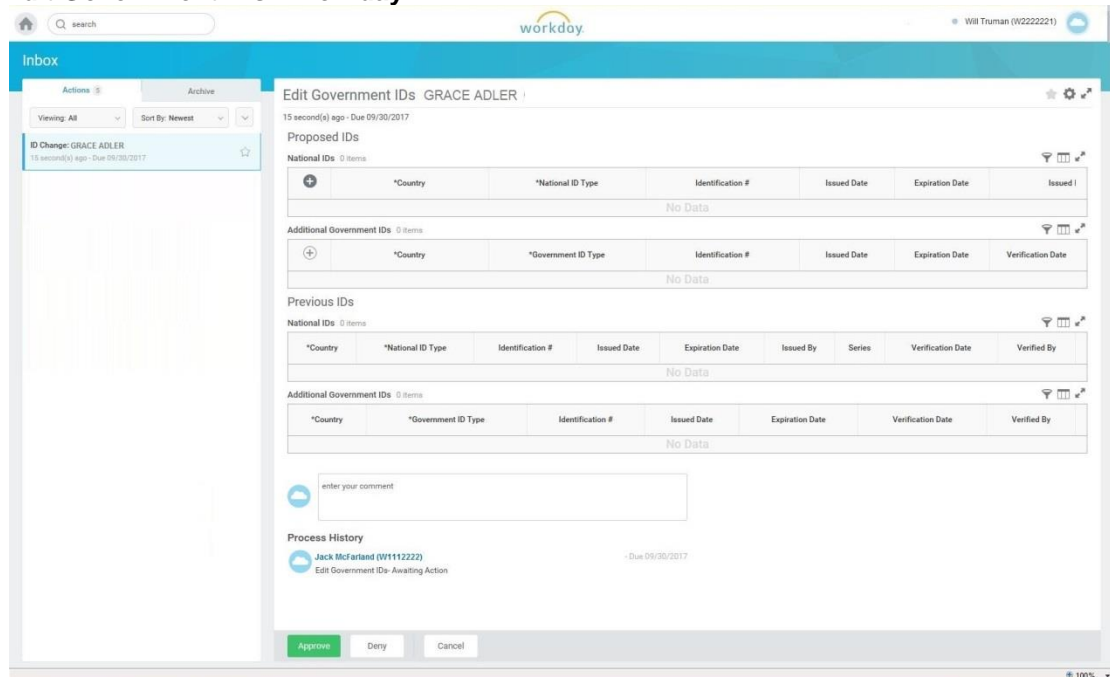





Title: Hire Contractual Employee
Functional Area: Staffing

Reason	<p>If the hire was done through the Hire Details from JobAps, then the reason should be automatically populate.</p> <p>NOTE: If this is a transfer that requires a compensation change, then change the reason to Transfer – Transfer Contractual (non conversion) to trigger a Propose Compensation event.</p>
Position	<p>The PIN will automatically populate from the Hire Details. Verify the PIN is correct.</p>
Pay Rate	<p>Contractual employees are paid Hourly and not Salary. If Salary is selected, then remove the salary and click the Prompt  to select Hourly.</p>
Scheduled Weekly Hours	<p>Changing the Scheduled Weekly Hours will update the FTE percentage. Verify the hours the scheduled weekly hours the contractual employee should work. DO NOT change the Default Hours.</p>
End Employment Date:	<p>Type or click the Calendar  to select the date the contract will end.</p> <p>NOTE: This date must be at least 30 days from the current date.</p> <p>NOTE: Benefits and Enrollment</p> <ol style="list-style-type: none"> 1. If you are using Fiscal Year to end a contract and the person’s contract start date is in April, May or June and it will be renewed into the new fiscal year, then the Employment End Date must be for the following fiscal year to be eligible to receive Benefits. <p>Example: Contract employee’s start date is April 15, 2017. The contract end date is June 30, 2018.</p> <ol style="list-style-type: none"> 2. If you are using the calendar year to process a contract and the contract will carry over into the new year, please DO NOT use the last day of the current calendar year (December 31st) as the Employment End Date. The December 31st date will not trigger an Open Enrollment event for the employee.
Company Service Date	<p>Type the appropriate increment date for the employee (01/01/YYYY or 07/01/YYYY)</p>

5. Click the **Select Files**  button to upload the contract in the Attachments section.
 - a. Locate the file on your computer to upload by double clicking on it.
 - b. Use the search prompt  to select a **Category** for the document.
6. Click the **Approve**  button.
7. Click the **Done**  button.
8. Click the **Inbox**  icon.
9. Select the **Inbox**  hyperlink.

Edit Government IDs - Workday



10. Locate the ID Change event in your Actions tab of your Inbox.
11. Click the plus  button to add a row under Proposed IDs
12. Click the search prompt  to select United States of America in the Country field.
13. Type or use the search prompt  to select Social Security Number in the National ID Type field.

14. Type the social security number in the Identification # field.



Caution: If you receive the following Alert message, then that means the SSN that you entered already exists in Workday. You will not be able to move forward with the Hire process until you determine if the SSN entered is correct or investigate whether or not the person already has an existing W number in Workday.



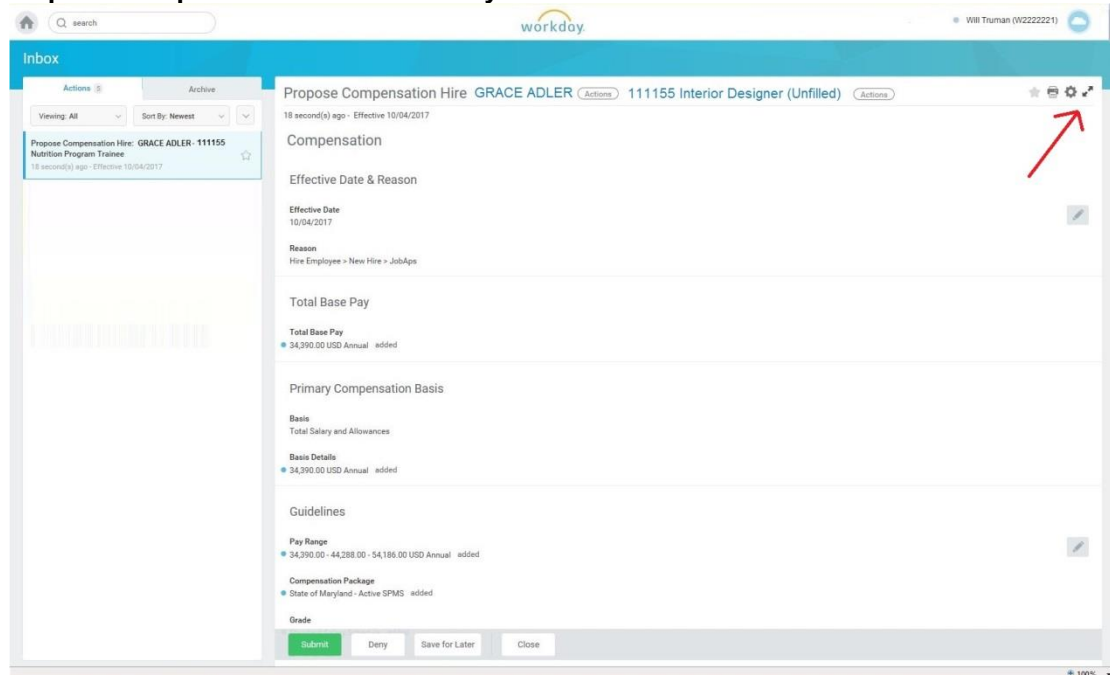
15. Click the **Approve**  button.

16. Click the **Done**  button.

17. Click the **Inbox**  icon.

18. Click the **Inbox**  hyperlink.

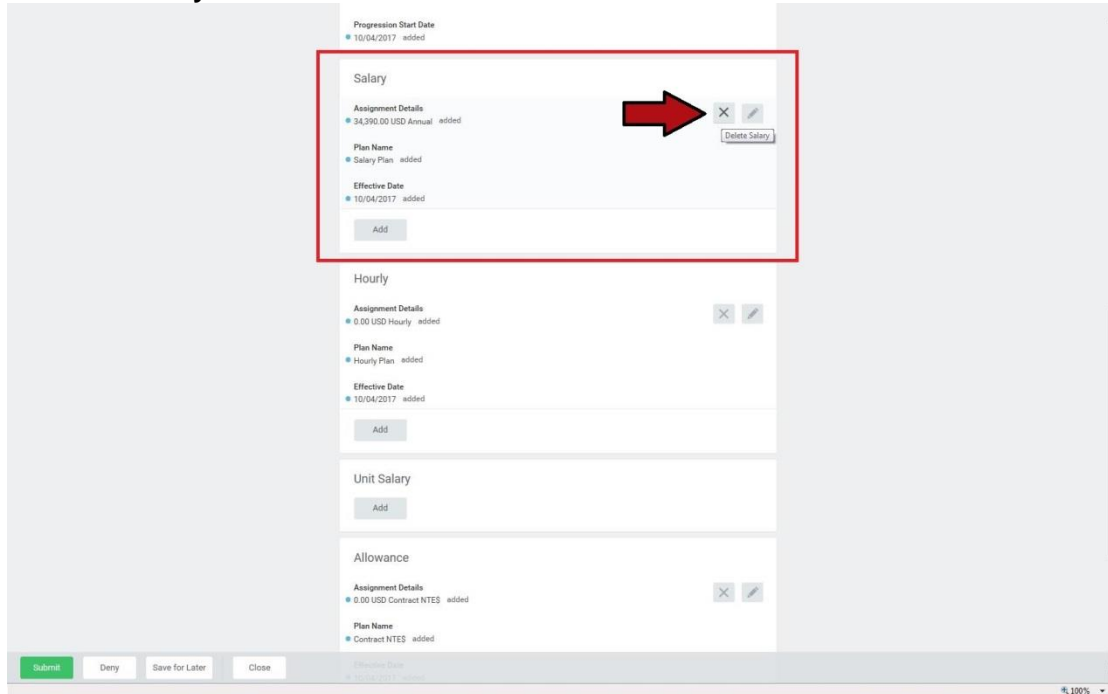
Propose Compensation Hire - Workday





19. In your Actions list, click the "Propose Compensation Hire:" task. HINT: The employee's name is included in the task name.

20. Click the **Toggle Fullscreen Viewing Mode**  button.

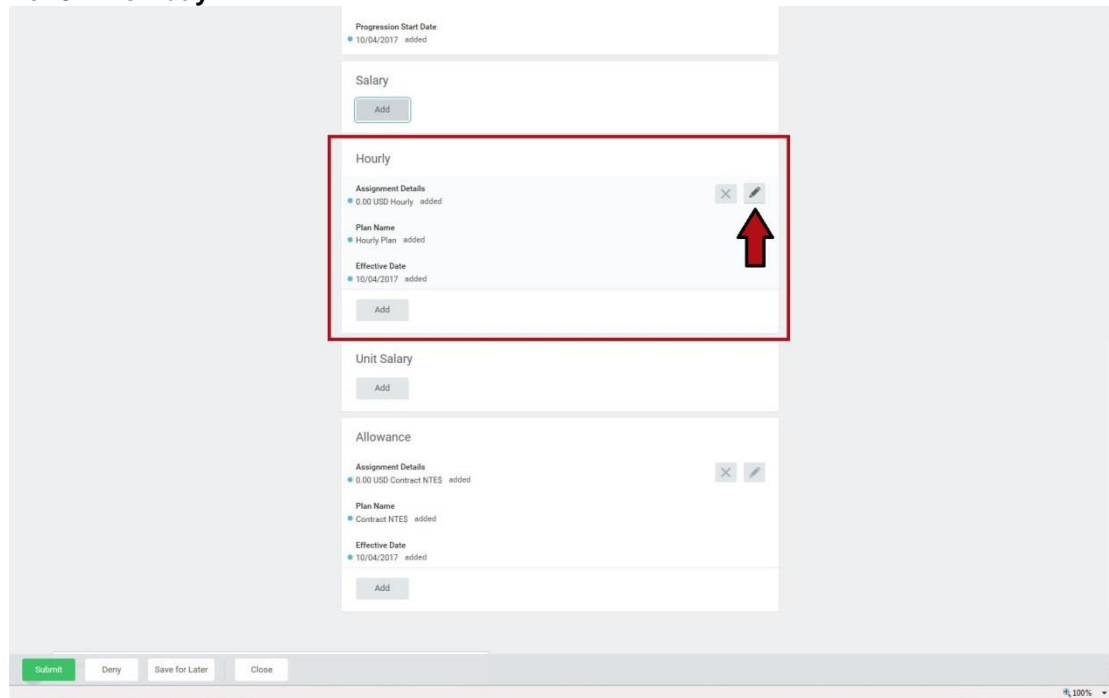
1 of 5 - Workday




21. On the Compensation screen, scroll down to the Salary section and click the  button to remove the salary information.

22. Click the Delete  button when prompted to confirm deletion.

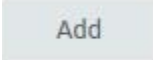
1 of 5 - Workday



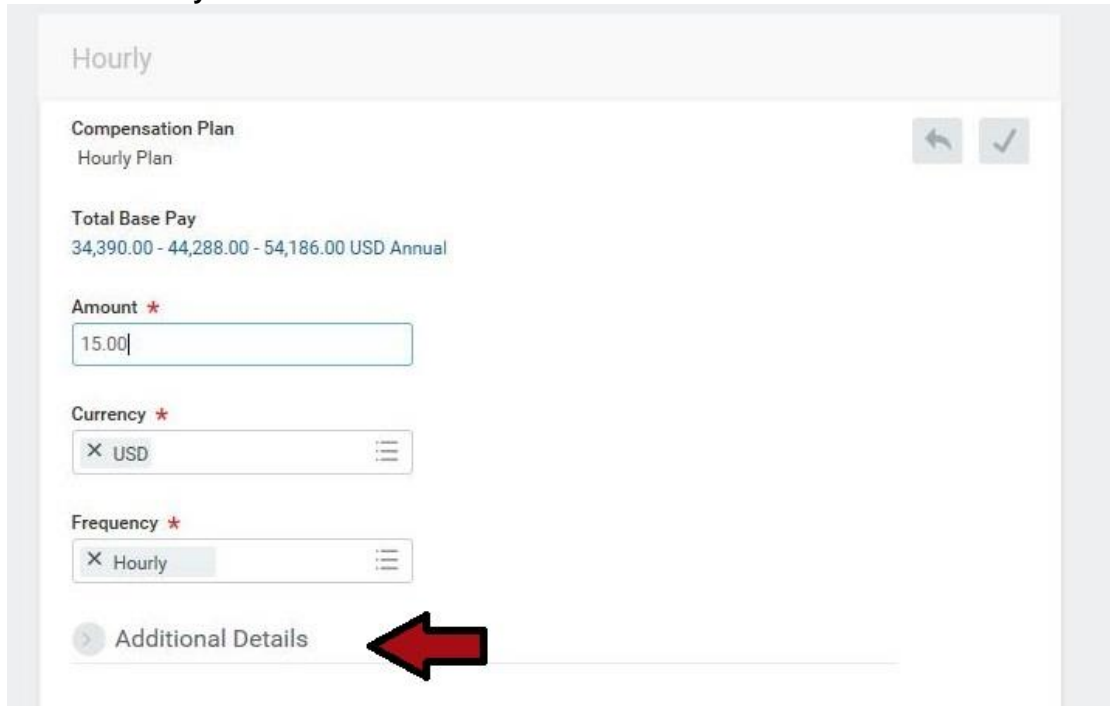
The screenshot displays a compensation configuration page in Workday. It includes sections for Progression Start Date (10/04/2017), Salary (with an Add button), Hourly (with an Add button), Unit Salary (with an Add button), and Allowance (with an Add button). The Hourly section is highlighted with a red border and contains an 'Assignment Details' entry (0.00 USD Hourly) with an Edit icon (pencil) and a red arrow pointing to it. The Allowance section contains a 'Contract NTES' entry. At the bottom, there are buttons for Submit, Deny, Save for Later, and Close.

23. Click the Edit  icon in the Hourly section.



Information: If the Edit icon is not shown in the Hourly section, then click the Add  button in that same section. Then select All Compensation Plan and then click on Hourly Plan.

1 of 5 - Workday



Hourly

Compensation Plan
Hourly Plan

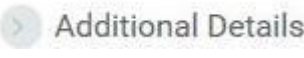
Total Base Pay
34,390.00 - 44,288.00 - 54,186.00 USD Annual

Amount *
15.00

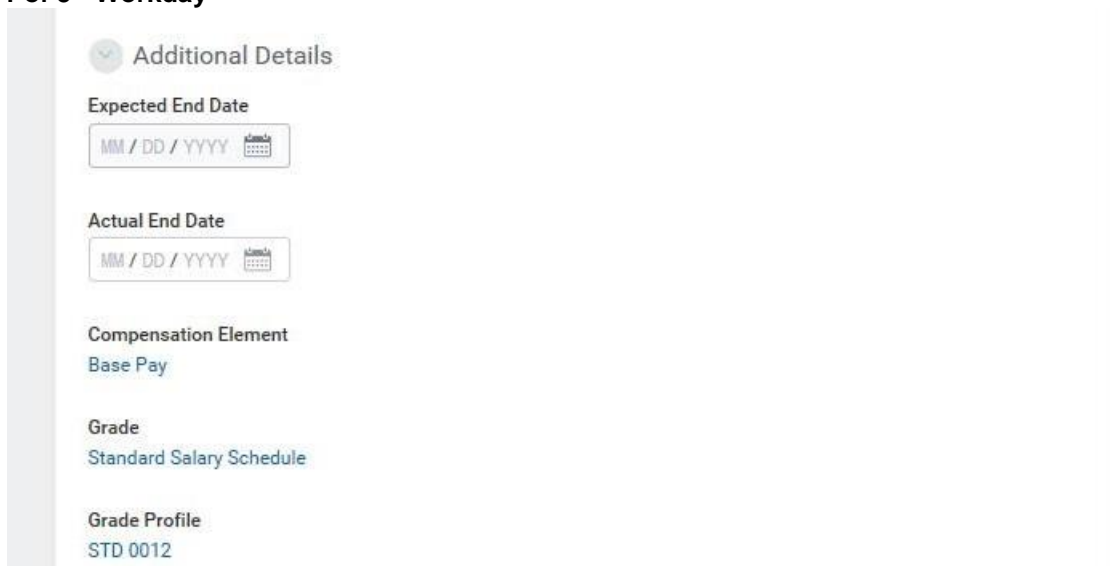
Currency *
X USD

Frequency *
X Hourly

Additional Details

24. Click the Additional Details  tab button in the Hourly section.

1 of 5 - Workday



Additional Details


Expected End Date
MM / DD / YYYY


Actual End Date
MM / DD / YYYY

Compensation Element
Base Pay

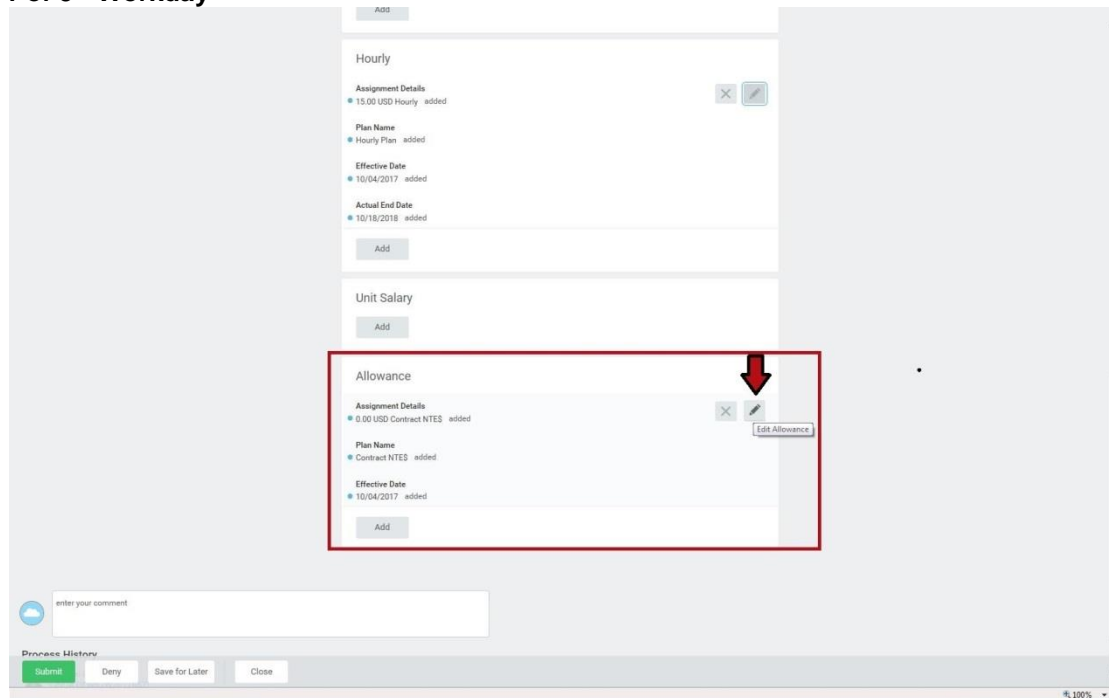
Grade
Standard Salary Schedule

Grade Profile
STD 0012


25. Type or click the calendar  icon to enter the Expected End Date of the contract. **Do not enter the *Actual End Date* as this will end pay on this date, even if a contract renewal is processed.**

26. Click the check  icon to save the information in the Hourly section.

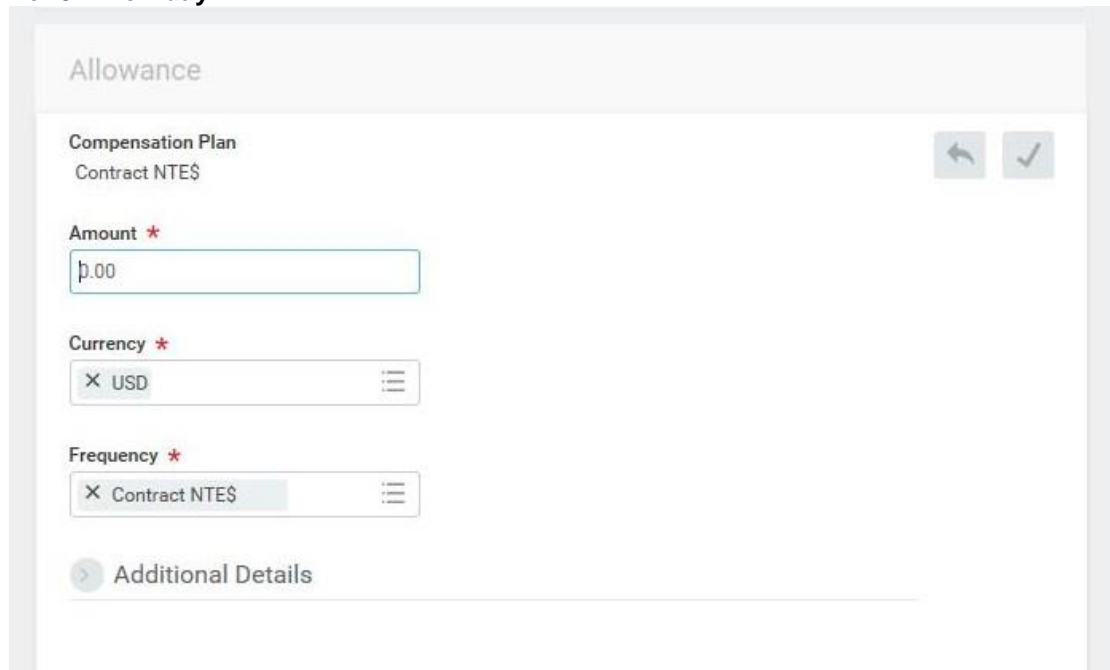
1 of 5 - Workday








The screenshot shows a web form titled "1 of 5 - Workday". It contains three main sections: "Hourly", "Unit Salary", and "Allowance". Each section has an "Add" button. The "Allowance" section is highlighted with a red border, and a red arrow points to the "Edit Allowance" icon (a pencil) in the top right corner of that section. Below the sections is a comment field and a "Process History" bar with buttons for "Submit", "Deny", "Save for Later", and "Close".

27. Click the Edit  icon in the Allowance section.

1 of 5 - Workday



28. Type the Contract not to exceed amount in the Amount field.
29. Click the Additional Details  **Additional Details** tab button in the Allowance section.
30. Type or click the calendar  icon to enter the Expected End Date. **Do not enter the *Actual End Date* as this will end pay on this date, even if a contract renewal is processed.**
31. Click the **Save Allowance**  button.
32. You may enter a comment in the Comment section.
33. Click the **Submit**  button.
34. Click the **Done**  button.



Information: The compensation must be approved. The approval routing is based on the reason code selected when hiring the employee.

35. The System Task is complete.



Non Competitive Contractual Hire

If the contractual position did not have a recruitment process, then the hire is done directly in Workday and not through JobAps.

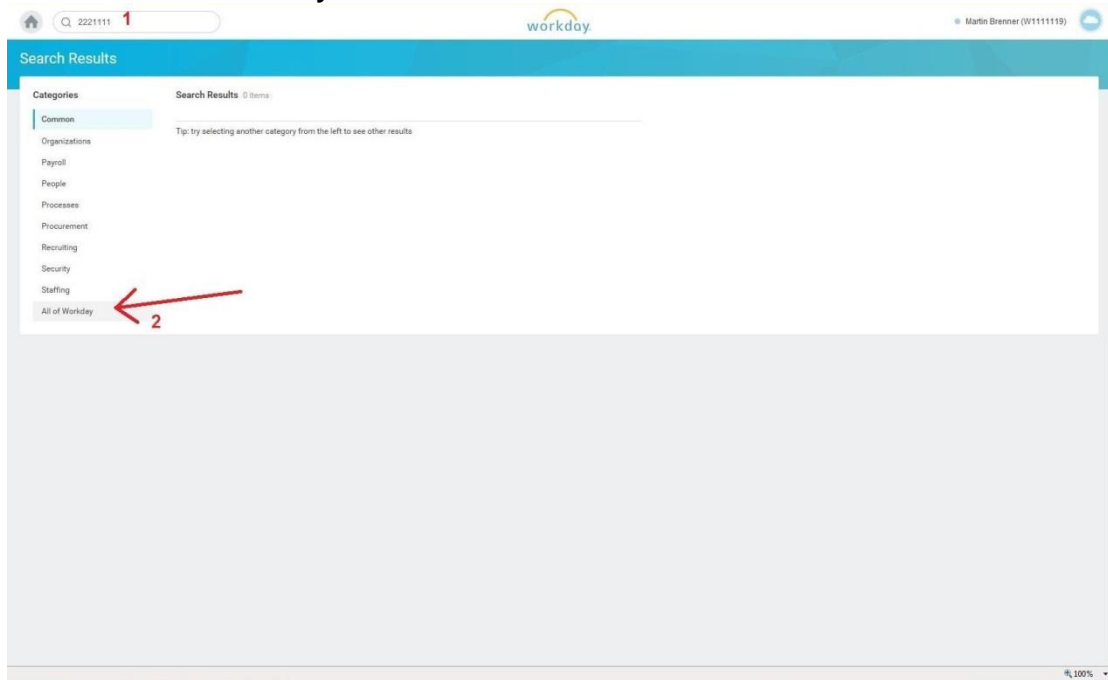
If you are processing a rehire, then you will need to locate the Pre-Hire ID prior to starting the Hire process.

1. Search for the employee.
2. Click on all of Workday
3. Locate the Pre-Hire ID next to the name and then click on the name.
4. Write down the Pre-Hire ID number. You will need this when you get to step 3.

The screenshot shows the Workday interface. On the left, a search bar contains 'Elle Hopper' with a red '1' next to it. Below the search bar is a 'Search Results' section with a blue header. A sidebar on the left lists categories, with 'All of Workday' selected and marked with a red '2'. The search results show 'Elle Hopper' with a red '3' and a red arrow pointing to the 'Pre-Hire' link, with the text 'Click on the hyperlink' above it. Below this is 'Elle Hopper (W1112222) Employee'. On the right, the 'View Pre-Hire Elle Hopper' page is shown with a blue header and an 'Actions' button. The 'Pre-Hire ID' is 'AW1112222', circled in red with a red '4' next to it. Below this are sections for 'Pre-Hire Profile' and 'Work Address', which is '301 W. Preston Street Baltimore, MD 21201 United States of .'

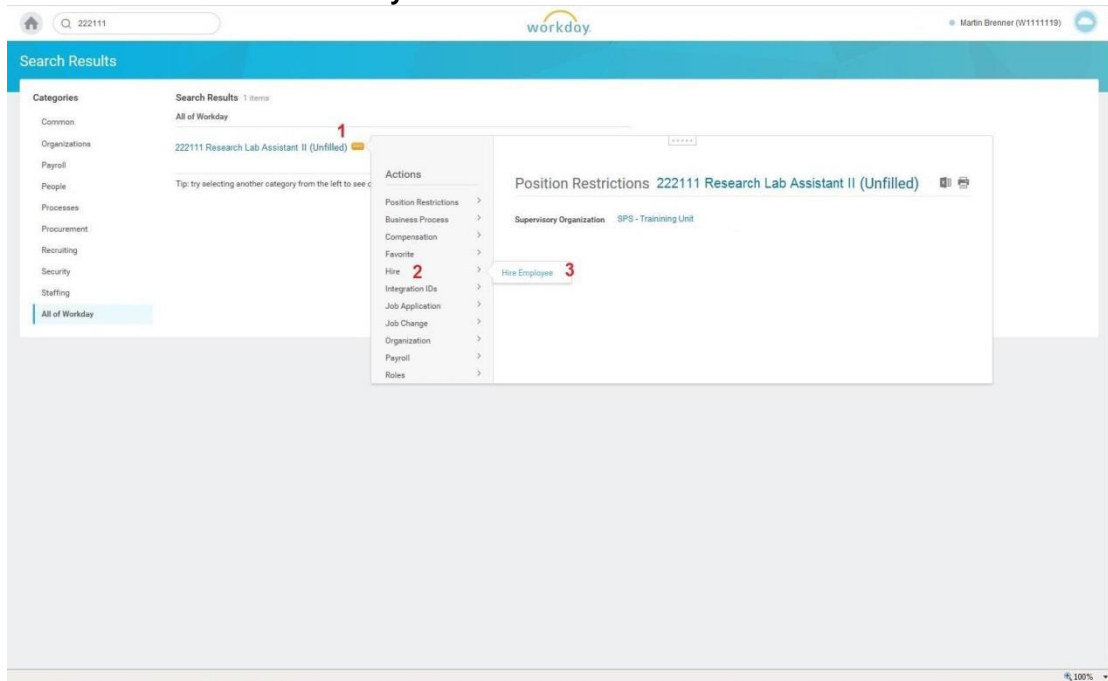
Procedure:

Search Results - Workday



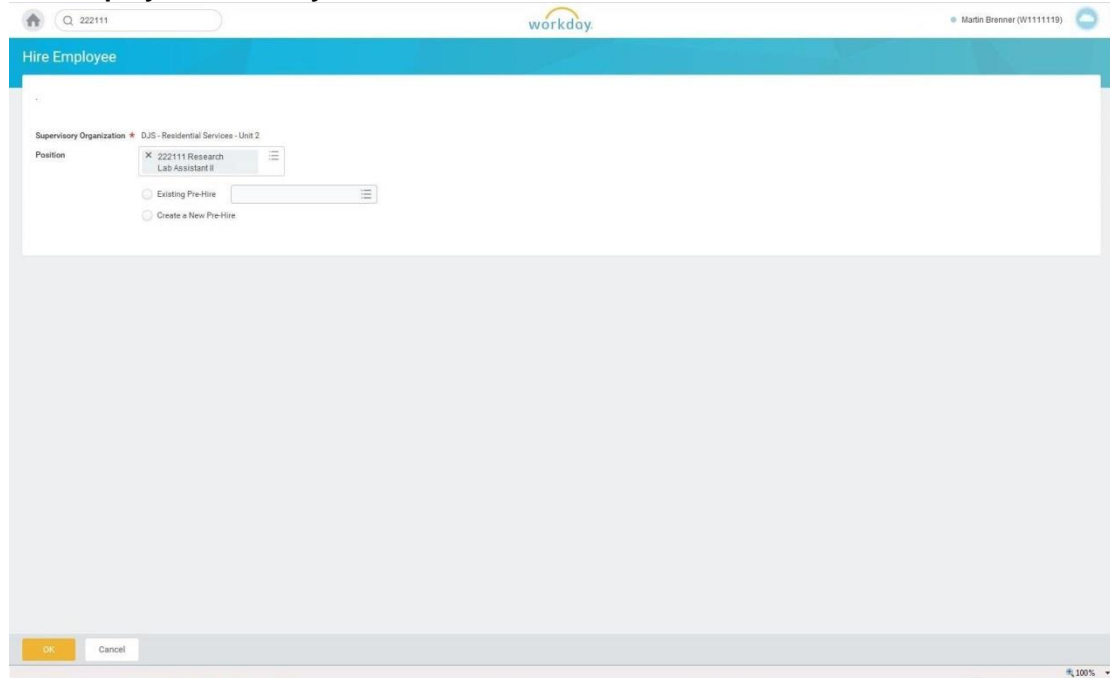
1. Type the PIN in the Search field and click on the All of Workday **All of Workday** button.

Position Restrictions - Workday





2. Click the Related Actions and Preview **Hire Employee** button next to the position, then hover over Hire and click on Hire Employee

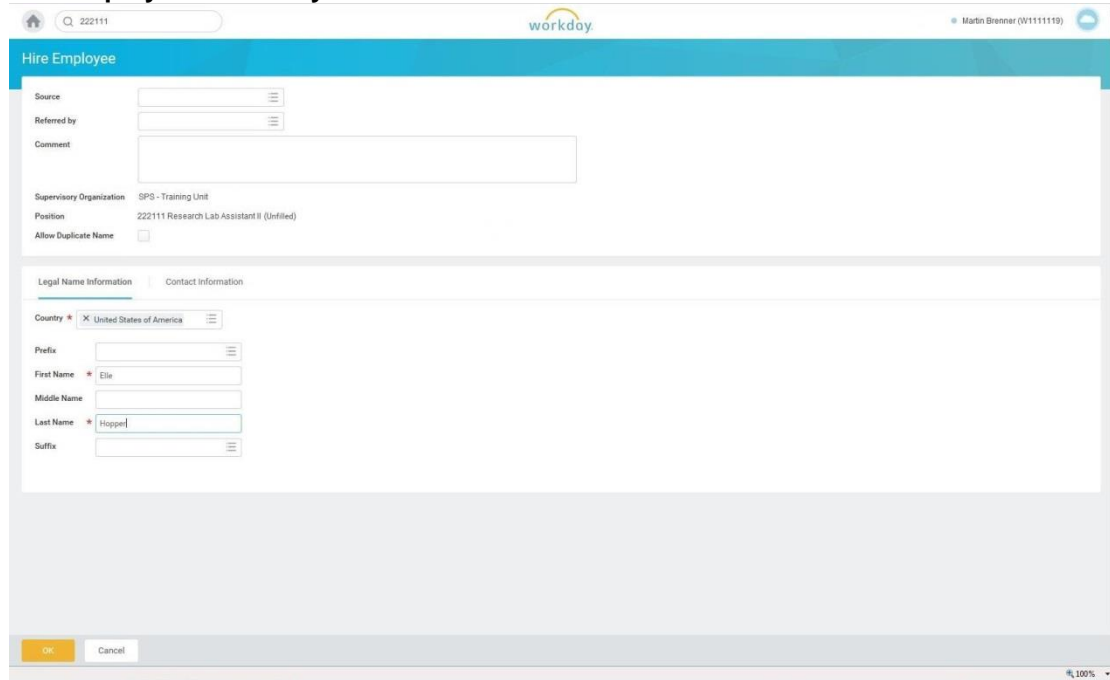
Hire Employee - Workday



3. Select one of the following options.

If	Then
The employee is a new hire...	<ul style="list-style-type: none"> - Click the Create a New Pre-Hire radio button. - Click the OK  button. - Go to the next step.
The employee is a rehire...	<ul style="list-style-type: none"> - Click the Existing Prehire radio button. - Type the prehire ID in the Existing Prehire field. - Click the OK  button. - Go to Step 13.

Hire Employee - Workday



Legal Name Information

4. On the Legal Name Legal Name Information tab button, complete the following fields.

Field Name	Description
First Name	Type the first name of the employee.
Last Name	Type the last name of the employee.


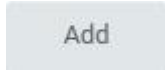


Contact Information

5. Click the **Contact Information** tab button.

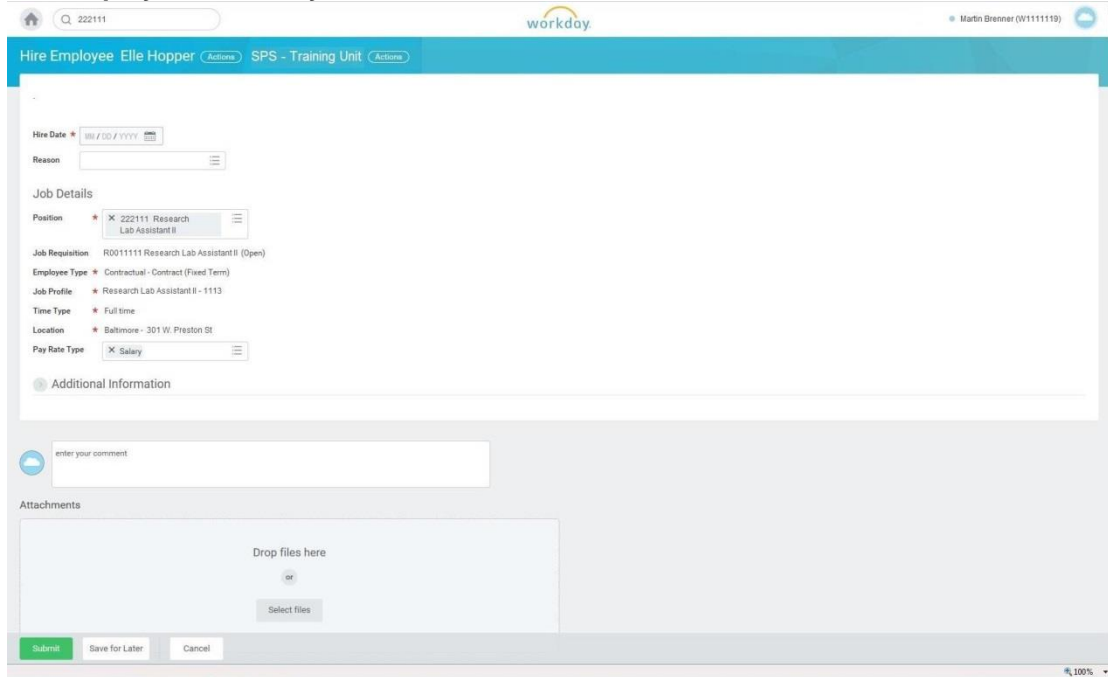
6. Click the **Add Address**  button.



7. Complete the following fields of the employee's **HOME** address:

Field	Description
Address 1	Type the employee's home address
City	Type the city
State	Type the State
Postal Code	Type the zip code

8. Click the prompt menu  button in the Type field to select Home.
9. Click the **Add Email**  button.
10. Type the employee's personal email address in the Email Address field.
11. Click the prompt menu  button to select HOME for the email address.
12. Click the **OK**  button.

Hire Employee - Workday



13. Type or click the Menu  icon to enter the Hire Date.
14. Click the prompt menu  icon to select the reason.
15. Select one of the following options:

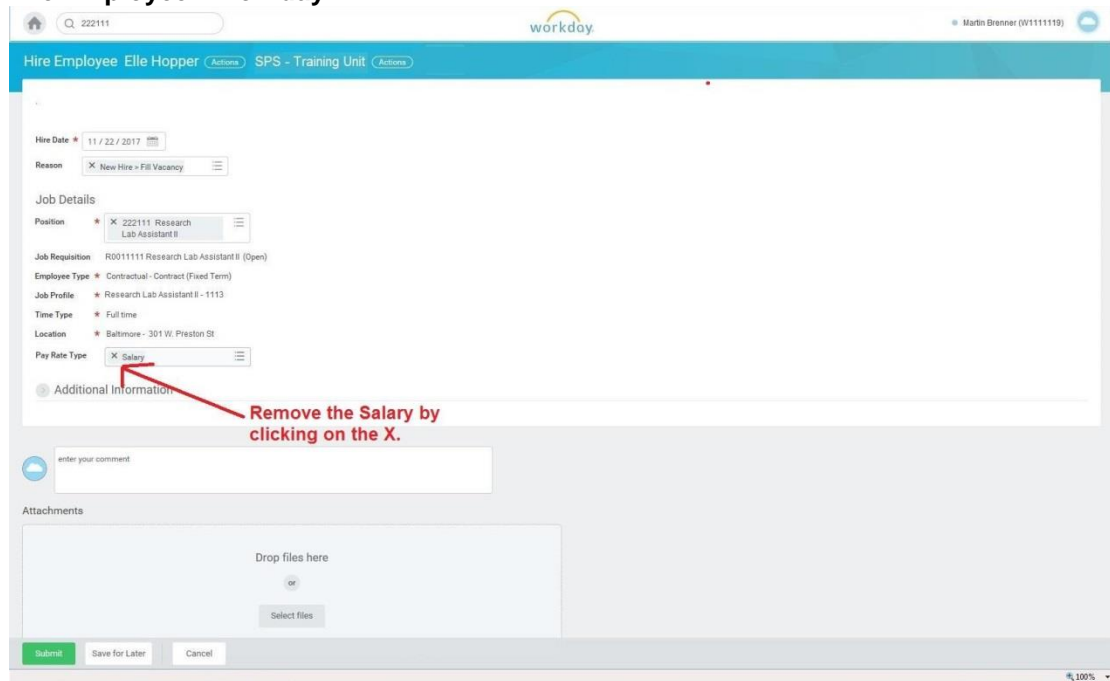
Reason	Description
Benefits Only	DO NOT USE
New Hire > Convert Contingent	Select this option to convert a Contingent Worker (has a W number with the letter C after it) to a State/Regular or Contractual employee and needs a new W number.





Title: Hire Contractual Employee
Functional Area: Staffing


	NOTE: This is not the same as contractual conversion.
Fill Vacancy	Select this option to hire a brand new employee to fill a vacant PIN.
JobAps	Only use this option if you were unable to complete the brand new hire from the Hire Details page in JobAps.
New Position	Select this option if you created a brand new PIN and is being filled for the first time with an employee.
Transfer from Non SPMS	Select this option if the employee is a State employee outside the SPMS agencies (agencies that do not use Workday).
Rehire > JobAps-Non Reinstatement	Select this option if you were unable to complete the rehire from the Hire Details page in JobAps.
JobAps-Reinstatement	Select this option if you were unable to complete the rehire from the Hire Details page in JobAps.
Non-Reinstatement	Select this option if the employee DOES NOT qualify for a reinstatement
Reinstatement	Select this option if the employee qualifies for a reinstatement
Settlement ORG ONLY	DO NOT USE

Hire Employee - Workday

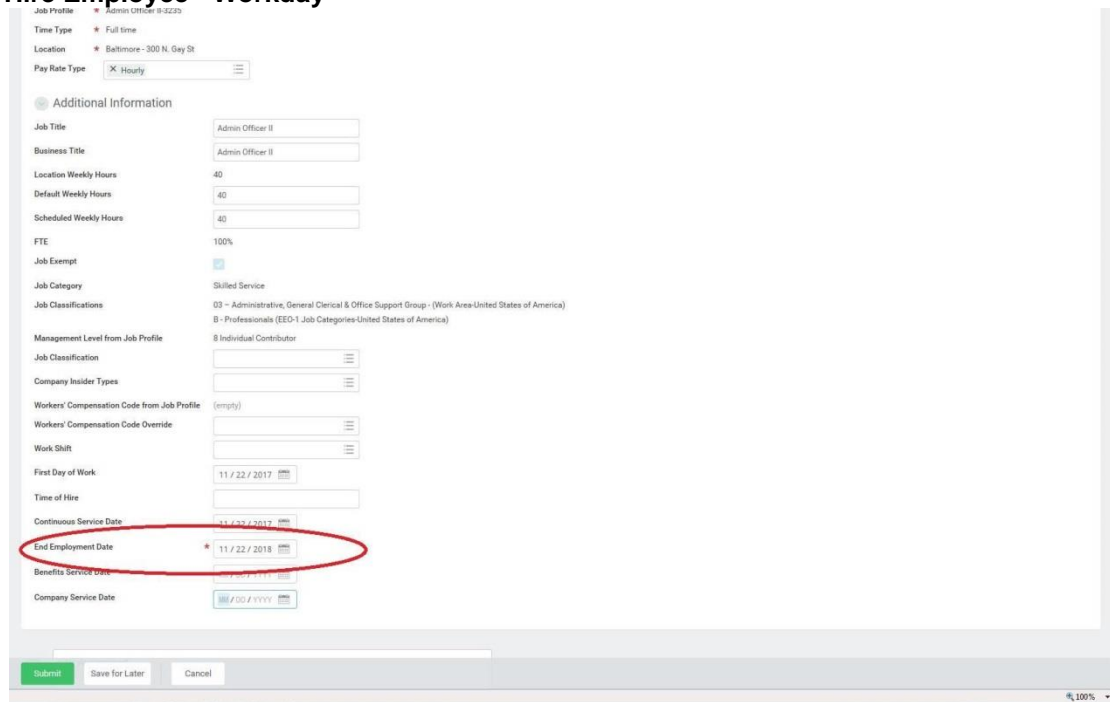



16. Remove the Salary in the Pay Rate field by clicking on the X  symbol.

17. Click the menu prompt  icon in the Pay Rate Type field to select Hourly.

18. Click the **Additional Information**  **Additional Information** tab button.

Hire Employee - Workday



19. Type of click the Calendar  icon to enter the date the contract will end in the End Employment Date field.

20. Click the **Submit**  button.

21. Click the **Done**  button.

22. The System Task is complete.



Edit Government ID

The next step in the business process is to enter or update the employee’s identification information – including the social security number and any other additional identification, as required.

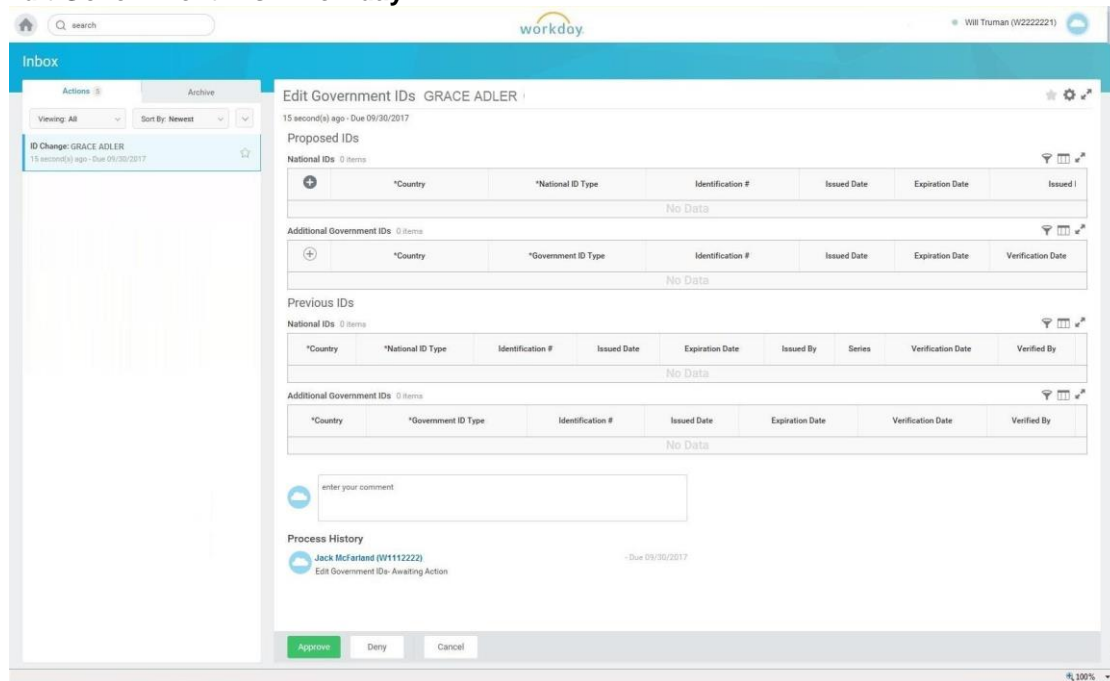
If the employee is a new hire, an employee ID (“W” number) is assigned to the hire. If the person is a rehire, the Edit Government ID task will not trigger, because the person will go back into his/her W number.



Access this task from your Inbox. Look for the “ID Change” task in your Inbox that includes the employee’s name.


Procedure:

1. Click the Inbox  icon.
2. Select the **Inbox**  hyperlink.

Edit Government IDs - Workday





3. Locate the ID Change event in your Actions tab of your Inbox.
4. Click the plus  button to add a row under Proposed IDs
5. Click the search prompt  to select United States of America in the Country field.

6. Type or use the search prompt  to select Social Security Number in the National ID Type field.
7. Type the social security number in the Identification # field.



Caution: If you receive the following Alert message, then that means the SSN that you entered already exists in Workday. You will not be able to move forward with the Hire process until you determine if the SSN entered is correct or investigate whether or not the person already has an existing W number in Workday.





8. Click the **Approve**  button.
9. Click the **Done**  button.
10. The System Task is complete.

Propose Compensation

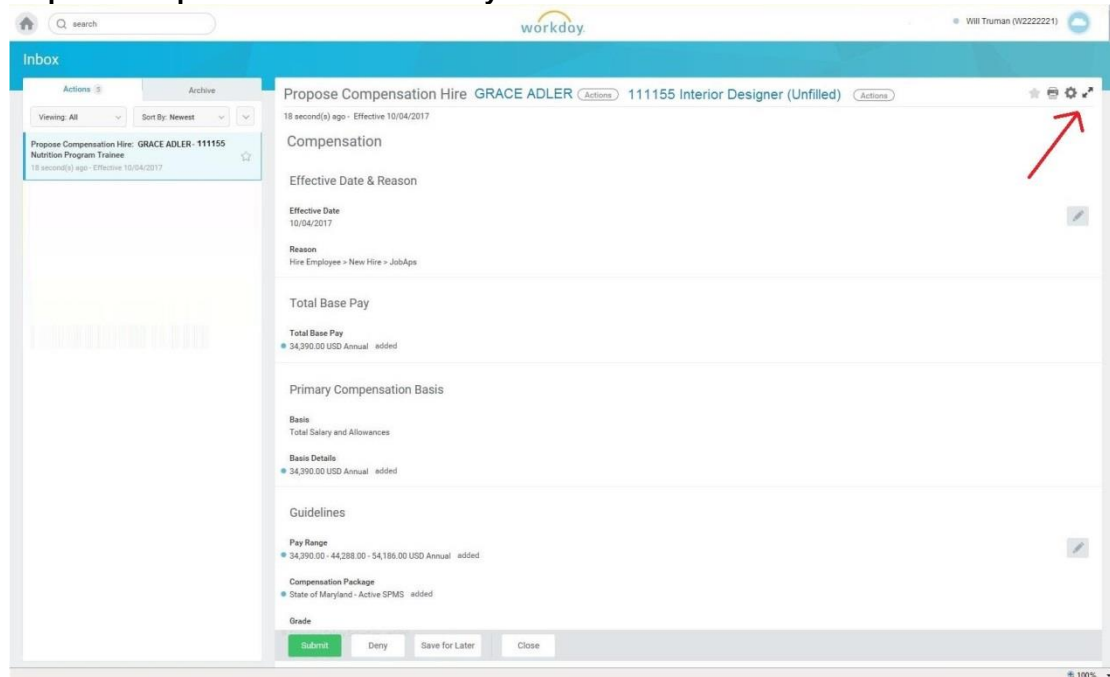
The Propose Compensation is the next step in the Hire business process

NOTE: If you do not start this task after submitting the Government ID business process step, then you can look for it in your Workday inbox.

Procedure:

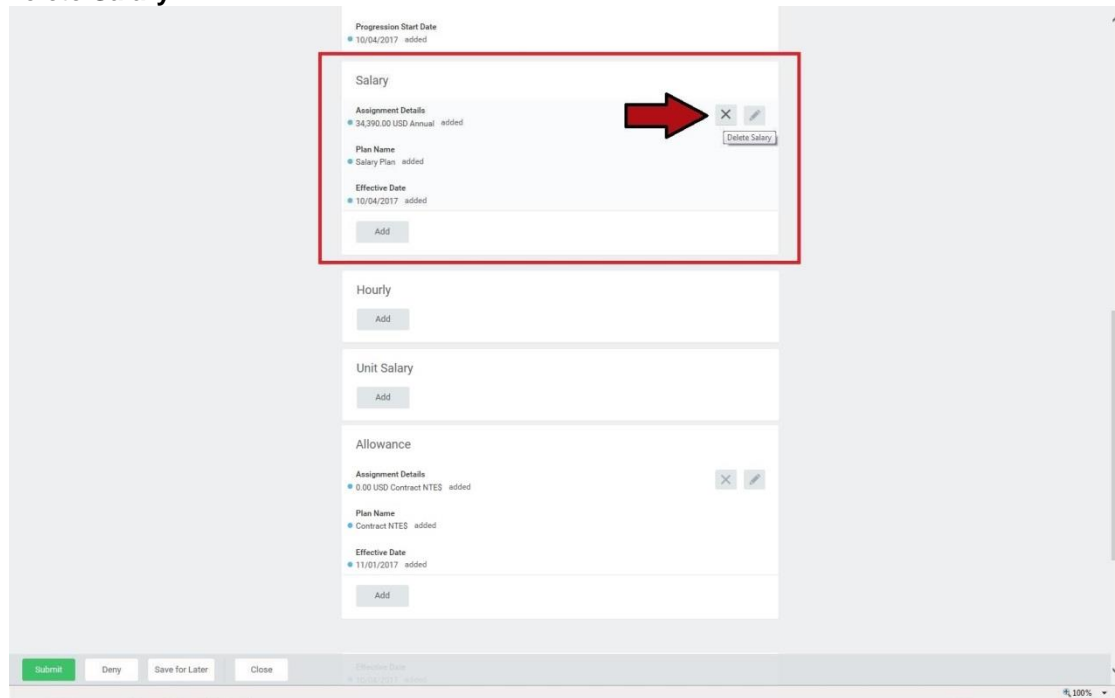
1. Click the  icon.
2. Click the **Inbox**  hyperlink.

Propose Compensation Hire - Workday



3. In your Actions list, click the "Propose Compensation Hire:" task. HINT: The employee's name is included in the task name.
4. Click the **Toggle Fullscreen Viewing Mode**  button.

Delete Salary



Progression Start Date
10/04/2017 added


Salary
Assignment Details
34,390.00 USD Annual added
Plan Name
Salary Plan added
Effective Date
10/04/2017 added
Add

Hourly
Add

Unit Salary
Add

Allowance
Assignment Details
0.00 USD Contract NTES added
Plan Name
Contract NTES added
Effective Date
11/01/2017 added
Add

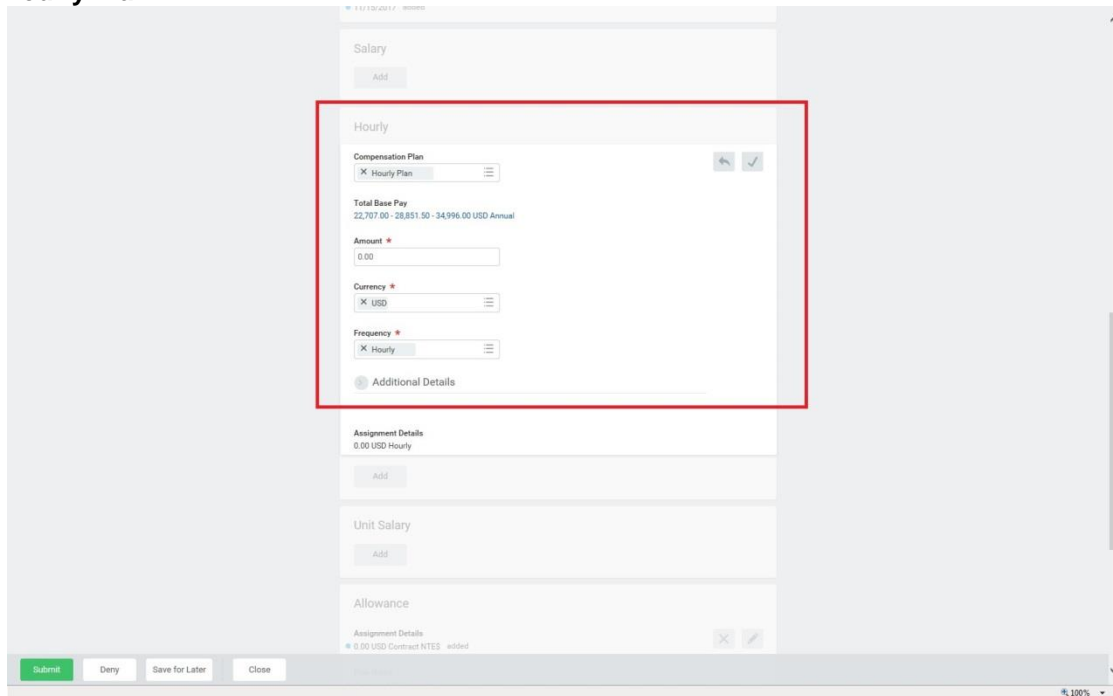
Submit Deny Save for Later Close



5. On the Compensation screen, scroll down to the Salary section and click the  button to remove the salary information.

6. Click the Delete  button when prompted to confirm deletion.

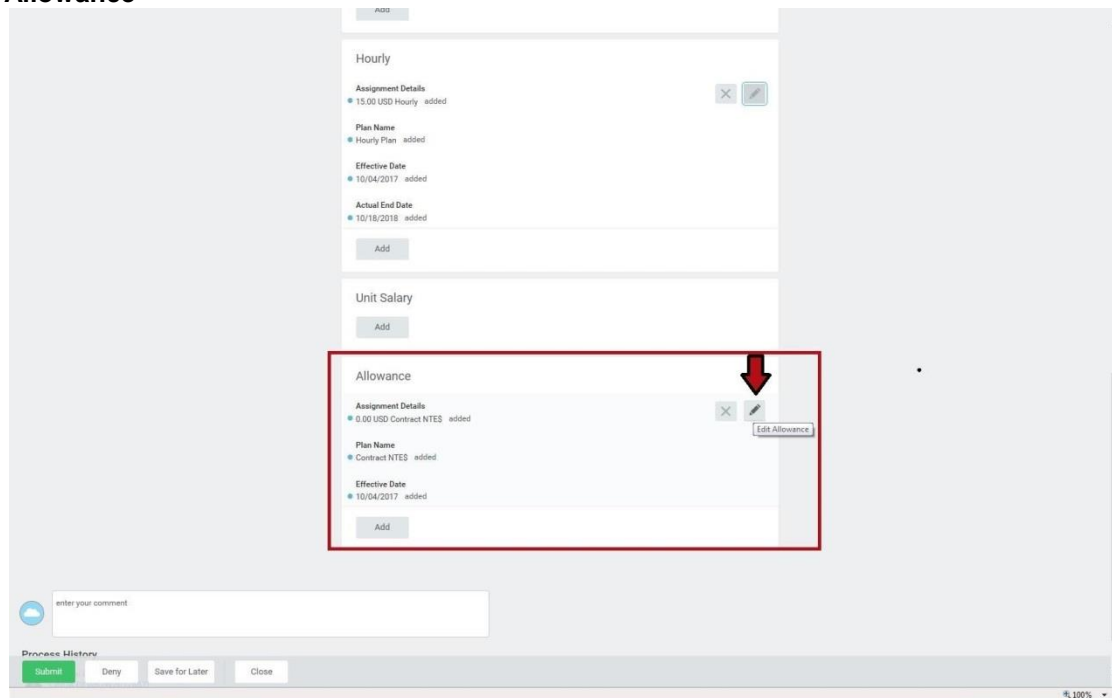
7. Click the Add  button in the Hourly section.

Hourly Plan



8. Use the Prompt  icon in the Compensation Plan field to select All Compensation Plans > Hourly Plan
9. Type the hourly rate in the Amount field.
10. Click the check  icon to save the information in the Hourly section.


Allowance



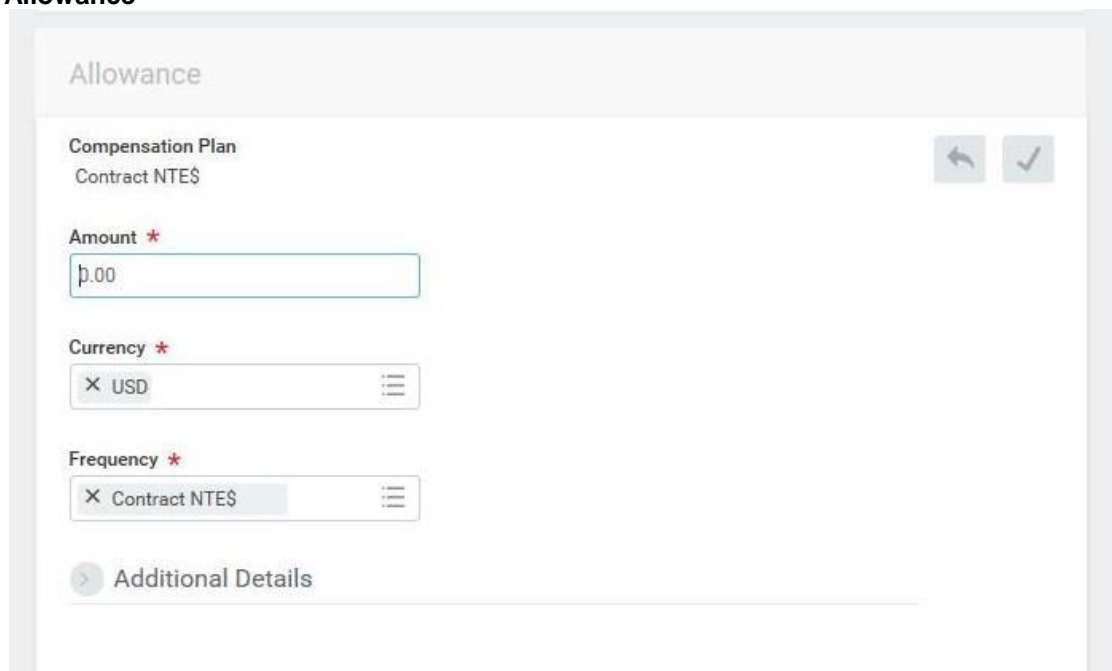
The screenshot shows a web interface for managing allowances. It features a list of allowances with the following details:

- Hourly**
 - Assignment Details: 15.00 USD Hourly added
 - Plan Name: Hourly Plan added
 - Effective Date: 10/04/2017 added
 - Actual End Date: 10/18/2018 added
- Allowance** (highlighted with a red box)
 - Assignment Details: 0.00 USD Contract NTE\$ added
 - Plan Name: Contract NTE\$ added
 - Effective Date: 10/04/2017 added

An 'Edit Allowance' icon is highlighted with a red arrow in the highlighted allowance entry.

11. Click the Edit  icon in the Allowance section.




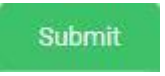

Allowance



The screenshot shows the 'Allowance' edit form with the following fields:

- Compensation Plan:** Contract NTE\$
- Amount ***: 0.00
- Currency ***: USD
- Frequency ***: Contract NTE\$
- Additional Details**: (expandable section)

12. Type the Contract not to exceed amount in the Amount field.

13. Click the Additional Details  tab button in the Allowance section.
14. Type or click the calendar  icon to enter the Expected End Date. **Do not enter the *Actual End Date* as this will end pay on this date, even if a contract renewal is processed.**
15. Click the **Save Allowance**  button.
16. You may enter a comment in the Comment section.
17. Click the **Submit**  button.
18. Click the **Done**  button.



Information: The compensation must be approved. The approval routing is based on the reason code selected when hiring the employee.



19. The System Task is complete.

Maintain Employee Contract

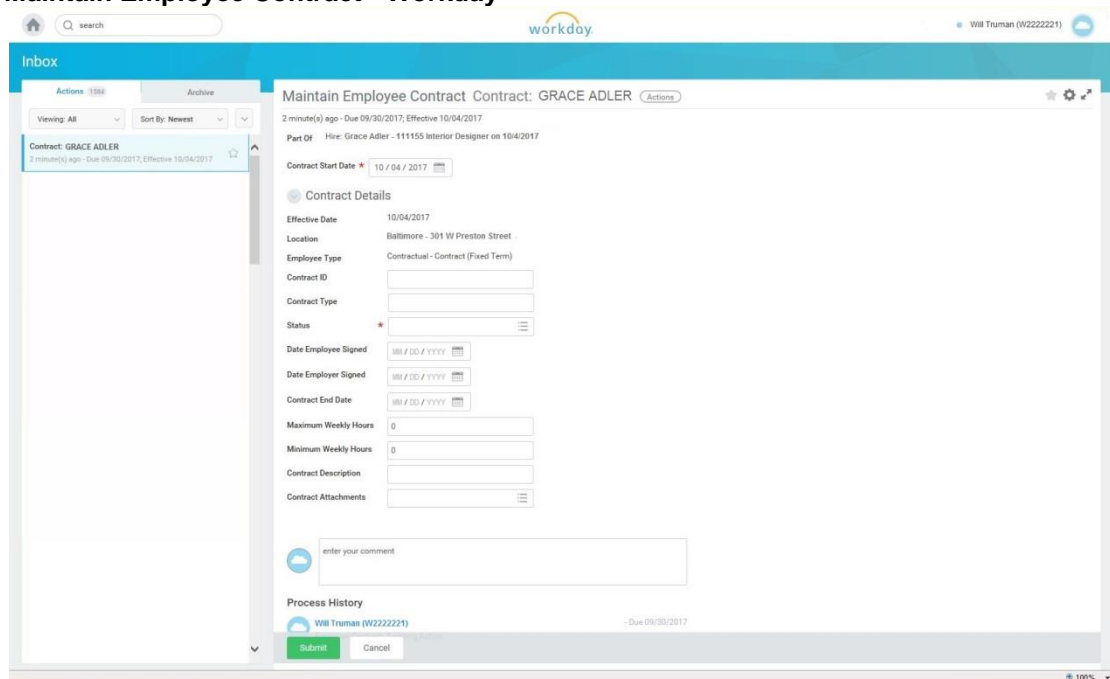
For contractual employees, you must enter the employee's contract information and attach a copy of the contract in Workday.

This task is accessed from your Inbox after hire details (including compensation) have been approved.

Procedure:


1. Click the **Inbox**  icon.
2. Click the **Inbox**  hyperlink.

Maintain Employee Contract - Workday







3. Locate the Contract event in your Actions tab.

4. Complete the following fields:

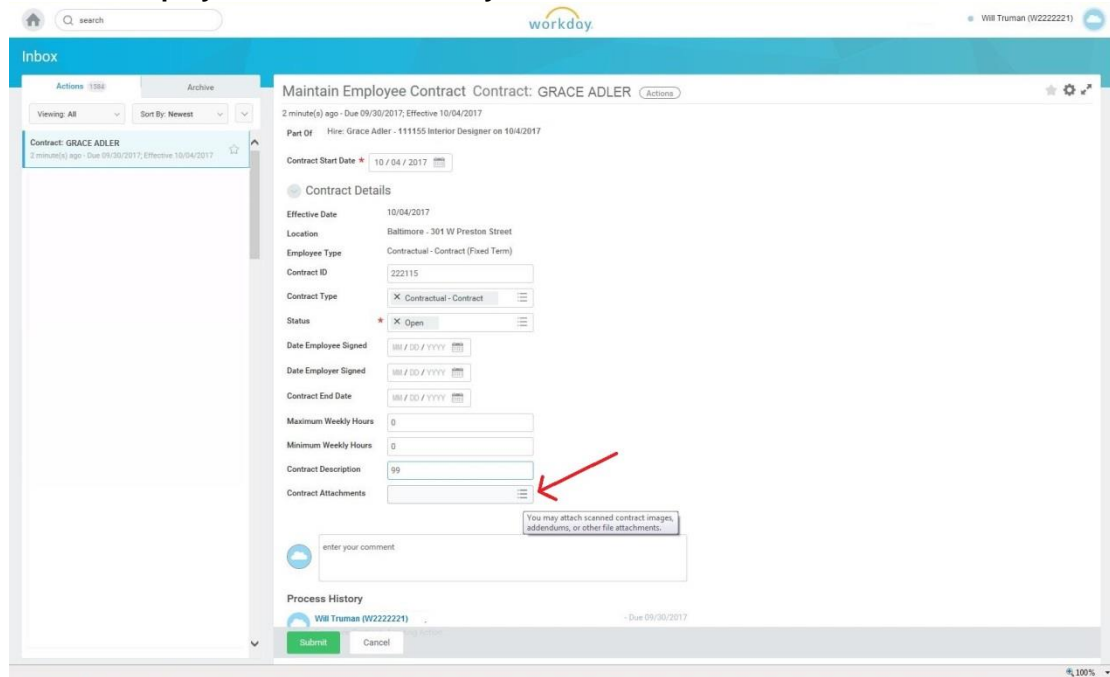
Field	Value
Contract ID	Type the Contract ID number, if applicable.
Contract Type	Optional: Use the Menu Prompt  to select All > Contractual - Contract




Title: Hire Contractual Employee
Functional Area: Staffing

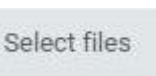
Status	Use the Menu Prompt  to select Open (NOTE: DO NOT use Pending)
Date Employee Signed	Type of use the Calendar  icon to enter the date. (Optional Field)
Date Employer Signed	Type of use the Calendar  icon to enter the date. (Optional Field)
Contract End Date	<p>Type of use the Calendar  icon to enter the date the contract will end.</p> <p>NOTE: This date must be at least 30 days from the current date.</p> <p>NOTE: Benefits and Enrollment</p> <ol style="list-style-type: none"> 1. If you are using Fiscal Year to end a contract and the person's contract start date is in April, May or June and it will be renewed into the new fiscal year, then the Employment End Date must be for the following fiscal year to be eligible to receive Benefits. Example: Contract employee's start date is April 15, 2017. The contract end date is June 30, 2018. 2. If you are using the calendar year to process a contract and the contract will carry over into the new year, please DO NOT use the last day of the current calendar year (December 31st) as the Employment End Date. The December 31st date will not trigger an Open Enrollment event for the employee.
Maximum Weekly Hours	NOTE: Optional field, but you may enter the hours
Minimum Weekly Hours	NOTE: Optional field, but you may enter the hours
Contract Description	Type the appropriate Review Code. NOTE: For a complete list of Review Codes and description, please contact Central Payroll Bureau (CPB) or DBM Classification and Salary Division.

Maintain Employee Contract - Workday



5. Upload the contract by clicking on the Menu Prompt  in the Contract Attachments field.

6. Click the **Create Worker Document**  hyperlink.

7. On the Create Worker Document page, click the Select files  button.

8. Browse for and select the contract, and then upload it.

9. Click the **OK**  button.

10. Click the **Submit**  button.

11. Click the **Done**  button.



Information: The contract must be approved by DBM Classification and Salary Division.

12. The System Task is complete.

Change Personal Information

The next step in the business process is to enter the personal information of the hire.

NOTE: Go to your inbox and locate the task named “Personal Information Change” in your inbox. The task name will include the name of the employee.

Procedure:

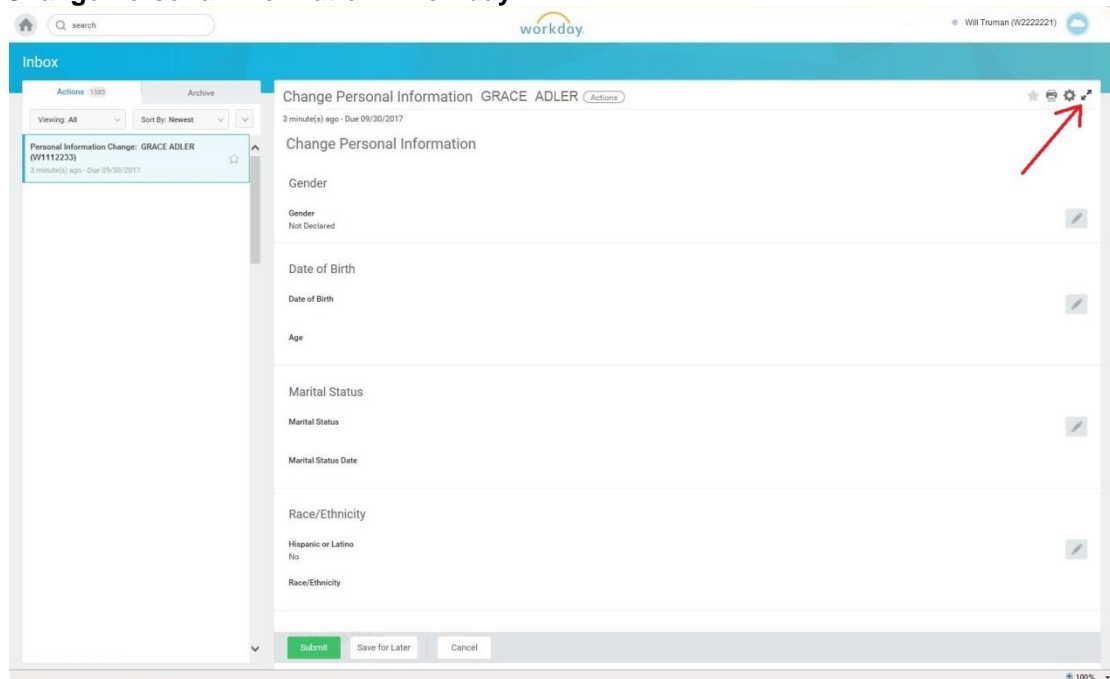
1. Click the **Inbox**  icon.

2. Select the **Inbox**  hyperlink.



Information: Gender and Date of Birth must be entered on this screen. Other fields can be entered also but are not required, because they will be entered during onboarding. If this is a re-hire, information will already be populated and needs to be verified.

Change Personal Information - Workday



3. Click the **Toggle Fullscreen Viewing Mode**  button.

4. Click the Gender Edit  button, and select the gender from the list.



5. Click the Edit Date of Birth  button, and enter the date of birth.

6. Click the **Submit**  button.

7. Click the **Done**  button.



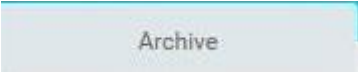
8. The System Task is complete.

To Do Attach a Copy of ID

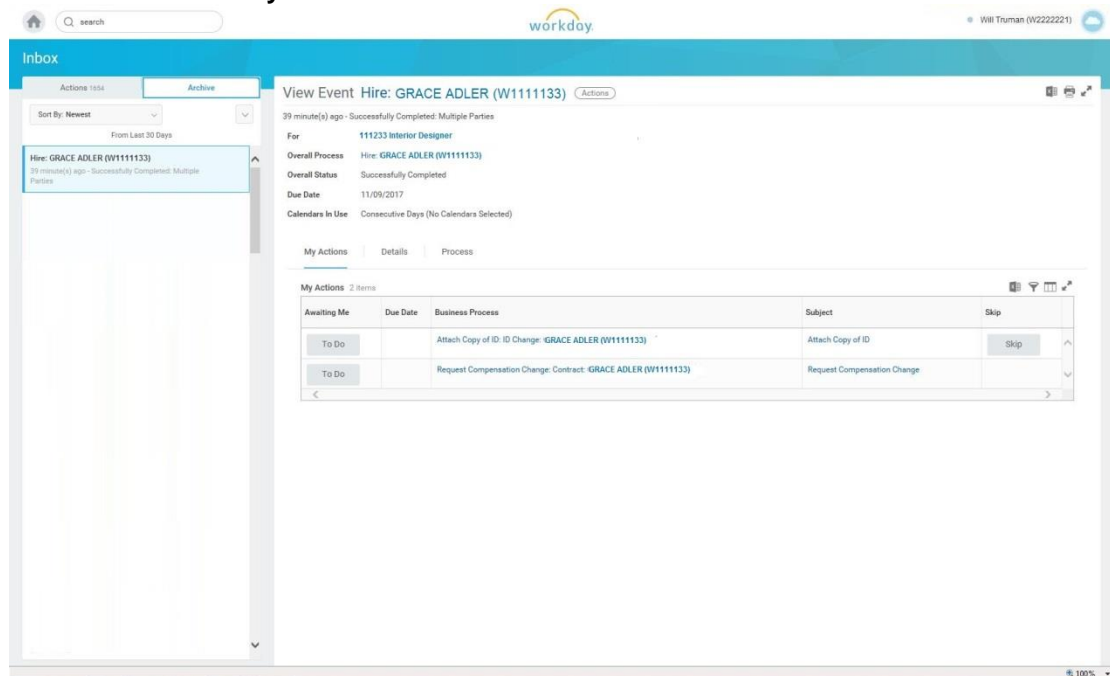
You may attach a copy of the Government ID. This is a To Do task that you do not have to complete. However, you will still need to mark the task as completed to remove it from your inbox.

This is a To Do task that can be accessed from either your Actions tab or the Archive tab of your inbox.

Procedure:

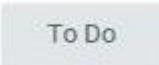
1. Click the **employee photo**  hyperlink.
2. Click the **Inbox**  hyperlink.
3. Click the **Archive**  tab button.

View Event - Workday

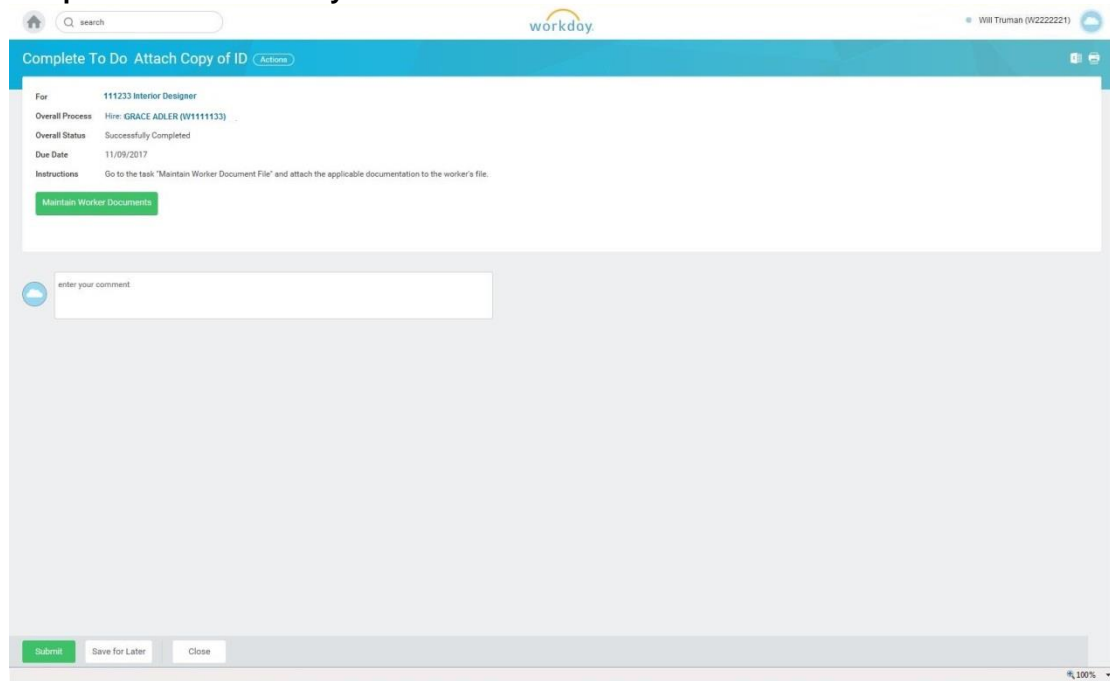


The screenshot shows the Workday interface for a 'View Event' titled 'Hire: GRACE ADLER (W1111133)'. The event is marked as 'Successfully Completed'. The 'My Actions' section contains the following table:

Awaiting Me	Due Date	Business Process	Subject	Skip
To Do		Attach Copy of ID: ID Change: GRACE ADLER (W1111133)	Attach Copy of ID	Skip
To Do		Request Compensation Change: Contract: GRACE ADLER (W1111133)	Request Compensation Change	

4. Click the **To Do**  button next to Attach Copy of ID

Complete To Do - Workday



5. Click the **Maintain Worker Documents** button.



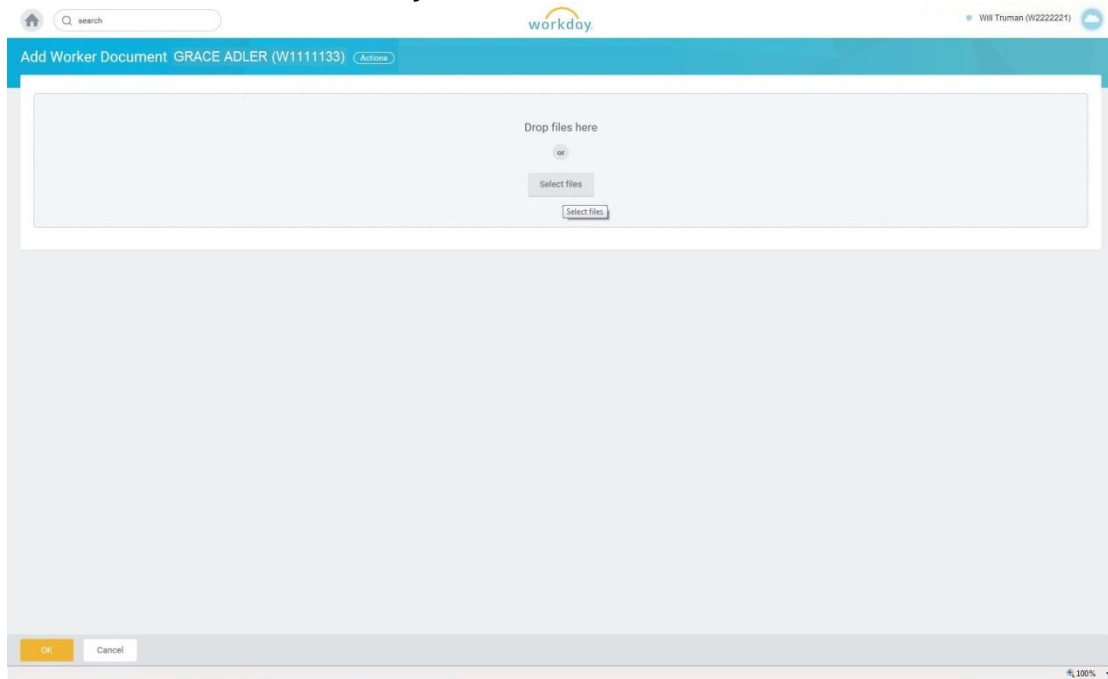
Information: If you do not want to upload a document, then click the **Submit** button. Otherwise, please proceed with the remaining steps below for instructions on how to upload.

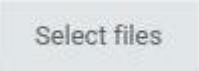
6. Type the name of the employee in the Worker field and then press the Enter key on your keyboard.

7. Click the **OK** button.

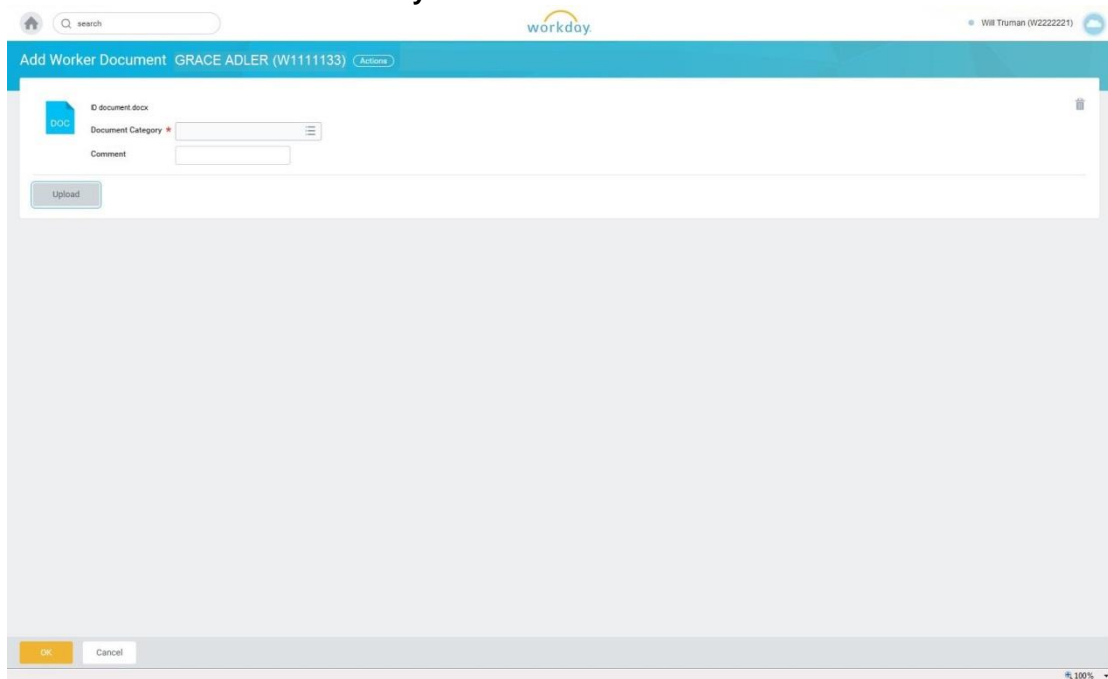
8. Click the **Add** button.




Add Worker Document - Workday



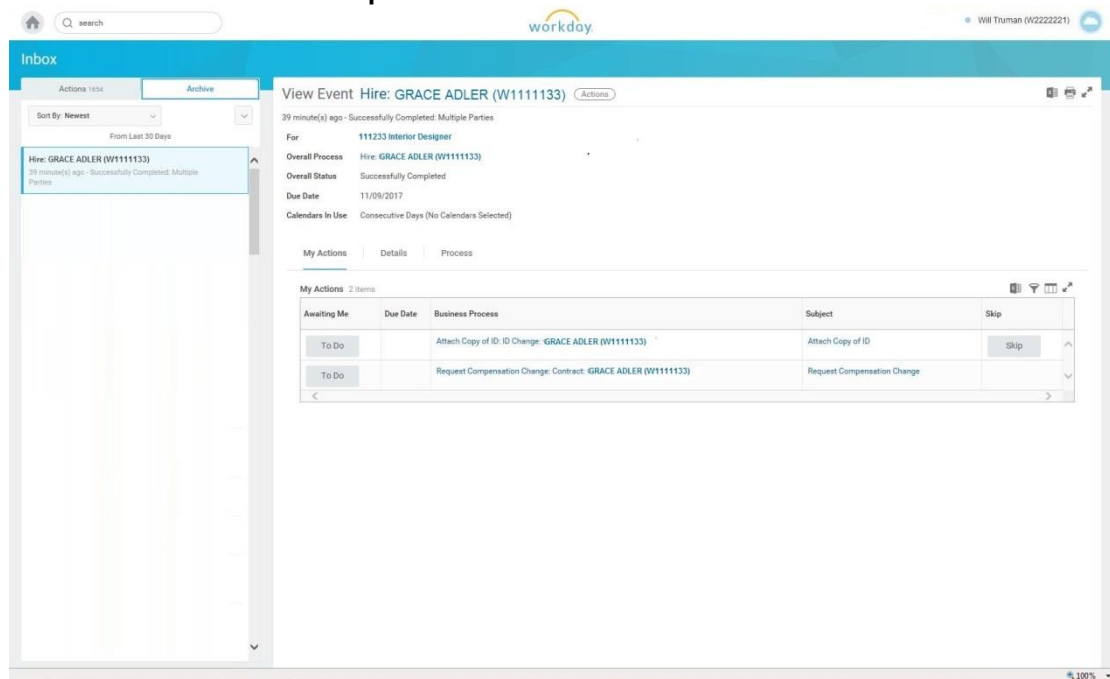
9. Click the Select Files  button to locate and upload the document.

Add Worker Document - Workday



10. Click the menu prompt  to select the category for the document.
11. Click the **OK**  button.
12. Click the **Done**  button.

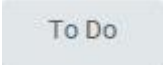
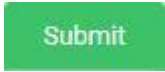
Mark the To Do Task as Completed



13. Return to the Archive tab of your Inbox.



Information: Although you uploaded the ID for the To Do: Attach Copy of ID task, the task will remain in your inbox until you marked it as completed.

14. Click the To Do  button for the Attach Copy of ID task.
15. Click the Submit  button to mark that you completed the To Do Attach Copy of ID task.
16. The System Task is complete.

To Do Request Compensation Change

Since the Propose Compensation business process step has already been completed, you can skip the TO DO: Request Compensation change.

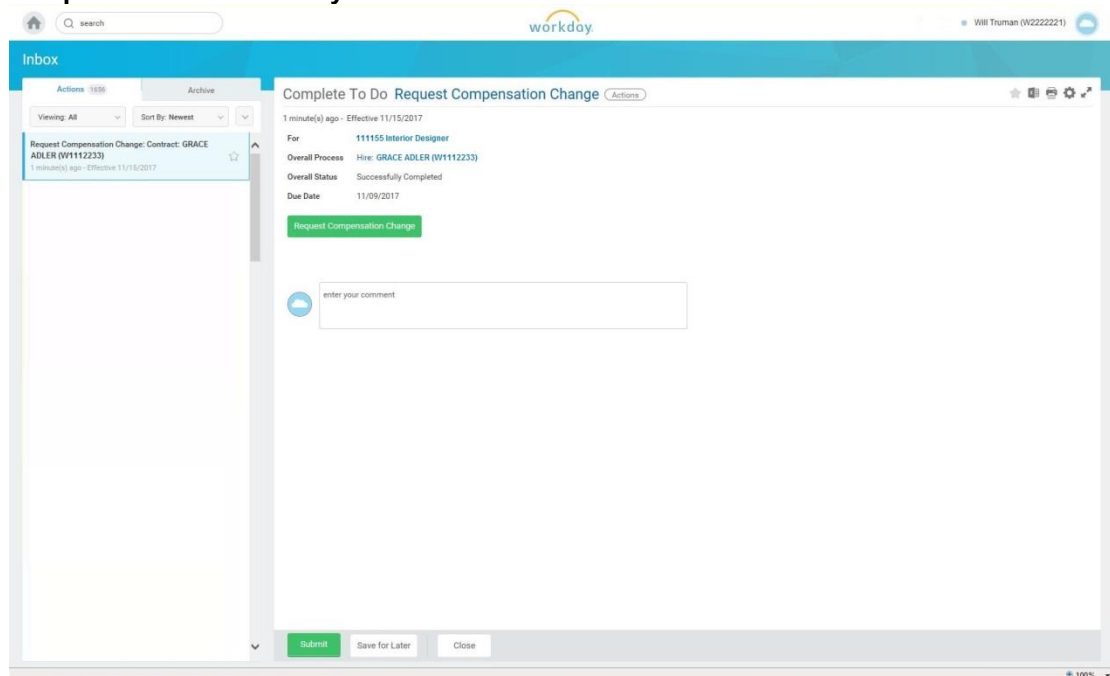
Please read the instructions below on how to mark a To Do task as completed and to remove the task from your inbox.



You can access this task from the Archive tab or from the Actions tab.

Procedure:

1. Click the  icon.
2. Click the **Inbox**  hyperlink.

Complete To Do - Workday





3. Click the **Submit**  button to mark the To Do Propose Compensation task as completed.
4. Click the **Done**  button.
5. The System Task is complete.

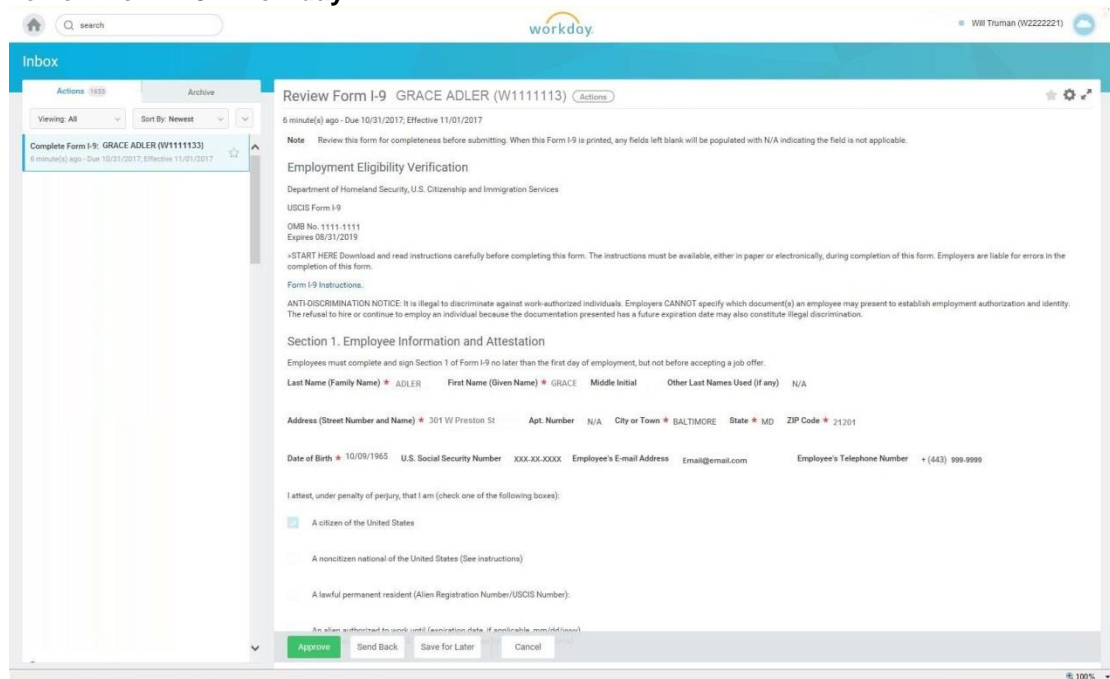
Complete Form I9

The Complete Form I9 task will appear in the inbox of the HRC once the employee submitted the form. The HRC needs to review the information submitted by the employee and then submit the form to complete the task.


Procedure:

1. Click the **employee photo**  hyperlink.
2. Click the **Inbox**  hyperlink.

Review Form I-9 - Workday

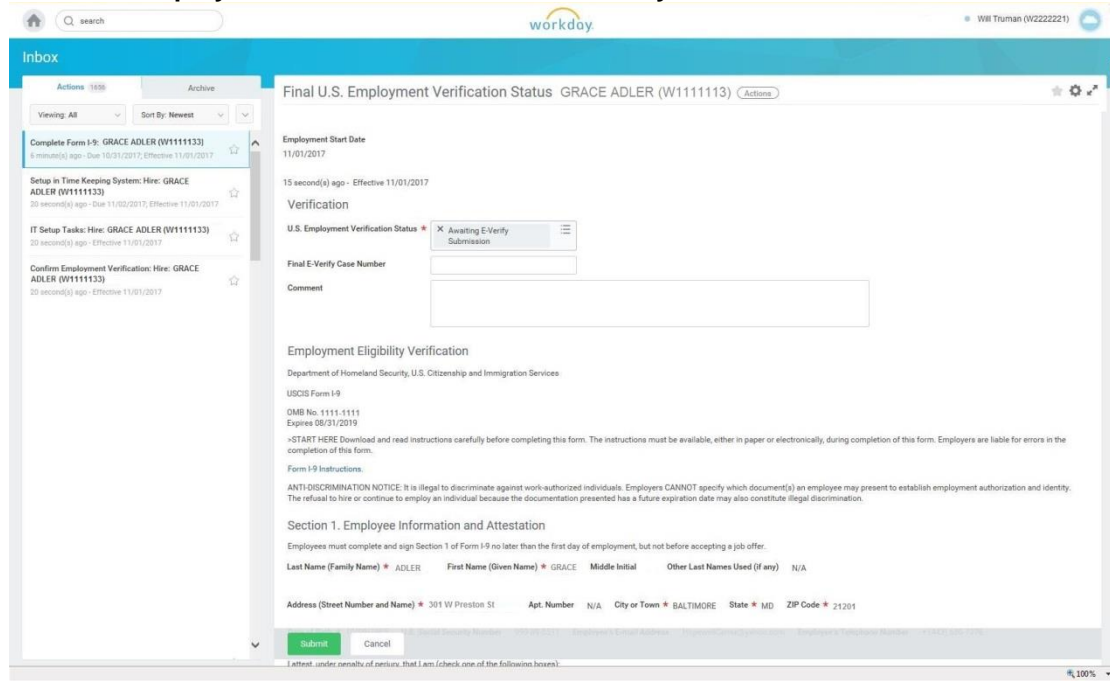


The screenshot shows the Workday interface with an inbox on the left and a task titled "Review Form I-9 - GRACE ADLER (W11111133)". The task details include a note, employment eligibility verification information, and a section for employee information and attestation. The attestation section includes fields for last name, first name, middle initial, other last names, address, date of birth, social security number, employee's email address, and employee's telephone number. There are also radio buttons for selecting the employee's status: "A citizen of the United States", "A noncitizen national of the United States (See instructions)", and "A lawful permanent resident (Alien Registration Number/USCIS Number)". At the bottom of the task, there are buttons for "Approve", "Send Back", "Save for Later", and "Cancel".

3. Review the information and complete any required fields before clicking the **Approve**  button.

4. Click the **Done**  button.

Final U.S. Employment Verification Status - Workday



The screenshot shows the Workday interface for the 'Final U.S. Employment Verification Status' form for employee GRACE ADLER (W1111113). The form is titled 'Final U.S. Employment Verification Status - Workday' and includes a search bar and user information (W11 Truman (W2222221)).

Inbox:

- Complete Form I-9: GRACE ADLER (W1111113) - 11/01/2017
- Setup in Time Keeping System: Hire: GRACE ADLER (W1111113) - 11/01/2017
- IT Setup Tasks: Hire: GRACE ADLER (W1111113) - 11/01/2017
- Confirm Employment Verification: Hire: GRACE ADLER (W1111113) - 11/01/2017

Form Details:

- Employment Start Date:** 11/01/2017
- Effective Date:** 11/01/2017
- U.S. Employment Verification Status:** Awaiting E-Verify Submission
- Final E-Verify Case Number:** [Empty field]
- Comment:** [Empty text area]

Employment Eligibility Verification:

Department of Homeland Security, U.S. Citizenship and Immigration Services
 USCIS Form I-9
 OMB No. 1111-1111
 Expires 06/31/2019

>START HERE Download and read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

Form I-9 Instructions.
 ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * ADLER First Name (Given Name) * GRACE Middle Initial Other Last Names Used (if any) N/A

Address (Street Number and Name) * 301 W Preston St Apt. Number N/A City or Town * BALTIMORE State * MD ZIP Code * 21201

Buttons: Submit, Cancel

I attest, under penalty of perjury, that I am (check one of the following boxes).

5. Click the menu prompt icon to update the U.S. Employment Verification Status.

6. Click the **Submit**  button.

7. Click the **Done**  button.

8. The System Task is complete.

To Do Tasks Completed Outside of Workday

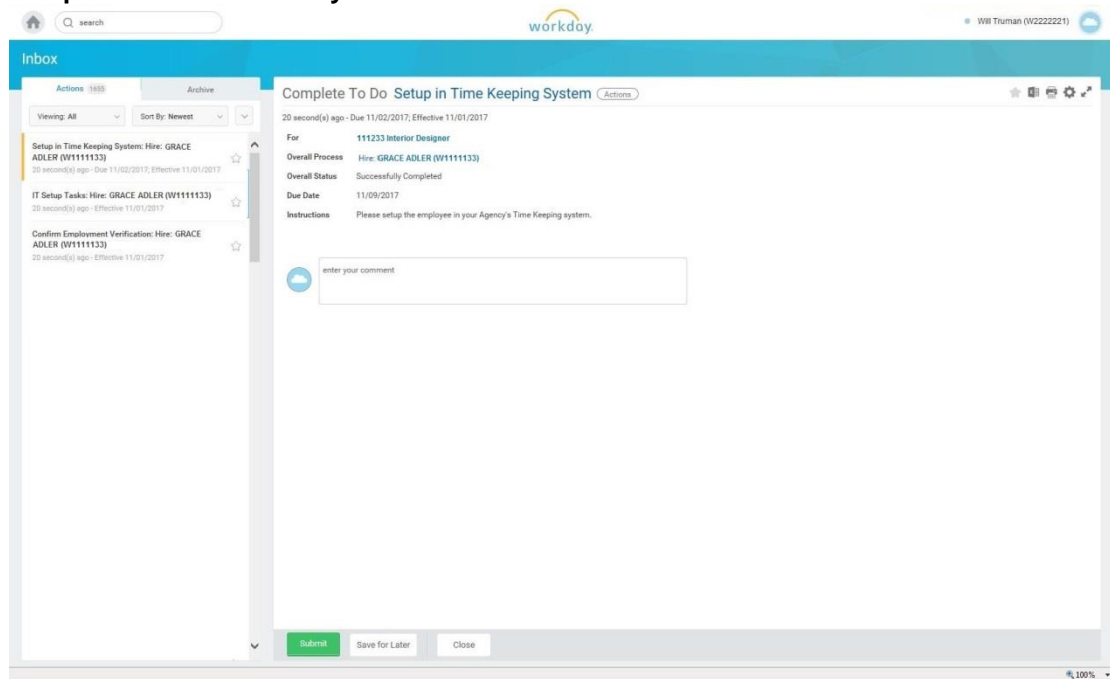
There are three To Do tasks that will appear in the HR Coordinator's inbox. These tasks must be completed outside of the system. They include:

1. Confirm Employment Verification
2. Perform IT Set-up Tasks
3. Set-up employee in Time Keeping System

After completing the defined task, you must "mark" the To Do as completed (submit the task). The next "To Do" appears in your inbox (if applicable).

Procedure:

Complete To Do - Workday



1. Click the **Submit**  button.

2. Click the **Done**  button.



Information: Repeat the above steps to mark the other To Do tasks as completed and to remove them from your inbox.

3. The System Task is complete.