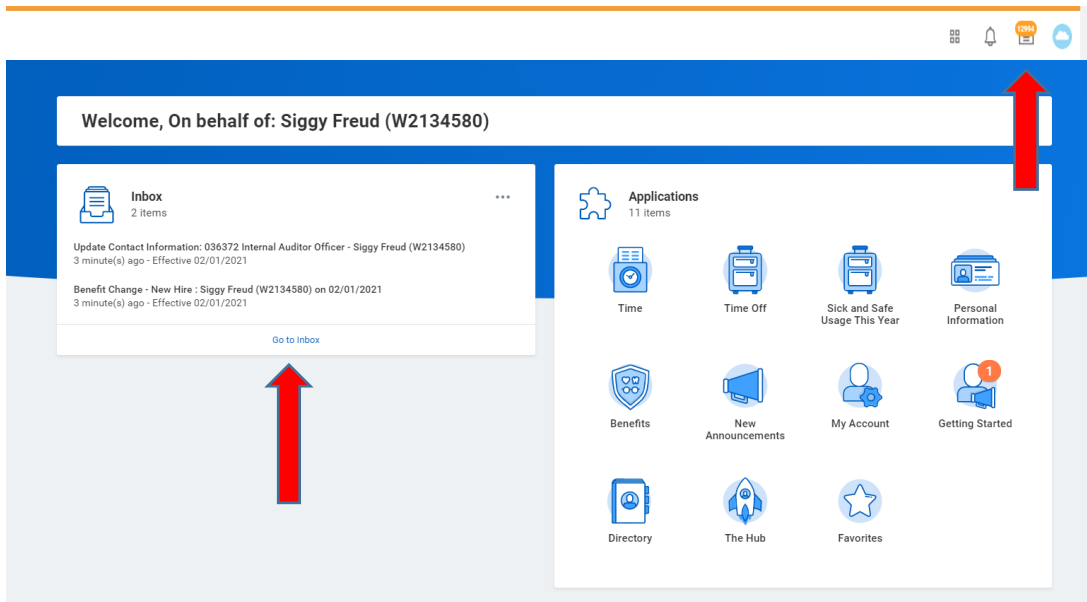




New Employee Onboarding Quick Guide

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



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: 077861 Collection Agent Supervisor - Samantha Carter (W2134581) 1 day(s) ago - Effective 02/02/2021

Benefit Change - New Hire : Samantha Carter (W2134581) on 02/02/2021 1 day(s) ago - Effective 02/02/2021

Home Contact Information

Primary Address

Add

Additional Address

Add

Primary Phone

Phone
+1 (410) 9610026 (Primary)

Additional Phone

Add

Primary Email

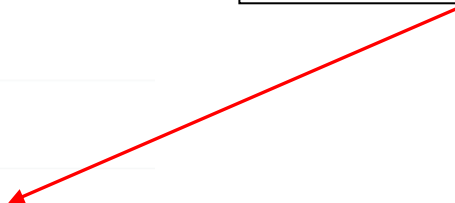
Add

Additional Email

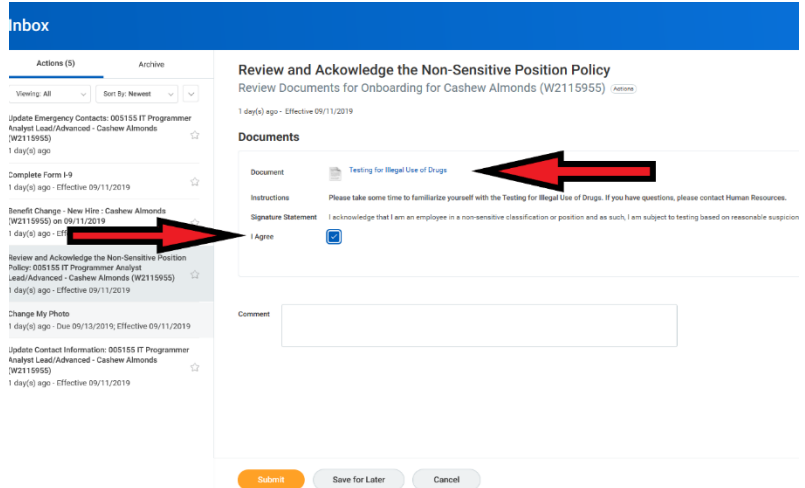
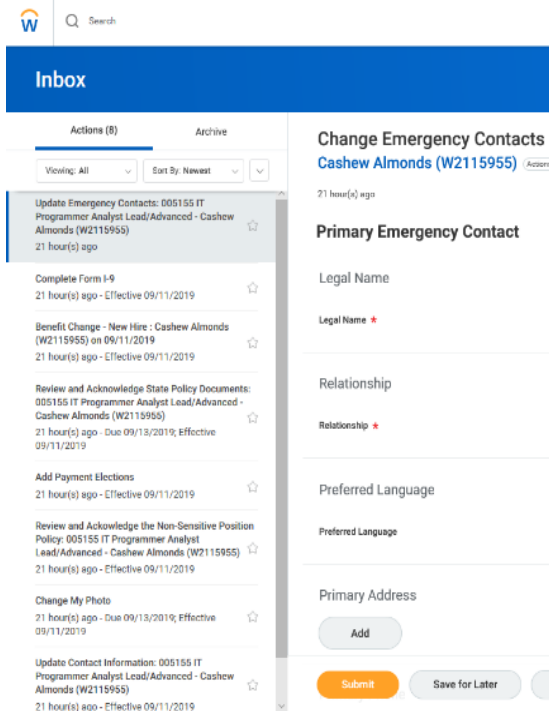
Add

Submit Save for Later Close

Once completed, click **“Submit”**.
If the information has pre-populated and it's correct, click **“Submit”**.

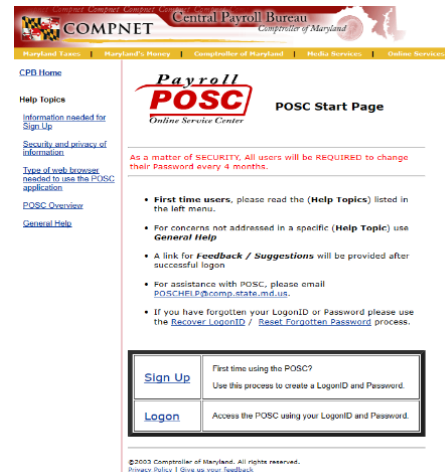


4. After submitting the **Update Contact Information**, more items will appear in your inbox that **need attention**. Select an item and follow the prompts on the right to complete.



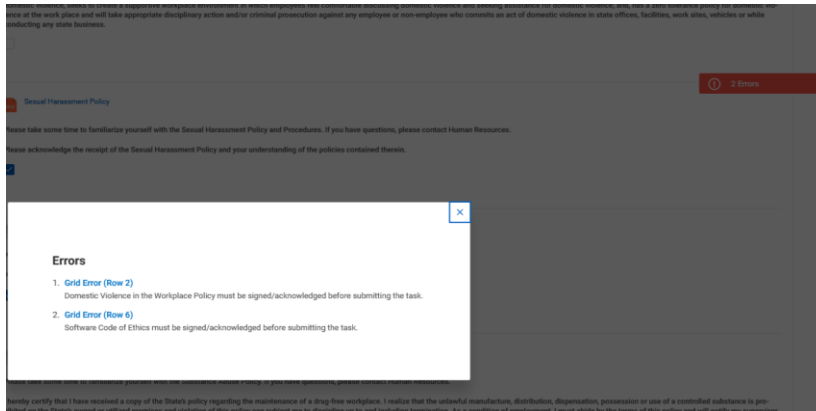
5. There are three types of onboarding items: **To Do's**, **Update & Completion**, and **Review and acknowledge** documents.

-To Do's 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.



- **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.
- **Review and acknowledge** 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

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

