

New Hire Onboarding – Your Workday Roadmap

IMPORTANT NOTE: All tasks noted in this document need to be completed **before** you start. Current login credentials are set to expire on your first day.



Talent and
Performance

After logging into Workday view your Inbox or click the **onboarding** prompt to begin. Please find **NEW** log in credentials in the personal email that you provided when you applied.

Tasks to be Completed:

- Enter Personal Information
- Contact Information
- Change Emergency Contacts
- Veteran Status Identification*
- ID change – National ID *or additional Government ID (SSN for US)*
- Complete State and Local withholding Elections (Tax)*
- Change Self Identification of Disability (U.S. Only)*
- Complete Form I-9 (Section 1 Only)*
 - Only a review of information is needed
 - Select acknowledgment box
- 401K Acknowledgment*
- Payment Elections (Direct Deposit)*
- Company and Benefit Documents
 - About WEX
 - WEX Benefit Guide
 - Benefit Enrollment User Guide
 - Benefits program Overview
- WEX Policies Acknowledgement
- Federal Tax Election*
- Change my Photo

Check out your
Onboarding dashboard
for a personal message
and other important
information from your
manager!