

➤ New Hire Onboarding - Your Workday Roadmap



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 and provide any necessary documentation
- 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