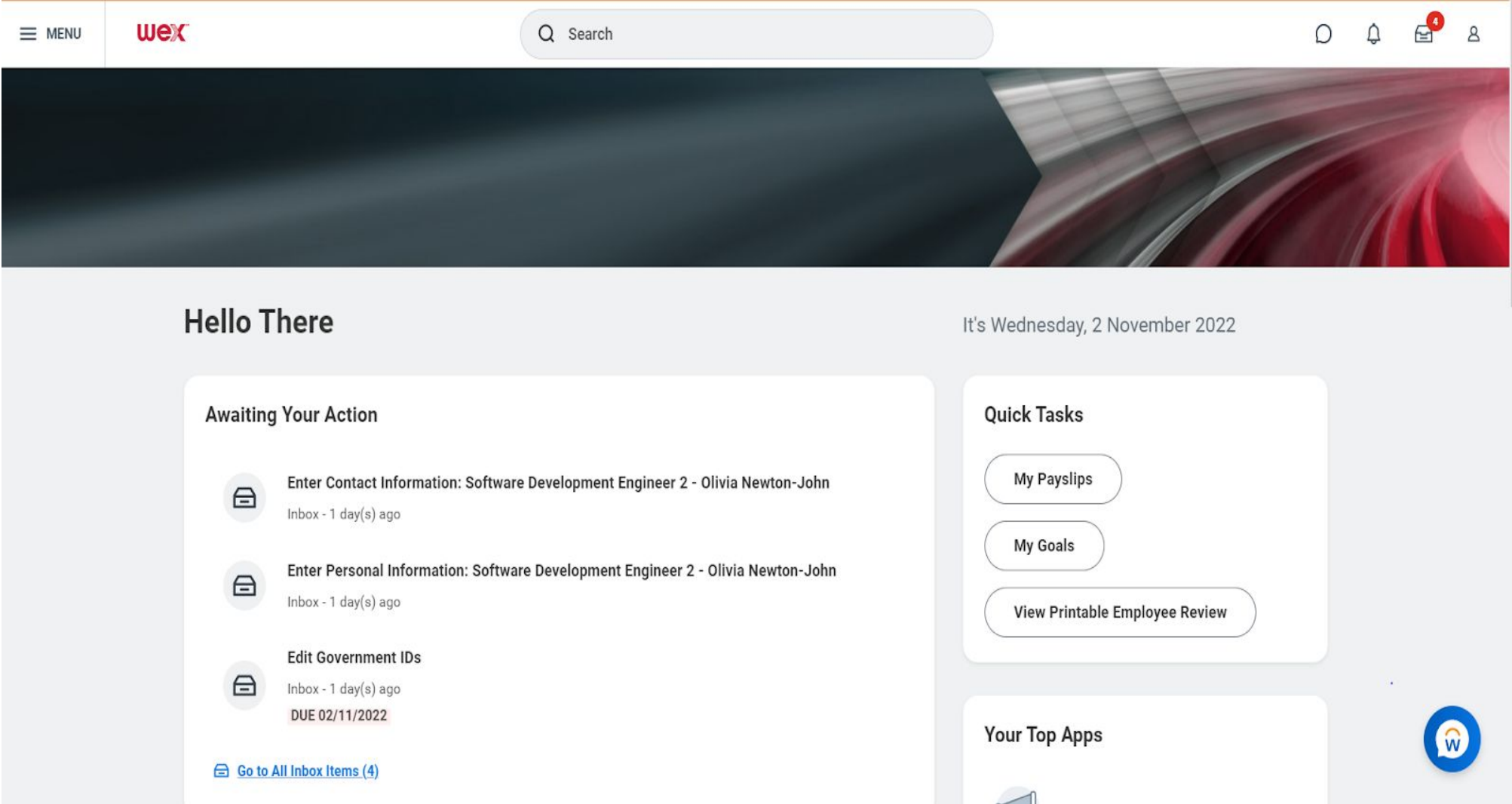


# Complete Your Workday Tasks



## Navigate your dashboard

After you log into Workday with the new employee credentials (these will be emailed to you after you accept your offer) your Workday dashboard will look something like this!

## Navigate your dashboard

Please click on the Onboarding button below to complete your required new hire tasks.

The screenshot shows the Workday dashboard interface. At the top, there is a navigation bar with a 'MENU' icon, the 'wex' logo, a search bar, and user profile icons. The main content area is titled 'Here's What's Happening' and includes the date 'It's Wednesday, 2 November 2022'. The dashboard is divided into several sections:

- Awaiting Your Action:** Contains three items: 'Enter Contact Information: Software Development Engineer 2 - Olivia Newton-John', 'Enter Personal Information: Software Development Engineer 2 - Olivia Newton-John', and 'Edit Government IDs'. A link 'Go to All Inbox Items (4)' is at the bottom.
- Timely Suggestions:** Contains two items: 'Kickstart Your Career Growth' and 'Keep Your Home Contact Information Updated'.
- Recommended for You:** Features two illustrative images of people.
- Quick Tasks:** Includes buttons for 'My Payslips', 'My Goals', and 'View Printable Employee Review'.
- Your Top Apps:** Lists 'Legal Notices', 'Personal Information', 'Inspire & Celebrate', and 'Talent and Performance'.
- Announcements:** Contains a 'HELP' icon and text: 'Do you need Workday help? Click the link below to access the Workday Help site. Need more he...'. Below this is a smaller icon and text: 'Please click on the Onboarding button below to complete your re...'. A red arrow points to this text.

### Announcements



**Do you need Workday help?**  
Click the link below to access the Workday Help site. Need more he...



Please click on the Onboarding button below to complete your re...

## Navigate your dashboard

Here you can view messages from your manager as well as helpful contacts that he/she may provide to you prior to your start date. you can also find messages from our CEO Melissa Smith and our CHRO Melanie Tinto!

The dashboard features a top navigation bar with a 'MENU' icon, the 'wex' logo, a search bar, and notification icons. The main content is organized into several sections:

- Onboarding:** A dark blue header section containing three message cards from Melissa Smith, Melanie Tinto, and a joint message from both.
- Getting Started:** A progress indicator showing 0 completed and 4 ready items, with a 0% progress circle and a 'Go to Inbox' button.
- From My Manager:** A message from Barsham Sotoudeh, the user's manager.
- People to Meet:** A list of four colleagues: Avril Mcgeehan, Denver Roeterdink, Ahsan Sally, and Abhishek Gupta.
- Helpful Contacts:** A list of three HR Business Partners: Marilyne Wallace, Laura Brady, and Sowmiya Balakrishnan.

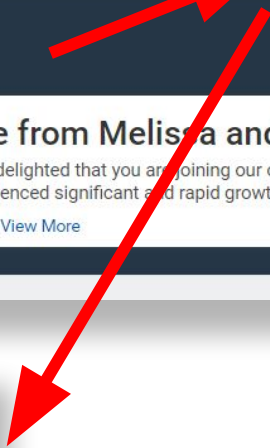
A 'W' logo is visible in the bottom right corner of the dashboard.

### Onboarding

**Melissa Smith says:**  
Welcome to WEX!  
...  
[View More](#)

**Melanie Tinto says:**  
Welcome to our team of Forward Thinkers, Problem Solvers and Innovators!  
We are excited to have you join the team!  
[View More](#)

**Joint message from Melissa and Mela...**  
Welcome to WEX! We are delighted that you are joining our organization. As a company we have experienced significant and rapid growth in recent...  
[View More](#)



### Start my Onboarding tasks:

You will find your onboarding tasks in your Workday inbox. To navigate to your inbox select the inbox icon in the top right hand corner.

### Inbox

Actions | Archive

Viewing: All | Sort By: Newest

- Enter Personal Information: Software Development Engineer 2 - Olivia Newton-John**  
1 day(s) ago - Effective 31/10/2022
- Enter Contact Information: Software Development Engineer 2 - Olivia Newton-John**  
1 day(s) ago - Effective 31/10/2022
- Change Emergency Contacts**  
1 day(s) ago - Due 02/11/2022
- Edit Government IDs**  
1 day(s) ago - Due 02/11/2022

## Enter Personal Information

**Enter Personal Information** Onboarding for Olivia Newton-John ⋮

1 day(s) ago - Effective 31/10/2022

**Legal Name**

Legal Name \*

Olivia Newton-John

**Preferred Name**

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Olivia Newton-John

**Change Personal Information**

**Gender**

Gender \*

---

**Date of Birth**

Date of Birth \*

Age

---

**Marital Status**

Marital Status \*

Marital Status Date

---

**Pronoun**

Pronoun

**Enter Contact Information** Onboarding for Olivia Newton-John ⋮

1 day(s) ago - Effective 31/10/2022

**Change Home Contact Information**

**Address**

---

**Phone**

---

**Email**

Primary

Yes

Email Address \*

Olivia@invalidemail.com

Visibility

Private

## Enter Contact Information

**Change Emergency Contacts** Olivia Newton-John ⋮

1 day(s) ago - Due 02/11/2022

**Primary Emergency Contact**

**Legal Name**

Legal Name \*

---

**Relationship**

Relationship \*

---

**Preferred Language**

Preferred Language

---

**Primary Address**

---

**Primary Phone**

---

## Change Emergency Contacts

## ID Change - Government IDs

Enter all fields that apply to you – **the only required field for employment is National ID.**

1. From the Country drop-down, select the country where you will be working (note: The National ID type will automatically populate)
2. Below **Add/Edit**, type the appropriate ID (Dates are not required) Note:
3. If applicable, add the **Issued Date** and the **Expiration Date**
4. Select **Submit** to move forward.

**Edit Government IDs** Olivia Newton-John ⋮ ☆ ⚙️ 🗨️

1 day(s) ago - Due 02/11/2022

### Proposed IDs

National IDs 0 items ☰ 📄 🗨️

|         | *Country | *National ID Type | Current ID | Add/Edit ID | Issued Date | Expiration Date | Issued By |
|---------|----------|-------------------|------------|-------------|-------------|-----------------|-----------|
| No Data |          |                   |            |             |             |                 |           |

### Additional Government IDs

Additional Government IDs 0 items ☰ 📄 🗨️

|         | *Country | *Government ID Type | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|---------|----------|---------------------|------------------|-------------|-----------------|-------------------|-------------|
| No Data |          |                     |                  |             |                 |                   |             |

### Previous IDs

National IDs 0 items ☰ 📄 🗨️ 📅 🗃️


| Country             | National ID Type | Current ID | Add/Edit ID | Issued Date | Expiration Date | Issued By | Series | Verification Date | Verified By |
|---------------------|------------------|------------|-------------|-------------|-----------------|-----------|--------|-------------------|-------------|
| No items available. |                  |            |             |             |                 |           |        |                   |             |

### Additional Government IDs

Additional Government IDs 0 items ☰ 📄 🗨️ 📅 🗃️

| Country             | Government ID Type | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|---------------------|--------------------|------------------|-------------|-----------------|-------------------|-------------|
| No items available. |                    |                  |             |                 |                   |             |

Submit Save for Later Cancel



**CONGRATULATIONS!**  
You have completed your Workday onboarding!

Please note: To ensure completion of all tasks, review your inbox. If it's empty, you are ready to attend orientation!