

Use this job aid to complete the onboarding steps as a new Team Member in Workday.

Onboarding

From your home screen:

1. Navigate to your Workday inbox.



2. Select the **Complete Questionnaire** onboarding task which asks if you have a Social Security Number. Select an answer:


- **Yes**
- **No – Have applied and can show Proof of Application**
- **No**



Click **Submit**.

3. Select each onboarding task in your inbox to complete it. These tasks could include but are not limited to:

- **Review Legal and Preferred Name**
- **Update Home Contact Information**
- **Update Personal Information**
- **Edit Government ID**
- **Review Documents for Onboarding**
- **Complete Tax Withholding Elections**



NOTE: You can edit sections that have a pencil icon  .

Click the pencil icon  to edit each section and the check mark icon  when complete. A red asterisk ***** indicates the field is required.

4. To review or update onboarding documents at any time, navigate to the search bar and type **Maintain My Worker Documents** and select the task.