

Use this job aid to set up the onboarding process for a new Team Member.

Onboarding Set Up

From your home screen:

1. Navigate to your Workday inbox and select the **Onboarding Setup for Hire** task.
2. The **Message** field automatically generates. Edit if desired.
3. In the **People to Meet** section, add people the Team Member(s) should meet.
4. Click **Notify** to send a notification to the Team Member(s) listed in People to Meet.

People to Meet

Select People

Notify

Notification Subject *

Notification Header
Hiring Manager: Micky Manager (118952)
Worker: Callie Candidate (435329)
Start Date: 04/01/2021

Notification Message *

5. The **Helpful Contacts** field automatically populates with an HR Contact. Add or remove people if needed.
6. Click **Notify** to send a notification to the Team Member(s) listed in Helpful Contacts.
7. Click **Submit** and **Done**.