

New Hire* ONBOARDING PROCESS

— Discover —
WORKDAY
Learn. Click. Explore.

On their first day of employment, all new associates receive eleven action items in their Workday Inbox.

Depending on their job and location, some associates will receive an additional action item.

 1 Enter Personal Information	 7 Disability Self-Identification
 2 Enter Contact Information	 8 Veteran Status Identification
 3 Enter Government IDs	 9 Review Documents
 4 Complete Form I-9	 10 Enter Emergency Contacts
 5 Complete Federal Withholding Elections <small>(State and local elections are handled outside of Workday)</small>	 11 Change My Photo
 6 Payment Elections	 12 Insurance and Vehicle Information <small>(Not all associates receive)</small>

Network IDs, used to log in to Workday, are included in associate welcome letters. If you do not have a letter for an associate, check with your TA partner to determine if the hire has been processed correctly. If it has, call the Sysco Service Desk at 866-981-1190 or 281-584-1190.

Watch for your time-sensitive I-9 action item in Workday! After associates complete Section 1 of Form I-9, you will receive an Inbox action item to complete Section 2. If the associate presents any List A item to verify identity and employment eligibility, that document should be scanned and uploaded prior to completing Section 2. You will also need to verify the photo in this List A document against Everify's records.

You can track the the completion status of any item by clicking the *Onboarding Status Summary* worklet on the Workday home page. If you have questions, call the Sysco Service Desk at 866-981-1190 or 281-584-1190.

*Associates who move between companies will receive a subset of these tasks in their Workday inbox.

Sysco
At the heart of
food and service