



**Human Resources Job Aid**  
**ONBOARDING**

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID  
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

# Onboarding

## NEW ASSOCIATE ONBOARDING

Associates can begin entering onboarding information on their first day of employment.

Eleven to thirteen (depending on the location) Actions will be sent to the associate's Inbox. 

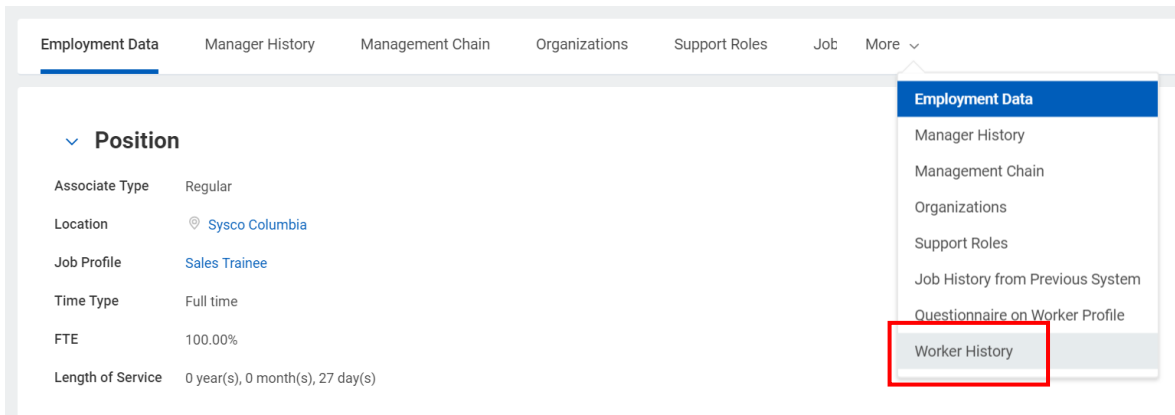
The associate needs to select each Action, complete it and click **Submit**.

Managers and HR can track the associate's progress by:

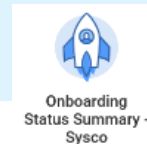
1. Going to the associate's profile.
2. Clicking the **Job** tab.



3. Clicking **More**, then **Worker History**.



**NOTE FOR HR:** You can click the **Onboarding Status Summary** icon on the home page to see completion status.



### Inbox Items for Onboarding Include:

- Enter Personal Information
- Enter Contact Information
- Enter Government IDs
- Form I-9
- Federal Withholding Elections
- Payment Elections
- Disability Self-Identification
- Veteran Status Identification
- Review Documents
- Enter Emergency Contacts
- Change My Photo
- Insurance and Vehicle Information

### NOTES:

To see expiring documents, run a report on I-9 re-verification. You will also receive notifications. Contact your HR OPs team for further assistance.