ONBOARDING: WAE & TRANSIENT EMPLOYEES

To complete the Hire process all onboarding tasks should begin on the first day of employment and must be completed timely. It is very important to continually check your Workday inbox as some tasks may require additional steps to be completed before other tasks can be triggered to you.

1. Login to Workday.
2. Select the Inbox icon at the top, right corner of the screen.
3. Complete the Personal Information Change task. Select Submit.
   a. Required fields: Legal Sex, Date of Birth, Race/Ethnicity, and Citizenship Status
4. Select the Refresh button in the Actions tab of your Inbox.
5. Complete Section 1 of your Form I-9. This task must be completed by the end of your first day of employment. Select Submit.
   a. The Review Form I-9 task will route to your departmental HR Contact(s) (HR Analyst(s) and HR Originator(s)) to complete Section 2 of your Form I-9. You will need to provide original, physical documents to your HR Contact in person within three business days after you first day of employment.
6. Complete the Federal Withholding Elections task. Select Submit.
7. Complete the State and Local Withholding Elections task. Select Submit.
8. Enter your Contact Information. Select Submit.
   a. If your Hire was loaded retroactively, you will be redirected to the Contact Change page and upon submission, you will be routed back to your inbox. Select Submit at the bottom of the task to mark that task as complete.
9. Complete the Prior State Service questionnaire. Select Submit.
10. Complete the Disability Self-Identification questionnaire. Select Submit.
11. Complete the Veteran Status Identification questionnaire. Select Submit.
12. Complete the Review Documents task. To learn more about each item, select the Document Link. Acknowledge and agree to each item by selecting the I Agree checkbox. Select Submit.
13. Complete the Change Emergency Contacts task. Select Submit.
   a. The Review Form I-9 task must be completed by your departmental HR Contact in order for you to receive this task.