# Getting Started: New Hire Onboarding Tasks

exos

In order to complete your new hire process, on your first day of work, you will need to complete several tasks in your Workday Inbox. The completion of some tasks will prompt and populate more tasks in your inbox. Also, when your manager completes their end of the Form I-9 with your forms of ID, even more tasks will populate. More job aids/resources can be found by clicking the Workday Resources worklet on the homepage of Workday under Applications..
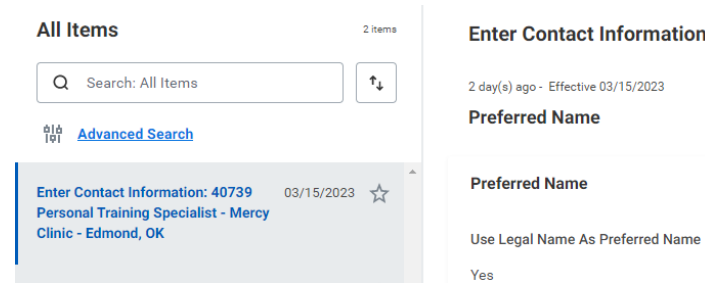
COMPLETE ONBOARDING TASKS

From the Workday Homepage:

1. Access your Workday Inbox from the homepage or by clicking the mail icon in the top right. OR click Go to My Tasks.
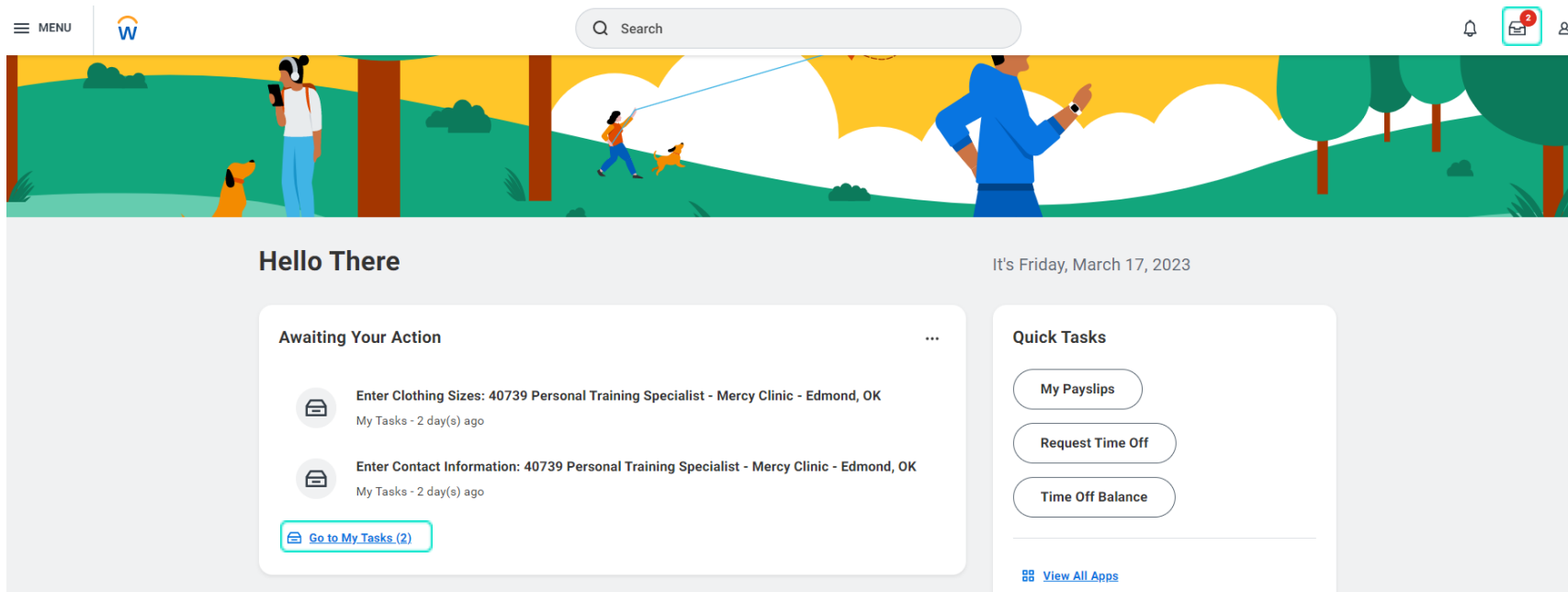
2. Under the Actions tab, click the first task, "Enter Contact Information." Complete all the fields and click Submit and Done.


3. After the above task is submitted, a message will appear under Actions stating a new inbox item is available. Click the refresh button to populate a new task.
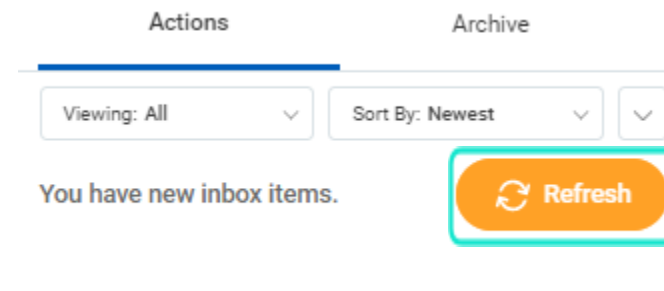
4. Complete the newly populated tasks by reviewing the info, completing fields, and clicking Submit after each task. Click Done or Open to move onto the next task. Inbox task may appear in a different order, but include:

    o Complete Form I-9
    o Complete State and Local Withholding Elections
    o Complete Federal Withholding Elections
    o Payment Elections Enrollment Event o Hire: (your name)
    o Change Emergency Contacts
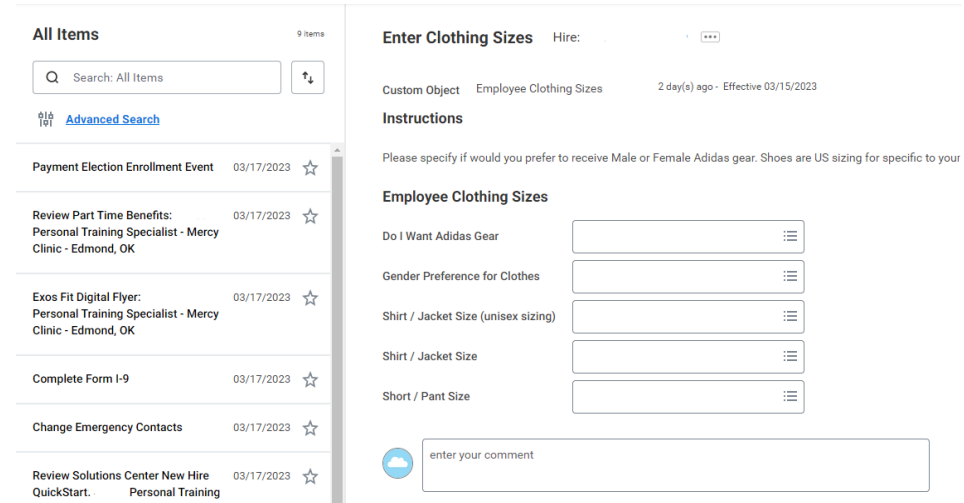
5. Once your manager completes their end of the Form I-9 by
 inputting your ID information AND if benefits eligible, a Benefits
task will populate in your inbox. Please complete, even if you
are NOT electing benefits (then select "waive"), and Continue.

Plans Available

Select a plan or Waive to opt out of Medical.

2 items

*Selection
○ Select
◉ Waive

6. Click the refresh button and complete any other outstanding tasks.