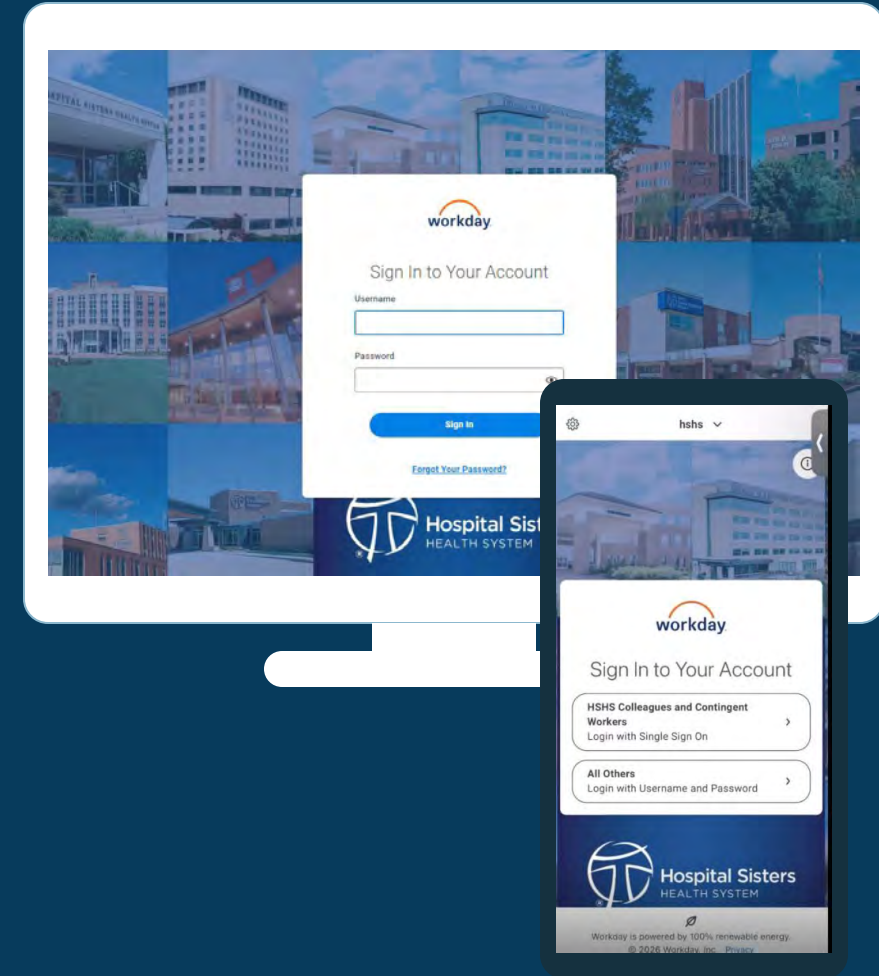


NEW COLLEAGUE GUIDE

Completing Your Pre-Hire Onboarding Tasks in Workday

Access Workday, open your inbox, and complete required onboarding tasks before your first day — from desktop or mobile.

BEFORE DAY ONE



Username/password has been sent to your personal email address

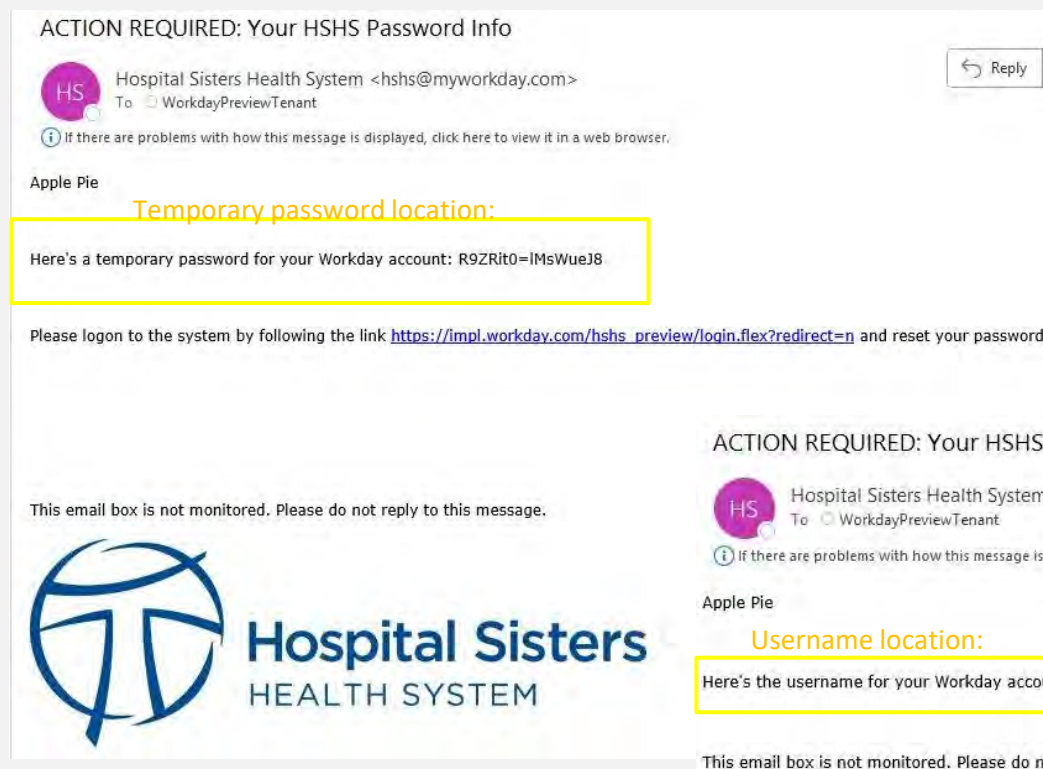
You will receive several emails from
hshs@myworkday.com

The emails will include:

- ☒ Workday username
- ☒ Temporary Workday password
- ☒ Link to access Workday in password email
- ☒ Onboarding instructions

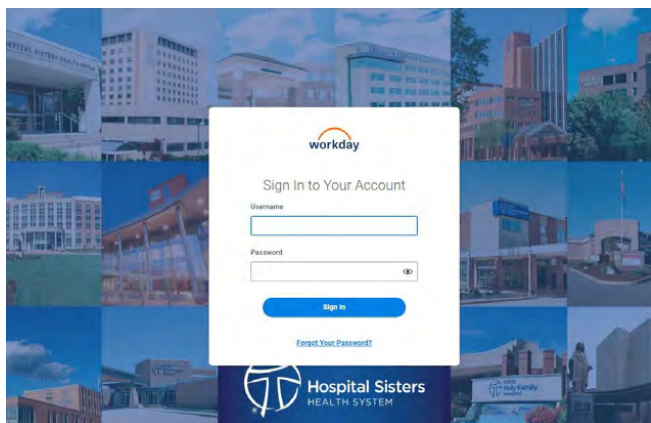
*If you do not see these emails in your inbox,
please check your spam or junk folder and add
hshs@myworkday.com to your safe sender list to
help ensure you do not miss important messages.

Email Examples:



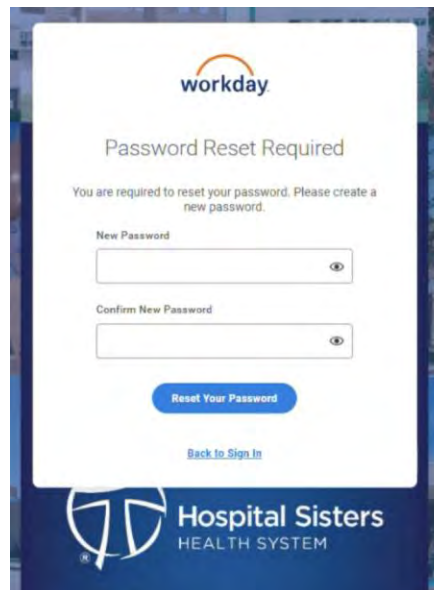
Some items are time-sensitive. (Form I-9)
Complete available tasks as soon as possible

1 Open the email link



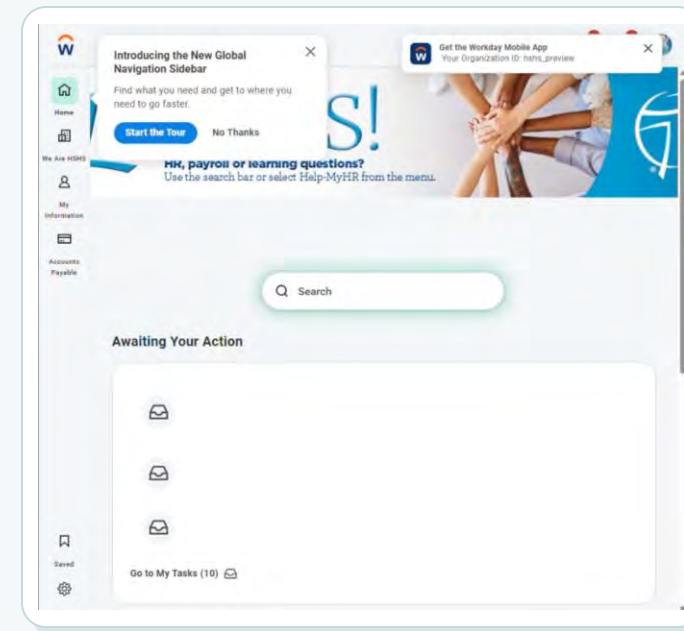
Enter the username and temporary password sent to your personal email.

2 Create a new password



Follow the prompt to create a new password after your first login.

3 Welcome to your Workday Home page!



This is the landing page you will see every time you log in. This page will include listing of tasks that are awaiting your review and other important reminders.

1

Download the Workday App

Available from the Apple App Store or Google Play.



Download on the
App Store



GET IT ON
Google Play

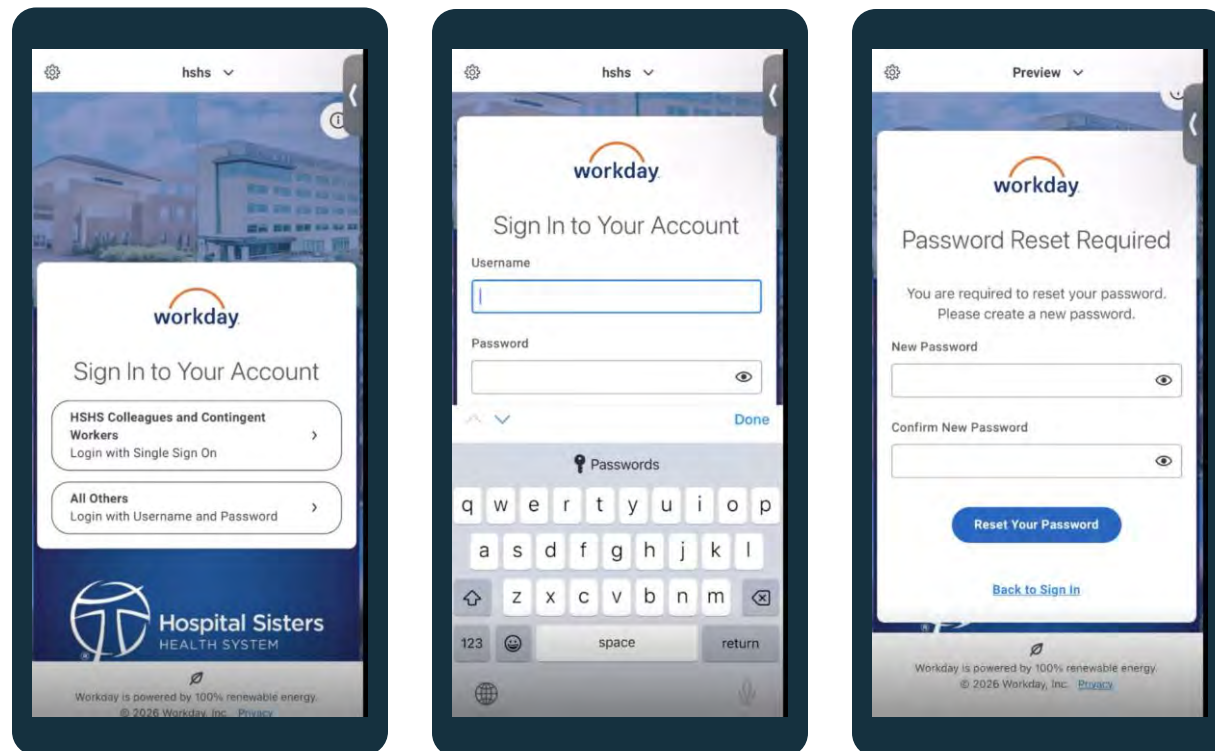
LOGIN NOTE

Before day one, use your Workday username and temporary password.

After your start date, access will transition to regular HSHS network credentials and authentication.

2

Enter organization ID: hshs



3

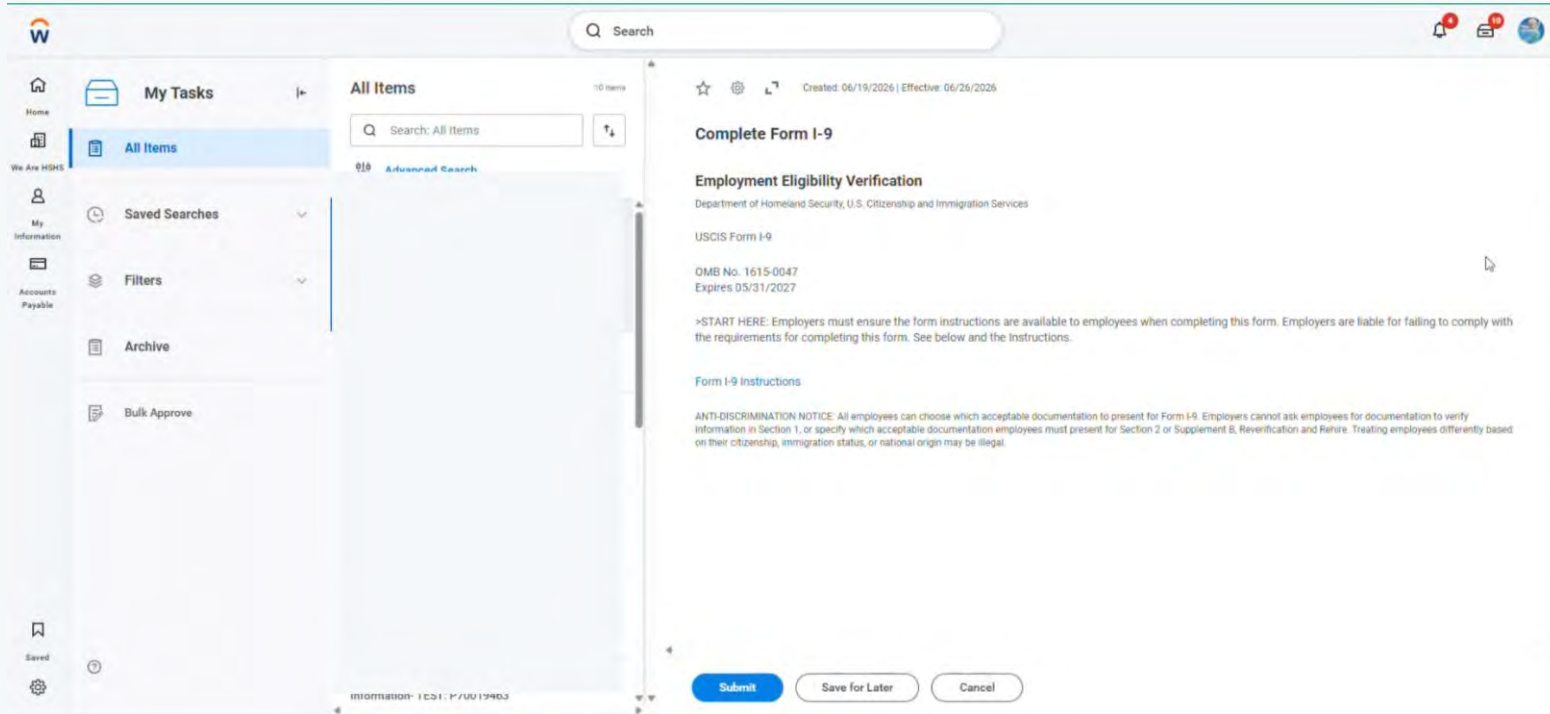
Select "All others:- log in with username and password

2

Enter the username/password you received in your personal email

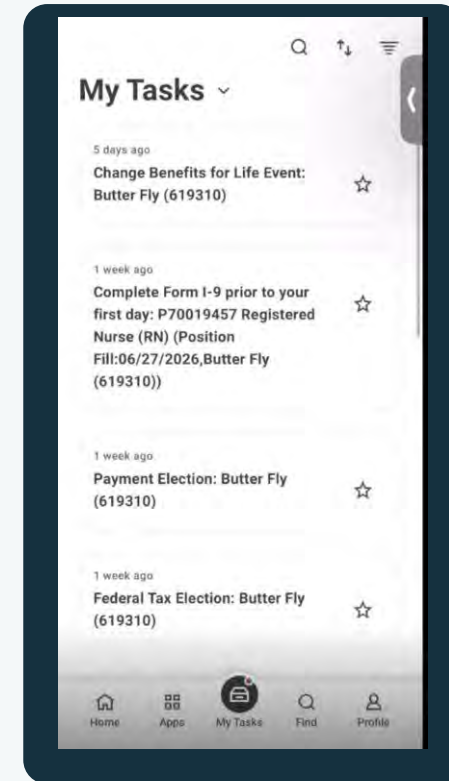
1

Desktop: open "My Tasks" -
located in the upper right corner of your screen



2

Mobile: open My Tasks



Mobile screens may look more condensed, but the same tasks are available. The navigation menu and “My Tasks” is located at the bottom of the screen within the Workday app.



Form I-9 / citizenship attestation



Payment elections / direct deposit



Federal tax elections



State and local withholding elections



W-2 / electronic tax document election



Benefits enrollment



Address and contact information verification



Emergency contact information



Veteran status



Disability self-identification

FORM I-9 IS TIME-SENSITIVE

Complete the I-9 as soon as possible, then continue through the rest of your available tasks. This is the first task you will see in the task inbox when you log in.

BENEFITS MAY VARY

The benefits experience may differ based on role, eligibility, and timing. Follow the resources in your onboarding materials and visit hshs.org/careers/benefits for more information.

Open each task, follow the on-screen instructions, and submit your response before moving on.



COMPLETE

**Please confirm all available onboarding tasks
in “My Tasks” have been submitted.**

Where can I go for more info?

Please visit hshs.org/careers/benefits to view a listing of New Hire resources and information.



Questions? Please email:

hshs-preboarding@hshs.org

Welcome to HSHS — we're glad you're here.