

## New Hire Onboarding: Manager Tasks

In Workday, **Onboarding** provides a set of tasks to ensure a new worker's record is completely updated in our HR & Payroll system. Onboarding occurs for **both** new Employees and new Contingent Workers, however not everyone gets all tasks.



**Do you have a delegate?** Onboarding is a business process that is available for delegation. That means a delegate can take action on *some* tasks within this process. However, certain tasks may still route to you as the manager for you to take action.

### REVIEW DOCUMENT: DEPARTMENT CHECKLIST

It is a Geisinger Policy to complete a Department Orientation Checklist for your new worker within the first 30 days of their start date.

1. You may choose to **download the attached checklist** or use your own standardized department checklist
2. **Complete the checklist** with your worker
3. **Attach the fully executed checklist** to the task and click **submit**.

If for some reason you do not have a completed checklist, please attach documentation as to why there is not one available.

### WHAT ABOUT THE WORKER?

As part of the Hire process, your worker will receive tasks in their Workday inbox. They must complete these steps. More information is available in the [New Hire Onboarding – Employee Tasks](#) job aid or the [New Hire Onboarding – Contingent Worker Tasks](#) job aid.