

# New Hire Onboarding: Contingent Worker Tasks

## WHAT IS ONBOARDING?

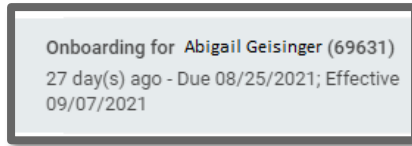
**Onboarding** provides a set of tasks to ensure your record is completely updated in our HR & Payroll system. You can find these tasks in your **Workday inbox** by clicking **Go to Inbox**.

There are several tasks you'll need to complete as part of Onboarding.

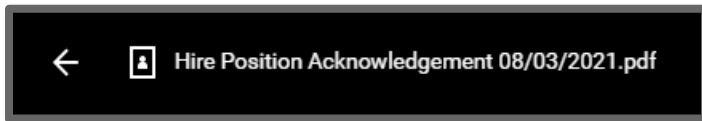
**It's important that all the following tasks are completed within 5 days of your start date.**

## REVIEW DOCUMENTS FOR ONBOARDING

There are several documents you will need to review.



1. Click the **Onboarding for [your name]** task. The top of the screen will say **Print Generated Document**.
2. The first one will be a PDF called **Hire Position Acknowledgement**. Click on the blue link and review the document.
3. Then use the **arrow** in the top left corner to return to your Inbox.




4. Check the **I Agree** box, then click **Submit**.

## ENTER CONTACT INFORMATION


It's important that your contact information is correct.

1. Click the **Enter Contact Information task**. The top of the screen will say **Enter Contact Information**.

2. Using the **Edit icon**  , enter in your **Primary Address, Primary Phone Number** and **Primary Email**.
3. Review the information under the **Work Contact Information** section. If you know your **Work Phone Number**, enter it.
4. Click **Submit** to save your changes.


## CHANGE EMERGENCY CONTACTS

It is important that we have up-to-date emergency contact information for you, in the event of an emergency.

1. Click the **Change Emergency Contacts for Onboarding** task. The top of the screen will say **Change Emergency Contacts**.
2. Using the **Edit icon**  , enter in the **Legal Name** and **Relationship** for your **Primary Emergency Contact**.
3. Click **Add** to enter the **Primary Phone Number**.
4. If you have an **Alternate Emergency Contact**, you can click **Add** and repeat steps 2-3 for this person.
5. Click **Submit** to save your changes.

## UPDATE EXTERNAL CONTINGENT WORKER ID

Entering your external contingent worker ID gives you a unique identifier to reference, in the event you forget your password.

1. Click the **Update External Contingent Worker ID** task. The top of the screen will say **Complete To Do**.
2. **Read** and follow the instructions on the screen.
3. When you are done, navigate back to your inbox  and be sure to click **Submit** on the task.