Post-Termination Access: Logging in & Navigation

LOGGING IN

Your **Post-Termination Access begins the day after you leave** Geisinger.

Note: **Be sure to use Google Chrome, if possible, to login. After your termination date you <u>will not</u> be able to use the Workday Mobile Application.**

1. On your **home device**, navigate to **Workday** at https://wd5.myworkday.com/wday/authgwy/geisinger/login.html?redirect=n

2. Select **Forgot Password**

3. Enter your **Employee ID number** as your **username** (this is not your Geisinger email address)

4. Enter your **personal email address**

    This must be a personal email address that is **on your worker record** in Workday prior to your termination.

5. Once you click **submit**, instructions will be emailed to your personal email address on how to reset your Workday password.

    The link is valid for **one hour**.

If you encounter any difficulties with this process, please contact the Employee Contact Center at 570-271-6640 or via email at EmployeeContactCenter@geisinger.edu.

NAVIGATE THE HOME PAGE
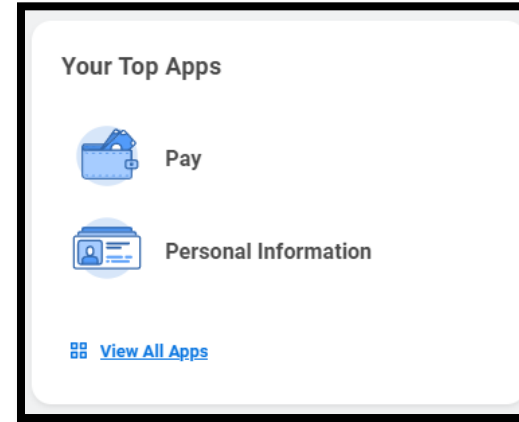
On the right-hand side are Applications. As a terminated worker, you have access to two applications, each with some possible actions:

- **Personal Information Application**

    ○ **Personal Information:** Allows you access to view/update your personal information such as marital status

    ○ **Home Contact Information:** Allows you to update your home address and other contact information such as phone number and personal email address.

- **Pay**

    ○ **Payslips:** access to past payslips for pay periods paid through Workday

    ○ **My Tax Documents**: access to your W-2s, once made available for the year**.**

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