

HCM Workday Town Hall

March 19th, 2025

HCM Workday Town Hall Agenda

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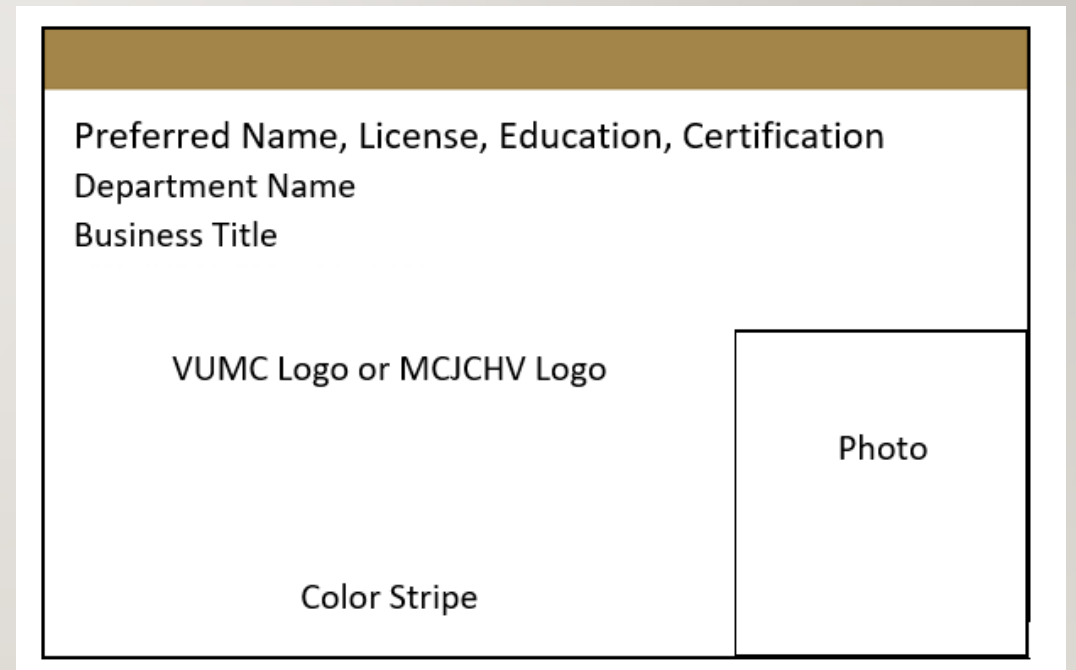
- Welcome
- ID Badges Request Changes
- New Hire Pre-boarding Overview
- Announcements
- Next Steps/Q&A



ID Badges Request Changes

What's on an employee ID badge

- Workday Preferred Name (first and last)
 - Position related credentials – licensure, education and certification
- Workday Department Name
- Workday Business Title



How to add a photo to an employee ID badge



- Photos can be uploaded to our badge system CSGold
- Photos can be added to your Workday Profile
- Photos can be taken at New Staff Orientation or at 2525 with your appointment to pick up your badge

OLD PROCESS

New Badge and Badge Change Requests – enter a Pegasus ticket

Newborn Pink Stripe Request – complete a Machform.

*Security is restricted to those with approved access to the request

NEW PROCESS

New Badge Request – Workday Help Case

*No badge request if an employee needs a change to their badge – contact Card Services to get an updated badge.

Newborn Pink Stripe Request – Workday Help Case

*Security is restricted to those with approved access to the request

New Hire Pre-boarding Overview

Pre-employment Experience for New Hires

- New process started in December 2024
- Redesign role of background and I-9 team to a pre-boarding partner
- Create more direct interaction with new hires during the pre-boarding process
- Pre-boarding partner becomes primary point of contact

GOAL:

Create a more welcoming and personalized experience for individuals entering our organization.

Pre-boarding of Staff New Hires

Pre-boarding Team

- Initiates communication with new hire and hiring manager
- Background Check: monitor progress; communicate outstanding needs to new hire; complete BG review
- Schedule Orientation and communicate new hire orientation details
- Monitor Workday tasks for new hire ensuring necessary items are completed throughout the process
- I-9 Verifications

Manager

- Complete assigned WD onboarding task related to new hire
- Secure and setup needed equipment for new hire
- Request technology / systems access
- Introduction to department team members

Give us your feedback!

[Preboarding Process](#)



Announcements/Reminders

Reminders

- ❑ Mid Year Reviews are due 3/31
- ❑ Annual Compliance – Rolls out this week!



Amazon Punchout

Coming soon

amazonbusiness

- Expected Go Live: Q4 2025
- Training Sessions: Coming soon!



Questions?

Next HCM Town Hall: No April Town Hall

Wednesday, May 21st , 10:00 am

