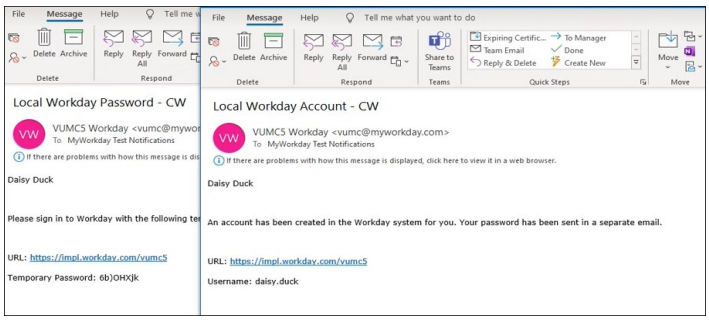
workday. | VUMC BUSINESS EDUCATION

Contingent Worker Onboarding Tasks

Contingent Workers will receive will receive three emails for onboarding, including welcome instructions, an email with a username, and an email with a temporary password. The Contingent Worker must use the provided login credentials and URL to login to Workday by their start day. Upon logging into Workday, there are **four tasks** that have been assigned and require action. The Contingent Worker needs to follow the steps below to complete these tasks for onboarding. A VUMC ID will not be provisioned until Workday onboarding is completed.

Obtain Workday Account and Password

Once the Contingent Worker's contract is approved and the process completed (see WDHR-506-Q1), THE Contingent Worker will receive three emails with instructions and login information. The Contingent Worker will need to take action by the due date in the email to complete their onboarding tasks in Workday. The information below describes the tasks the Contingent Worker needs to complete in order to be provisioned a VUMC ID.



Upload your information

1. Login to Workday and open **My Tasks**.

You will see four tasks assigned.

2. **Enter Legal Name:** confirm legal name, then submit.

3. **Enter Personal Information**: enter Date of Birth (required) and any other information you would like to add.

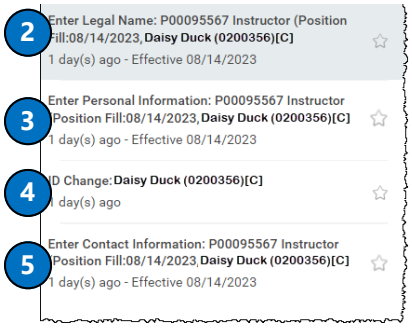
4. **ID Change:** enter Social Security Number (required) and any other information you would like to add. See Edit Government IDs section below for more information.

5. **Enter Contact Information:** update contact information if needed, then submit.

Select Submit to complete each task and save changes.

These four tasks must be completed before the VUMC ID gets staged.

Note: Once the for tasks are completed, a final email is sent titled *VUMC ID Claim*. Contingent Workers should follow the URL in the email after 6 hours to claim the VUMC ID. Contingent Workers will also receive 3 optional inbox tasks: Access the Learning Portal, Change Emergency Contacts, and Photo Change. These optional tasks will remain in the My Tasks inbox until the Contingent Worker completes them.



Edit Government IDs (Adding Social Security Number) from Step 4 above:

- Open the **ID Change** task from the My Tasks Inbox (see Step 4 above).
- Select the **+** to add an ID.
- Complete the **Country** (must select United States of America)**, National ID Type** (select Social Security Number (SSN)), and **Add/Edit ID** (enter SSN here) fields.