

## VUMC BUSINESS **EDUCATION**



## **Contingent Worker Onboarding Tasks (Contingent Worker)**

As a Contingent Worker, you will receive three emails to help you login to Workday including welcome instructions, an email with a username, and an email with a temporary password. Use the provided login credentials and URL to login to Workday. Upon logging into Workday, you will have four tasks that have been assigned to you and require your action. Follow the steps below to complete these tasks to load your own information into Workday and progress through your onboarding.

	File Message	File Message Help 🖓 Tell me w File Message Help 🖓 Tell me what you want to do						
Obtain Workday Account and Password			<b>™ ™</b>		<b>D</b> B	Expiring Certific  To Manager	_ <b>*</b> •	
	S - Delete Archive Delete	Reply Reply Forward All Respond	Delete Archive	Reply Reply Forward C ~ All Respond	Share to Teams Teams	Create New Quick Steps	Ta Move	
	Local Workday	Password - CW	Local Workday Account - CW					
			Vomes workday «vancernyworkday.com»					
		as with how this message is dis						
	Daisy Duck		Daisy Duck					
	Please sign in to Wor	kday with the following ter	An account has been created in the Workday system for you. Your password has been sent in a separate email.					
			URL: <u>https://impl.workday.com/vumc5</u> Username: daisy.duck					
	1	Delete Archive Delete Archive Delete Local Workday VUMCS V UMCS V Daisy Duck Please sign in to Wor URL: https://impl.wo	Delete Archive Polete Archive Delete Cocal Workday Password - CW WUMCS Workday vumc@mywor To MyWorkday Test Nethications O if there are problems with how this message is dis Daley Duck		In the second seco	In the second seco	Delete Archive Reply Reply Forward All Delete Archive All Delete Archive A	

Upload your information	ו	Ţ		0		
1. Login to Workday and open your Inbox.	Įξ		<u>ک</u>			
You will see four tasks assigned to you.		Inbox				
2. Enter Legal Name: confirm your legal name, then su						
3. Enter Personal Information: enter your Date of Birt information you would like to add.		Actions Arc	st v			
4. <b>ID Change:</b> enter your Social Security Number (requinformation you would like to add. See Edit Governme	2	Enter Legal Name: P00095567 Instructor (Position Fill:08/14/2023, Daisy Duck (0200356)[C] 1 day(s) ago - Effective 08/14/2023              \begin{bmatrix}{l} c c c c c c c c c c c c c c c c c c c				
more information. 5. Enter Contact Information: update contact informa	Enter Personal Information: P00095567 Instructor (Position Fill:08/14/2023, Daisy Duck (0200356)[C] 1 day(s) ago - Effective 08/14/2023					
Select Submit to complete each task and save you	4	ID Change: Daisy Duck (0200356)[C] 1 day(s) ago				
These four tasks must be completed before your ID ge	5	5 Enter Contact Information: P00095567 Instructor (Position Fill:08/14/2023, Daisy Duck (0200356)[C] 1 day(s) ago - Effective 08/14/2023				
Edit Government IDs (Adding your Social Security				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
<ul> <li>Number) from Step 4 above:</li> <li>Open the ID Change task from your Inbox (see Step 4 above).</li> </ul>	Edit Government IDs Daisy Duck •••• 1 minute(s) ago Proposed IDs National IDs 1 Item					

- Select the + to add an ID.
- Complete the Country, National ID Type • (select Social Security Number (SSN)), and Add/Edit ID (enter your SSN here) fields.

ID Type × Social Security Number (SSN) × United States of America :=  $\equiv$ 999-99-9999

## **QUESTIONS?**

Please email your Manager.