



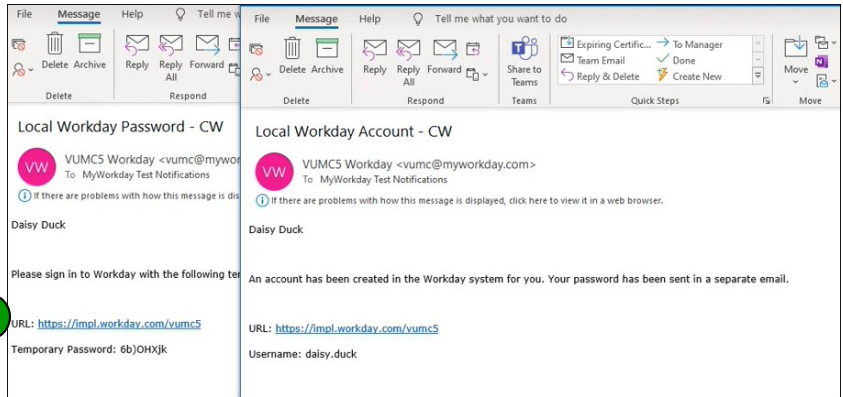
Contingent Worker Onboarding Tasks (Contingent Worker)

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.

Obtain Workday Account and Password

1. You will receive three emails with links and login information to access Workday. After logging into Workday using this information provided, completing the remaining onboarding steps below.

Actual emails may vary from sample email images displayed on the right.

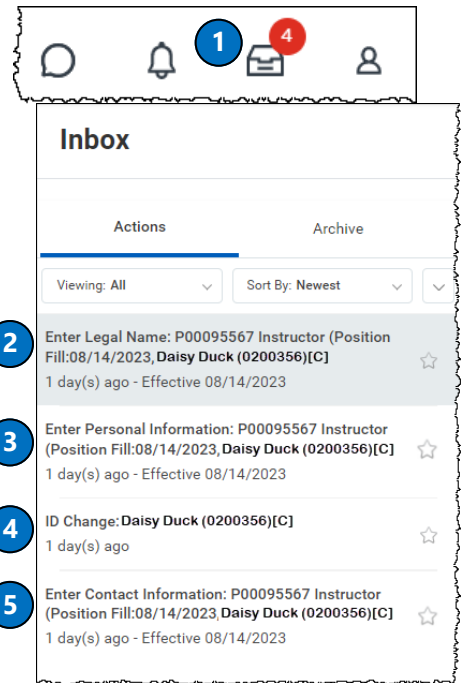


Upload your information

1. Login to Workday and open your **Inbox**.
You will see four tasks assigned to you.
2. **Enter Legal Name:** confirm your legal name, then submit.
3. **Enter Personal Information:** enter your Date of Birth (required) and any other information you would like to add.
4. **ID Change:** enter your 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.

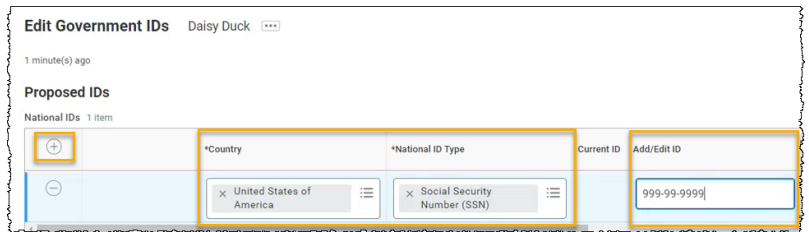
Select **Submit** to complete each task and save your changes.

These four tasks must be completed before your ID gets staged.



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

- Open the **ID Change** task from your Inbox (see **Step 4** above).
- 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.



QUESTIONS?

Please email your Manager.