

Onboarding in Workday (Regular Employees)

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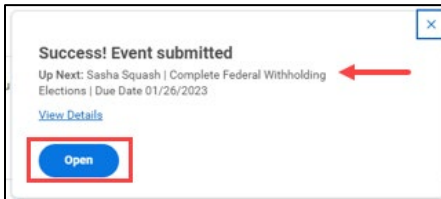
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New hires will use Workday to complete the onboarding process. Onboarding is an opportunity for employees to provide their relevant information to get started with their career at Denver Health.

This guide will provide you with an overview of the onboarding process, and the steps you will need to complete as a new employee in Workday.

You will complete most onboarding tasks through your Workday Inbox. As you complete each task, you'll be presented with a pop-up window that confirms you have submitted the details required for that task and prompts you to start the next task. From this pop-up, you can start the next task immediately.

If you do not complete the task immediately, it will remain in your Workday Inbox until you complete it. Here is an example:



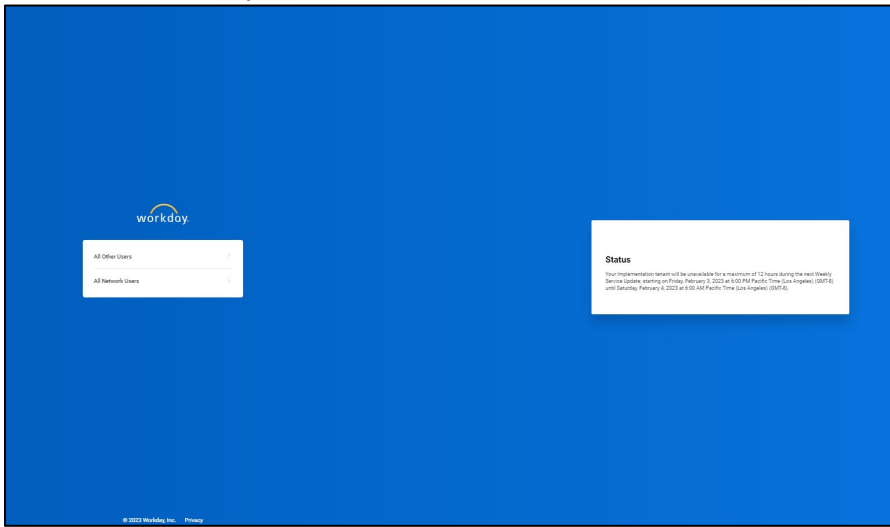
## Overview of the Onboarding Steps



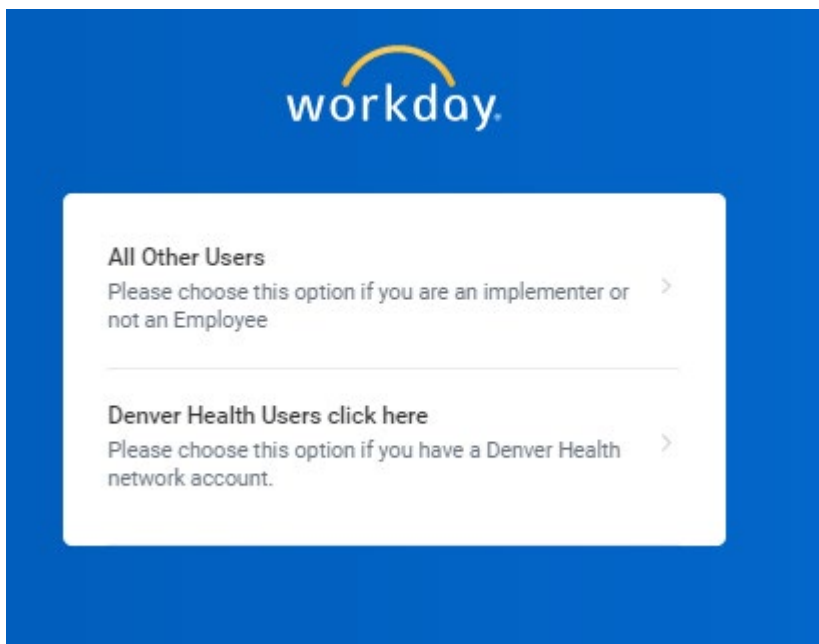
1. Update Personal Information
2. Update Contact Information
3. Edit Government IDs
4. Complete I-9 Form
5. Manage Payment Elections
6. Complete State and Local Withholding Elections
7. Complete Federal Withholding
8. Review Document – IS User Access Policy
9. Review Document – SSA-1945
10. Onboarding Conflict of Interest Questionnaire
11. Change Emergency Contacts
12. Enter Required License/Certifications on Worker Profile
13. Enter Education Details and Upload Documentation
14. Veteran Status Identification
15. Change Self-Identification of Disability

## Logging into Workday

To access Workday, use this [link](#)



Select All Other Users.



## Initial Onboarding Steps



**Please Note:** This section outlines the steps to update your personal information during the onboarding process.

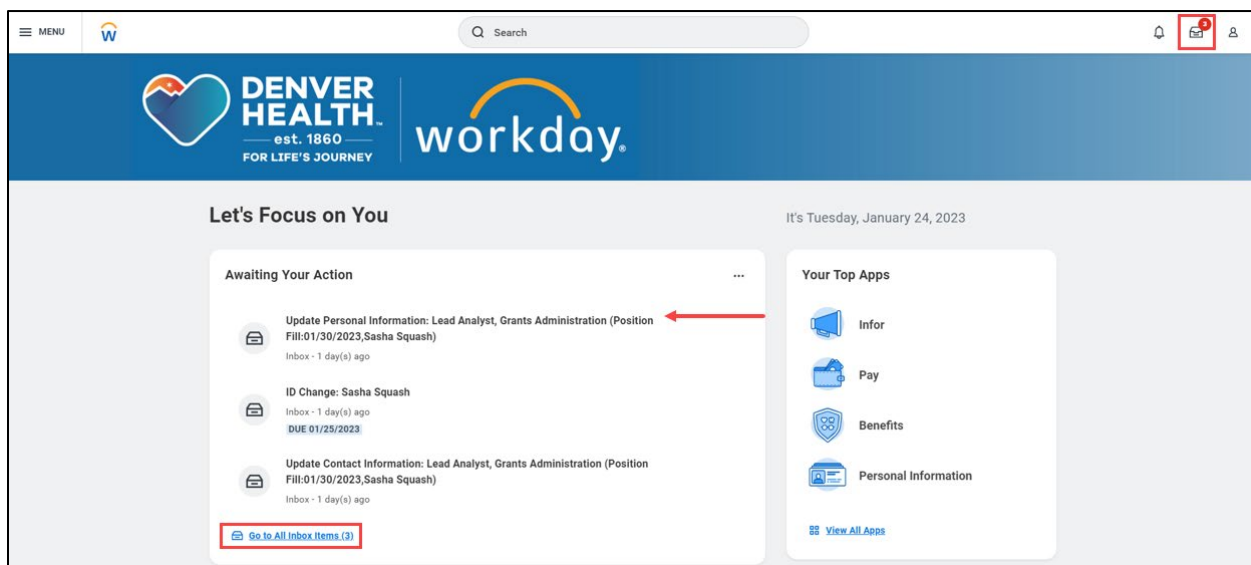
Please see the *Managing Your Personal Information in Workday Quick Resource Guide* for details on managing and updating this information after onboarding.

## Update Personal Information

1. To begin the onboarding process, you will receive an **Update Personal Information** Action in your Workday **Inbox**.

To get started, navigate to your Workday **Inbox** from the Workday homepage. You can navigate to your **Inbox** from the Workday homepage by clicking the **Inbox** icon (📧) or [Go to All Inbox Items \(3\)](#).

The Workday homepage will also show your most recent action requests in the **Awaiting Your Action** section. If the action appears in this section, you can click on the action to open it.



2. From your **Inbox**, click on the **Update Personal Information** Action in the left-hand window to open the task in the right-hand window.

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Update Personal Information: Lead Analyst, Grants Administration (Position FIB 01/30/2023, Sasha Squash); 1 day(s) ago - Effective 01/30/2023

Update Contact Information: Lead Analyst, Grants Administration (Position FIB 01/30/2023, Sasha Squash); 1 day(s) ago - Effective 01/30/2023

ID Change: Sasha Squash 1 day(s) ago - Due 01/25/2023

**Update Personal Information** Onboarding for Sasha Squash

1 day(s) ago - Effective 01/30/2023

Legal Name must match your Social Security card for Payroll, Benefits, and I-9 purposes. Preferred Name will display on badge and in your company email address. It will also be displayed on your worker profile throughout Workday.

**Legal Name**

Legal Name

Legal Name \*

Sasha Squash

**Preferred Name**

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Sasha Squash

**Change Personal Information**

Sex Assigned At Birth

Submit Save for Later Close

3. Before you proceed, make sure you carefully review the instructions at the top of the page. A summary is included below for reference.

**Update Personal Information** Onboarding for Sasha Squash

1 day(s) ago - Effective 01/30/2023

Legal Name must match your Social Security card for Payroll, Benefits, and I-9 purposes. Preferred Name will display on badge and in your company email address. It will also be displayed on your worker profile throughout Workday.



### Update Personal Information

Legal Name must match your Social Security card for Payroll, Benefits, and I-9 purposes. Preferred Name will display on badge and in your company email address. It will also be displayed on your worker profile throughout Workday.

4. Review the **Personal Information** fields and make any necessary updates. To edit a field, click on the **pencil** icon ( ) to make the section editable, make the updates and then click on the **check** icon ( ) to save your changes or the **arrow** icon ( ) to undo.

Legal Name

Legal Name

Legal Name \*

Sasha Squash

Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Sasha Squash

5. When you are finished, click **Submit**. You could also click **Save for Later** to save the task in your inbox to return to later.

Submit

Save for Later

6. A pop-up window will confirm you have completed the Update Personal Information task.

Success! Event submitted

[View Details](#)

## Update Contact Information

1. The next onboarding task in your Workday **Inbox** is **Update Contact Information**. This task includes your **Home Address**, **Phone** and **Email**. The information will auto-populate based on the details you provided during the recruiting process. This is your opportunity to make updates if needed. Click the **pencil** icon (✎) to make the section editable, make the updates and then click on the **check** icon (✓) to save your changes. You may also use the **Add** button to input more than one entry in each section.

Email

Primary

Yes

Email Address \*

squash@test.com

Visibility

Private

Add



**Please note:** You must provide a Home Address, Home Phone, and Home Email.

- When you are finished, click **Submit**. You can also click **Save for Later** to save the task in your inbox to return to later.



Save for Later

- A pop-up window will confirm you have completed the Update Contact Information task.

**Success! Event submitted**

[View Details](#)



**Please Note:** Your Personal Contact Information is Private and will not be visible to all users in Workday.

## Edit Government IDs

- The next onboarding task is to **Edit Government IDs**. This is an opportunity to provide your Social Security Number or other government-issued ID. In the **Proposed IDs** section, click the **plus sign** icon (⊕) to add a row. Using the **drop-down menu** icon (≡), select the **National ID Type - Social Security Number** or **US Individual Taxpayer Identification Number** - from the drop-down menu. Enter the corresponding number in the Add/Edit Column.

**Proposed IDs**

National IDs 1 item

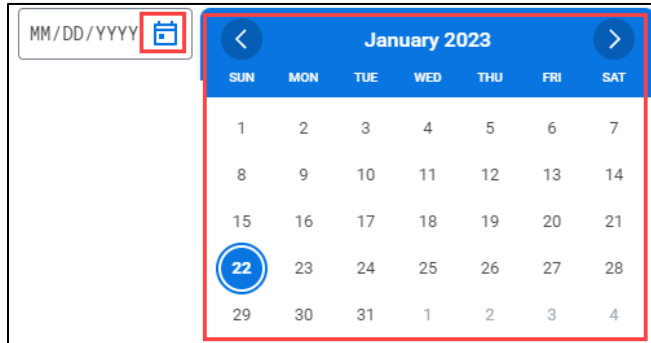
	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
⊕	United States of America	<div> <div>Search</div> <div> Social Security Number (SSN)  U.S. Individual Taxpayer Identification Number (TIN) </div> </div>			MM/DD/YYYY	MM/DD/YYYY	

Additional Government IDs 0 items

	*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

- You have the option to provide the **Issue Date** and **Expiration Date**, however it is not required. In

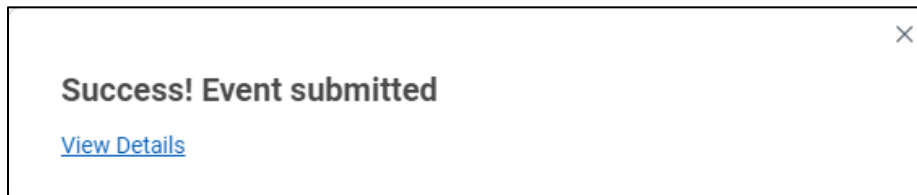
these fields, click the calendar icon (  ) to select the corresponding dates.



3. When you are finished, click **Submit**.



4. A pop-up window will confirm you have submitted your Government ID Change.



## Entering Payroll & Tax Information



**Please Note:** This section outlines the steps to enter your payroll and tax information during the onboarding process.

Please see the *Managing Your Pay and Tax Information in Workday Quick Resource Guide* for details on managing and updating this information after onboarding.

The next stage of the onboarding process will be to enter your payroll and tax information. You will receive Actions in your Workday Inbox to complete the tasks below. You can initiate these tasks directly from your Workday Inbox.

## Complete 1-9 Form

1. The next task will be to **Complete I-9 Form**. This form is the Employment Eligibility Verification,



required by the Department of Homeland Security. You will notice that there is a link at the top with additional Form I-9 Instructions. Click on the link to open the instructions in a separate tab. Click on any field to enter the applicable information. Fields marked with a red asterisk (\*) are mandatory.

**NOTE:** if you have a social security number, this must be entered as well.

- When you have completely filled out the I-9 form, click **Submit**.

- A pop-up window will confirm you have submitted your acknowledgement.

## Manage Payment Elections

- The next task will be to **Manage Payment Elections**. This is an opportunity to setup your preferred payroll method. Click the **drop-down menu** icon (☰) to select your form of payment. Your options are **Check** or **Direct Deposit**. If you choose **Direct Deposit**, you'll need to provide your bank information: **Routing Transit Number**, **Bank Name** and **Account Number**. Review the sample check in Workday for tips on finding this information.

**Preferred Payment Method**

Payroll Payment \*

**Account Setup**

Account Holder Name Sasha Squash

Sample Check

Jonathan Doe  
4321 Main St  
Anytown, CA 94000

DATE

YOUR BANK NAME  
12345 67890  
Anytown, CA 94000

DO NOT INCLUDE  
Check #

9 Digit Routing #  
Between the \* symbols

Account #  
Include all zeros

**Account Information**

Account Nickname (optional)

Routing Transit Number \*

Bank Name \*

Bank Identification Code

Account Type \* ☒ Checking  
☐ Savings

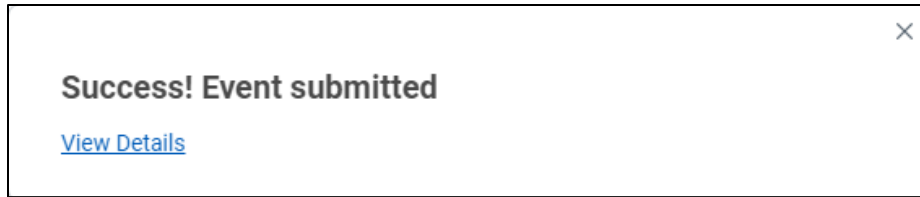
Account Number \*

OK Cancel

2. When you are finished filling in your payment information, click **OK**.

3. You will be presented with a summary page to review your elections and make any final updates. When you are finished, click **Submit**.

4. A pop-up window will confirm you have submitted your banking details.



## Complete State and Local Withholding Elections

- The next task is for **Complete State and Local Withholding Elections**. The Company field will auto-populate. Using the drop-down menu icon (☰), input your **State** and **Withholding Form Type**.

**Complete State and Local Withholding Elections**

Worker: Sasha Squash

Company: 1111 Denver Health and Hospital Authority

Effective Date: 01/30/2023

State: Colorado

Withholding Form Type: W-4 - Withholding

- When you have made the appropriate selections, click **OK**. Based on the State you select, the next page will include the state specific W-4 data that is needed. Fill in the Marital Status, Dependents, Other Adjustments and agree to the legal notice at the bottom.

Step 1:

Marital Status: [Dropdown]

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

Step 2:

Multiple Jobs or Spouse Works: ☐

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

(a) Reserved for future use.

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:

Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17: 0

Total Amount for Qualifying Children: 0.00

Number of Other Dependents: 0

Total Amount for Other Dependents: 0.00

Calculated Total Dependent Amount: 0.00

Override Total Dependent Amount: 0.00

Step 4 (optional):

Step 4 (optional):

**Other Adjustments**

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs)

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding

Exempt: You had no federal income tax liability in 2022 and you expect to have no federal income tax in 2023. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt ☐

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien ☐


Step 5:

**Legal Notice**

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

- Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
- You understand that your payroll tax withholding election is a legal and binding transaction.
- You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.  
The form is not valid without a signature.

I Agree ☒ 

3. When you are finished, click **Submit**.

Submit

Save for Later

## Complete Federal Withholding Elections

1. In the **Complete Federal Withholding Elections** task, fill in the Marital Status, Dependents, Other Adjustments and agree to the legal notice at the bottom.

Step 1:

Marital Status

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](https://www.irs.gov/W4App), and privacy.

Step 2:

Multiple Jobs or Spouse Works ☐

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

- Reserved for future use.
- Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
- If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:

**Claim Dependents**

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17

Total Amount for Qualifying Children

Number of Other Dependents

Total Amount for Other Dependents

Calculated Total Dependent Amount

Override Total Dependent Amount

Step 4 (optional):

Step 4 (optional):

**Other Adjustments**

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs)

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding

Exempt: You had no federal income tax liability in 2022 and you expect to have no federal income tax in 2023. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt ☐

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien ☐


Step 5:

**Legal Notice**

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.  
The form is not valid without a signature.

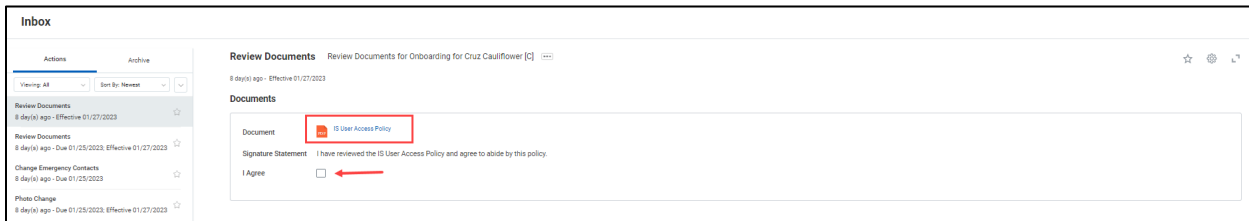
I Agree ☒ 

2. When you are finished, click **Submit**.

## Review Documents &amp; Conflict of Interest Questionnaire

## IS User Access Policy

1. Return to your Workday Inbox to continue to the next task, **Review Documents**. Click the blue linked text to open the document in a different window. Once you have read through the IS User Access Policy, check the box next to **I Agree**.



The screenshot shows the Workday Inbox interface. On the left is a sidebar with a list of tasks including 'Review Documents', 'Change Emergency Contacts', and 'Photo Change'. The main area is titled 'Review Documents' and shows a document titled 'IS User Access Policy' with a red box around it. Below the document title, there is a 'Signature Statement' and an 'I Agree' checkbox, which is also highlighted with a red box and an arrow.

2. When you are finished, click **Submit**.



The screenshot shows two buttons: a blue 'Submit' button and a grey 'Save for Later' button. The 'Submit' button is highlighted with a red box.

## SSA-1945

1. Return to your Workday Inbox to continue to the next task, **Review Documents**. Click the blue linked text to open the document in a different window. Once you have read through the SSA-1945, check the box next to **I Agree**.



The screenshot shows the Workday Inbox interface. On the left is a sidebar with a list of tasks including 'Review Documents', 'Change Emergency Contacts', and 'Photo Change'. The main area is titled 'Review Documents' and shows a document titled 'SSA-1945' with a red box around it. Below the document title, there is a 'Signature Statement' and an 'I Agree' checkbox, which is also highlighted with a red box and an arrow.

2. When you are finished, click **Submit**.



The screenshot shows two buttons: a blue 'Submit' button and a grey 'Save for Later' button. The 'Submit' button is highlighted with a red box.

## Onboarding Conflict of Interest Questionnaire

1. Return to your Inbox to complete the next task, **Complete Questionnaire** for the Onboarding Conflict of Interest Questionnaire.
2. Before you proceed, make sure you carefully review the instructions at the top of the page. A summary is included below for reference.



### Onboarding Conflict of Interest Questionnaire

At Denver Health we strive to foster and maintain a culture of compliance and ethics in everything that we do. Transparency is critical to this effort so that any potential or actual conflicts of interest can be identified and managed appropriately. A conflict of interest may occur if a Denver Health team member's outside activities, personal financial interests, or other private interests interfere or appear to interfere with their ability to perform work at Denver Health objectively and effectively.

By completing and submitting this questionnaire, I affirm that:

- The responses to the foregoing requests are accurate to the best of my knowledge and belief.
- If I have knowledge about a potential conflict of interest that was not previously disclosed to Denver Health or if a potential conflict arises during the year, I will amend this COI questionnaire within 30 days.
- I will contact Enterprise Compliance Services at 303-602-3255, [COI@dhha.org](mailto:COI@dhha.org), or [Valuesline@dhha.org](mailto:Valuesline@dhha.org) with any questions.

The Denver Health Conflicts of Interest (COI) Onboarding Survey should take no more than 10-30 minutes to complete.

Please answer each question thoroughly and accurately by disclosing outside interests held by you or your immediate family members as prompted.

Immediate family members include your:

- Spouse or domestic partner
- Natural or adoptive parent, child, or sibling
- Stepparent, stepchild, or stepsibling
- Parent-in-law, child-in-law, or sibling-in-law.

3. Read each question thoroughly and input your response.

**Inbox**

**Complete Questionnaire** 'Onboarding Conflict of Interest Questionnaire' for Onboarding for Sasha Squash

1 hour(s) ago - Effective 01/30/2023

ONBOARDING CONFLICTS OF INTEREST QUESTIONNAIRE

At Denver Health we strive to foster and maintain a culture of compliance and ethics in everything that we do. Transparency is critical to this effort so that any potential or actual conflicts of interest can be identified and managed appropriately. A conflict of interest may occur if a Denver Health team member's outside activities, personal financial interests, or other private interests interfere or appear to interfere with their ability to perform work at Denver Health objectively and effectively.

By completing and submitting this questionnaire, I affirm that:

- The responses to the foregoing requests are accurate to the best of my knowledge and belief.
- If I have knowledge about a potential conflict of interest that was not previously disclosed to Denver Health or if a potential conflict arises during the year, I will amend this COI questionnaire within 30 days.
- I will contact Enterprise Compliance Services at 303-602-3255, [COI@dhha.org](mailto:COI@dhha.org), or [Valuesline@dhha.org](mailto:Valuesline@dhha.org) with any questions.

The Denver Health Conflicts of Interest (COI) Onboarding Survey should take no more than 10-30 minutes to complete. Please answer each question thoroughly and accurately by disclosing outside interests held by you or your immediate family members as prompted.

Immediate family members include you:

- Spouse or domestic partner
- Natural or adoptive parent, child, or sibling
- Stepparent, stepchild, or stepsibling
- Parent-in-law, child-in-law, or sibling-in-law

**1. Outside Activities:** Upon your hire, will you or an immediate family member perform paid or unpaid activities outside of Denver Health that:

- are with a pharmaceutical or medical device company;
- are with an entity that has a business relationship (or could potentially pursue business) with Denver Health;
- overlap with or are in other ways similar to the work you will do for Denver Health; and/or
- include the provision of clinical care in another setting (e.g. a private practice)?

Examples of outside activities include but are not limited to: consulting or advisory services; research and development activities; legal consulting or expert witness activities; outside employment or self-employment; speaking, teaching, or presenting engagements; service for scholarly journals or professional societies; public office appointments; or board appointments. Be sure to disclose any engagements with pharmaceutical or medical device companies as these may be publicly reported on the CMS Open Payments portal.

(Required)

☐ No

☐ Yes

If yes, please describe:

**Submit** **Save for Later** **Cancel**

4. When you are finished, click **Submit**.

**Submit** **Save for Later**

## Change / Enter Additional Personal and Profile Information




**Please Note:** This section outlines the steps to update your personal information during the onboarding process.


Please see the *Managing Your Personal Information in Workday* and *Managing Your Profile in Workday Quick Resource Guides* for details on managing and updating this information after onboarding.

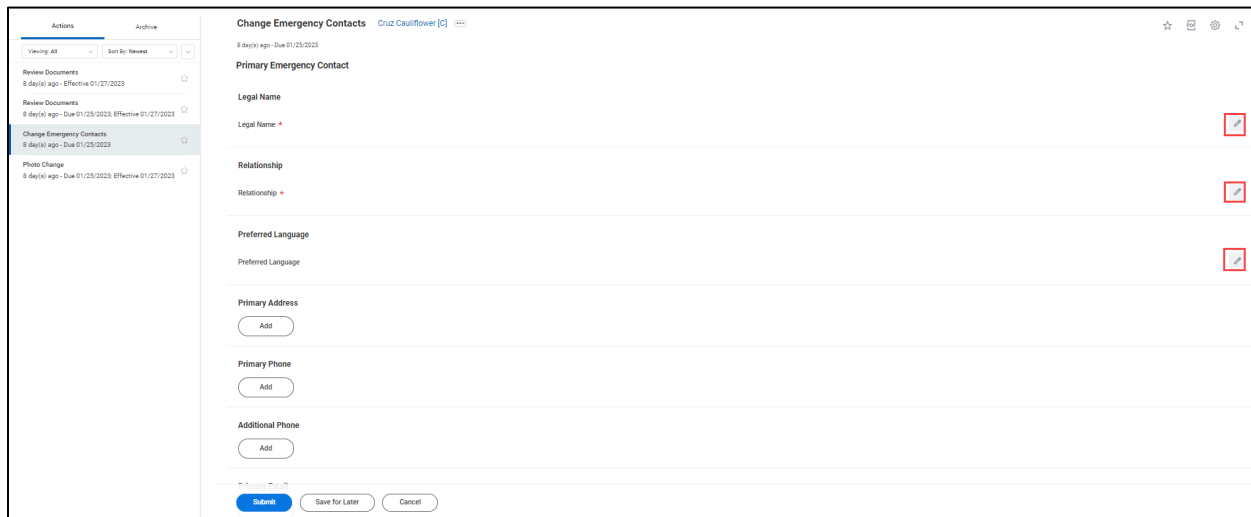
The next stage of the onboarding process will be to update your personal information. You will receive Actions in your Workday Inbox to complete the tasks below. You can initiate these tasks directly from your Workday Inbox.

## Change Emergency Contacts

- The next task is **Change Emergency Contacts**. Click the **pencil icon** (  ) to edit each section and provide your emergency contact information. Fields marked with a red asterisk (\*) are



mandatory. As you enter the details, click the **check** icon (  ) to save your changes. You may provide both a Primary and an Alternate emergency contact.



**Please note** primary emergency contacts must have at least one primary phone number or primary email address.

2. When you are finished, click **Submit**.



## Enter Required License/Certifications on Worker Profile

1. The next task is **Enter Required License/Certifications on Worker Profile**. This task is a 'To Do' step with the following instructions:
2. Click on the Add Certification button.

The screenshot shows the Workday interface for the task 'Enter Required License/Certifications on Worker Profile'. The page is titled 'Complete To Do' and includes a search bar and navigation icons. On the left, there is an 'Inbox' sidebar with a list of tasks, including 'Monday', 'Veteran Status Identification', 'Disability Self-Identification', 'Complete State and Local Withholding Elections', 'Complete Federal Withholding Elections', 'Payment Election Enrollment Event', 'Enter Required License/Certifications on Worker Profile' (highlighted), 'Enter Education Details and Upload Documentation', and 'Edit Government IDs'. The main content area displays the task details for 'Enter Required License/Certifications on Worker Profile', including the 'For' field (Registered Nurse - 3B Flex PCU/ICU), 'Overall Process' (Hire: Mary Monday), 'Overall Status' (Successfully Completed), 'Due Date' (03/13/2023), and 'Instructions' (Your Position has required licenses or certifications that must be entered on your Worker Profile. Navigate to your Worker Profile > Career and enter a Certification to confirm your required licensure. Click Submit below when this has been completed.). Below the instructions, there is a blue 'Add Certification' button, a text input field for 'enter your comment', and three buttons at the bottom: 'Submit', 'Save for Later', and 'Close'.

3. Type in your full name. Press OK

The screenshot shows the 'Add Certification' modal dialog box. The dialog has a title bar with a close button (X). The main content area contains the text 'Please Note - Issue Date, Expiration Date and an attachment are all REQUIRED.' and a 'Person' field with a dropdown arrow. Below the field are two buttons: 'OK' and 'Cancel'.

4. Enter Certification type, Certification number (if applicable), Issued Date, and Expiration Date. If your license or certification corresponds with a state, add the associated state under **Specialties**.

## Add Certification Mary Monday

Please Note - Issue Date, Expiration Date and an attachment are all REQUIRED.

Country

United States of America

Certification

If you cannot find the certification, check here

☐

Certification Number

Issued Date

MM/DD/YYYY

Expiration Date

MM/DD/YYYY

Specialties

0 Items

*Specialty	Subspecialty
No Data	

Attachments

Remove

Submit

Save for Later

Cancel

- Upload a copy of your certification/license in the **Attachments** field. If you need to add multiple certifications, click the Add button. Repeat the same steps as above. When complete, **Click Submit**.

Attachments

Drop files here

or

Select files

Remove





Add

Submit

Save for Later

Cancel

On behalf of: Mary Monday

MENU  Search   

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Photo Change  
1 month(s) ago - Due 03/01/2023; Effective 02/26/2023

Update Contact Information: Registered Nurse - Mary Monday  
1 month(s) ago - Effective 02/26/2023

Update Personal Information: Registered Nurse - Mary Monday  
1 month(s) ago - Effective 02/26/2023

Veteran Status Identification  
1 month(s) ago - Effective 02/26/2023


Disability Self-Identification  
1 month(s) ago - Effective 02/26/2023

Complete State and Local Withholding Elections  
1 month(s) ago - Due 03/01/2023; Effective 02/26/2023

Complete Federal Withholding Elections  
1 month(s) ago - Due 03/01/2023; Effective 02/26/2023

Payment Election Enrollment Event  
1 month(s) ago - Due 03/01/2023

Enter Required License/Certifications on Worker Profile  
1 month(s) ago - Effective 02/26/2023

**Complete To Do** Enter 

Up Next: Recruiting Coordinator | Approval by Recruiting Coordinator  
[View Details](#)

1 month(s) ago - Effective 02/26/2023

For Registered Nurse - 3B Flex PCU/ICU

Overall Process [Hire: Mary Monday](#)

Overall Status Successfully Completed

Due Date 03/13/2023

Instructions Your Position has required licenses or certifications that must be entered on your Worker Profile. Navigate to your Worker Profile > Career and enter a Certification to confirm your required licensure. Click Submit below when this has been completed.





Add Certification

enter your comment

Submit Save for Later Close

6. You will be directed back to your inbox task. Click **Submit** to mark as complete.

On behalf of: Mary Monday

MENU  Search   

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Photo Change  
1 month(s) ago - Due 03/01/2023; Effective 02/26/2023

Update Contact Information: Registered Nurse - Mary Monday  
1 month(s) ago - Effective 02/26/2023

Update Personal Information: Registered Nurse - Mary Monday  
1 month(s) ago - Effective 02/26/2023

Veteran Status Identification  
1 month(s) ago - Effective 02/26/2023


Disability Self-Identification  
1 month(s) ago - Effective 02/26/2023

Complete State and Local Withholding Elections  
1 month(s) ago - Due 03/01/2023; Effective 02/26/2023

Complete Federal Withholding Elections  
1 month(s) ago - Due 03/01/2023; Effective 02/26/2023

Payment Election Enrollment Event  
1 month(s) ago - Due 03/01/2023

Enter Required License/Certifications on Worker Profile  
1 month(s) ago - Effective 02/26/2023

**Complete To Do** Enter Required License/Certifications on Worker Profile 

1 month(s) ago - Effective 02/26/2023

For Registered Nurse - 3B Flex PCU/ICU

Overall Process [Hire: Mary Monday](#)

Overall Status Successfully Completed

Due Date 03/13/2023

Instructions Your Position has required licenses or certifications that must be entered on your Worker Profile. Navigate to your Worker Profile > Career and enter a Certification to confirm your required licensure. Click Submit below when this has been completed.

Add Certification


enter your comment

Submit Save for Later Close

## Enter Education Details and Upload Documentation

1. The next task is **Enter Education Details and Upload Documentation**. This task is a 'To Do' step with the following instructions:
2. Click on the **Add Education** button.

On behalf of Mary Monday

MENU  Search

Inbox

Actions

Viewing: All Sort By: Newest

Update Personal Information: Registered Nurse - Mary Monday 1 month(s) ago - Effective 02/26/2023

Veteran Status Identification 1 month(s) ago - Effective 02/26/2023

Disability Self Identification 1 month(s) ago - Effective 02/26/2023

Complete State and Local Withholding Elections 1 month(s) ago - Due 03/01/2023, Effective 02/26/2023

Complete Federal Withholding Elections 1 month(s) ago - Due 03/01/2023, Effective 02/26/2023

Payment Election Enrollment Event 1 month(s) ago - Due 03/01/2023

Enter Required License/Certifications on Worker Profile 1 month(s) ago - Effective 02/26/2023

Enter Education Details and Upload Documentation 1 month(s) ago - Effective 02/26/2023

Edit Government IDs 1 month(s) ago - Due 03/01/2023

Complete To Do Enter Education Details and Upload Documentation

1 month(s) ago - Effective 02/26/2023

For Registered Nurse - SB Flex PCU/ICU

Overall Process [Hire: Mary Monday](#)

Overall Status Successfully Completed

Due Date 03/13/2023

Instructions Your Position has required education that must be entered on your Worker Profile. Navigate to your Personal Information App > Worker Documents and enter an education document to confirm you meet this job's minimum education requirements. Click Submit below when this has been completed.


Add Education


enter your comment

Submit Save for Later Close


- Enter first and last name. Press OK
- Enter Country, School, Degree, and other relevant information. If you have multiple Education entries, click **Add** and repeat the steps.
- Upload a picture of your diploma or transcripts in the **Attachments** field.

Add Education Mary Monday 9/10


Country  United States of America

School  Arapahoe Community College

If you cannot find the school, click here ☐

Degree  Associate's Degree

Degree Received select one

Field of Study 

First Year Attended YYYY

Last Year Attended YYYY

Grade Average

> Attachments

Remove

Add

- When you have finished updating your education details, return to your Workday inbox by clicking the inbox icon in the upper right-hand corner. Find the **Enter Education Details and Upload Documentation** task and click the **Submit** button to complete this task.

**Inbox**

Actions | Archive

Viewing: All | Sort By: Newest

Veteran Status Identification: Sasha Squash  
13 hour(s) ago - Effective 01/30/2023

Disability Self-Identification for Onboarding: Sasha Squash  
13 hour(s) ago - Effective 01/30/2023

**Enter Education Details and Upload Documentation: Onboarding for Sasha Squash**  
13 hour(s) ago - Effective 01/30/2023

**Complete To Do** | Enter Education Details and Upload Documentation

13 hour(s) ago - Effective 01/30/2023

For: Grants Administration Analyst-5

Overall Process: Hire: Sasha Squash

Overall Status: Successfully Completed

Due Date: 02/06/2023

Instructions: Your Position has required education that must be entered on your Worker Profile. Navigate to your Personal Information App > Worker Documents and enter an education document to confirm you meet this job's minimum education requirements. Click Submit below when this has been completed.

enter your comment

Submit | Save for Later | Close

## Veteran Status Identification

1. Return to your Workday Inbox to complete the next task, **Veteran Status Identification**. Enter your Veteran Status and select any additional distinctions that apply.

**Inbox**

Actions | Archive

Viewing: All | Sort By: Newest

Veteran Status Identification: Sasha Squash  
13 hour(s) ago - Effective 01/30/2023

Disability Self-Identification for Onboarding: Sasha Squash  
13 hour(s) ago - Effective 01/30/2023

Enter Education Details and Upload Documentation: Onboarding for Sasha Squash  
13 hour(s) ago - Effective 01/30/2023

**Change Veteran Status Identification** | Sasha Squash

13 hour(s) ago - Effective 01/30/2023

We are a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows and are hereafter referred to all together as "protected veterans".

A Disabled Veteran is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

A Recently Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12958.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with VEVRAA as amended. We are an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

**Select a veteran status**

Veteran Status \*

**Select all that apply**

☐ Disabled Veteran

☐ Recently Separated Veteran | Discharge Date:

☐ Active Duty Wartime or Campaign Badge Veteran

☐ Armed Forces Service Medal Veteran

enter your comment

Submit | Save for Later | Cancel

2. When you are finished, click **Submit**.

Submit | Save for Later

## Change Self-identification of Disability

1. Return to your Workday Inbox to complete the next task, **Change Self-identification of Disability**. Read the information on the screen carefully before proceeding with your update. A summary is included below for reference.

**Why are you being asked to complete this form?**

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**How do you know if you have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

2. Please make the appropriate selection for Yes, No or I do not wish to answer.

**Change Self-Identification of Disability**

For reference [View this form at the U.S. Department of Labor website.](#)

**Voluntary Self-Identification of Disability**

Form CC-305  
OMB Control Number 1250-0005  
Expires 05/31/2023

**Why are you being asked to complete this form?**  
We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**How do you know if you have a disability?**  
You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

**Disabilities include, but are not limited to:**

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

**Please check one of the boxes below:**

☐ Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

☒ No, I Don't Have A Disability, Or A History/Record Of Having A Disability

☐ I Don't Wish To Answer

3. When you are finished, click **Submit**.

**Submit** **Save for Later**

## Update Personal Information for Public Profile

For the final step in the onboarding process, you'll have the opportunity to choose whether or not to share some personal information with your colleagues on your public Workday Profile. You will receive an Action in your Workday Inbox to complete this task. You can initiate this directly from your Workday Inbox any time after your first day of work.

1. You will receive a to-do task in your Workday Inbox to **Update Personal Information for Public Profile**. Read the information on the screen carefully before proceeding with your update. A summary is included below for reference. When you are ready to proceed, click the Change Public Profile Preferences button.

**Actions** **Archive**

Viewing: All Sort By: Newest

**Update Personal Information for Public Profile: Hire: Sasha Squash**  
16 day(s) ago - Effective 01/30/2023

**Complete To Do** **Update Personal Information for Public Profile**

16 day(s) ago - Effective 01/30/2023

For Grants Administration Analyst-5

Overall Process Hire: Sasha Squash

Overall Status Successfully Completed

Due Date 02/06/2023

**Instructions** If you would like to display your Pronoun and/or Sexual Orientation on your Workday Profile, please click the button below to update your preferences. Click Submit after this is completed.

**Change Public Profile Preferences**

enter your comment





**Instructions:** If you would like to display your Pronoun and/or Sexual Orientation on your Workday Profile, please click the button below to update your preferences. Click Submit after this is completed.

- Carefully review the information on the Change Public Profile Preferences page before you proceed. A summary is included below for reference. Using the drop-down menus, decide which personal information displays on your public Workday Profile by selecting **Show to All** or **Hide from Public**.



**Please Note:** If you choose to display your Pronoun, it will display on your worker profile under your name and on the public profile card. These settings might impact related reports.

Support roles will continue to have access to this data, as defined by your organization.

- When you are finished, click **Submit**.

Congratulations! You have successfully completed the onboarding steps. If you have any further questions about the tasks and information you've entered, please reach out to your HR Coordinator.