




we are
HSHS
Hospital Sisters Health System



A better way to work.

Workday Week One Checklist

Welcome to HSHS - we are glad to have you on our team! During your first few days at HSHS, it is crucial that you login to Workday to complete your Onboarding Tasks. This ensures you are ready to receive your first paycheck, your personal information is correct, and you are enrolled in benefits.

- ✓ Login to Workday at <https://www.myworkday.com/hshs>.
- ✓ Navigate to your **Workday Inbox** from the  icon on the top right of the home page.
- ✓ Complete the first assigned tasks in the inbox. You must click “Submit” in each task to complete. If needed, use the pencil icon in each section to provide missing or correct any existing information.
 - **Update Contact Information** by confirming and submitting the information listed.
 - **Update Personal Information** by confirming and submitting the information listed.
 - Complete your **Disability Self-Identification** by submitting the applicable response.
 - Complete your **Veteran Status Identification** by submitting the applicable veteran status.
- ✓ Your Workday Inbox will refresh with additional tasks after you complete the first assigned tasks.
 - Enter direct deposit information and submit the **Payment Election Enrollment Event**.
 - Submit your W-4 form in **Complete Federal Withholding Elections**.
 - Select and submit the relevant forms in **Complete State and Local Withholding Elections**.
 - Elect your benefits through the **Change Benefits for Life Event**. For help navigating your enrollment click [here](#).
 - Enter your **Emergency Contacts**.
 - Review and complete consent to the policies and agreements in the **Review Documents**.
- ✓ **Download the Workday mobile app** and **review the [Workday Guide](#)** for directions and helpful information to take advantage of all Workday has to offer.

Note: For security purposes, you cannot add or change your direct deposit, tax withholdings, and benefits in the mobile app.