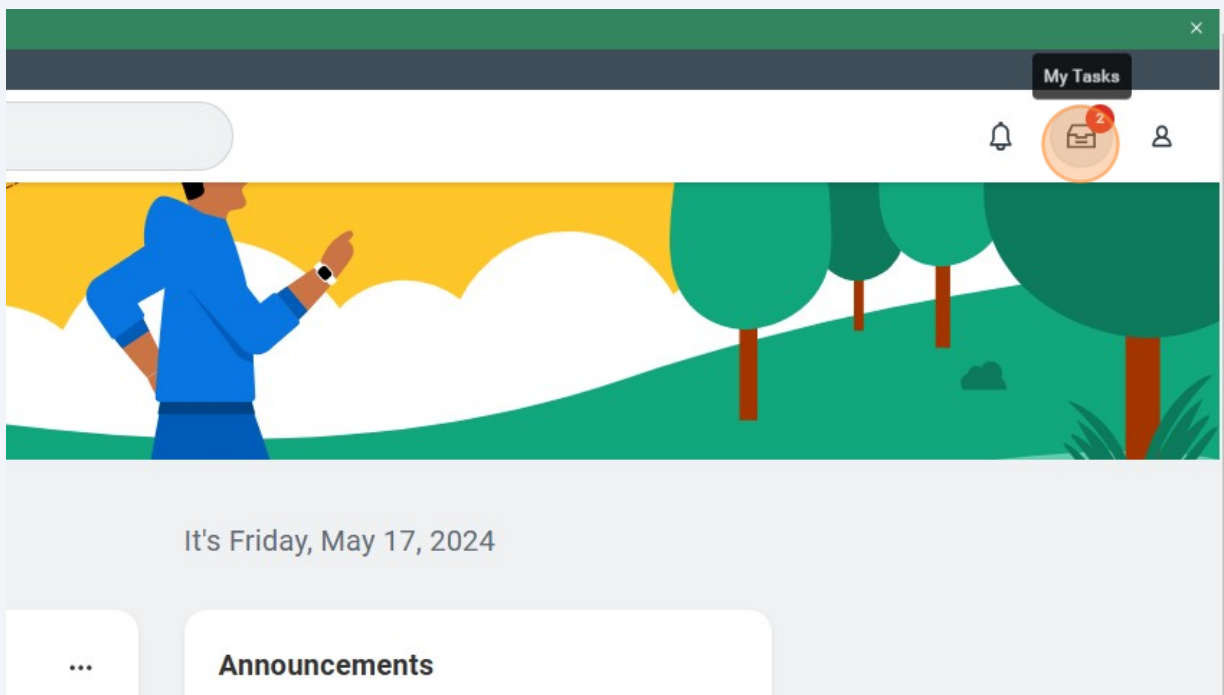


Onboarding Process-Candidate

1 Sign-In to Workday

2 Click the inbox icon.



3

Complete the Update Contact Information task. Most answers will auto populate from the application.

The screenshot shows a web application interface for updating contact information. On the left, a sidebar lists 'All Items' with two entries: 'Update Contact Information: Assistant Golf Pro' and 'Update Personal Information: Assistant Golf Pro', both dated 05/17/2024. The main content area is titled 'Update Contact Information' and includes a search bar, a 'Change Home Contact Information' section, and a 'Phone' section. The 'Address' field is currently empty, indicated by a large orange circle. The 'Phone' section shows 'Primary' as 'Yes' and 'Phone' as a text input field. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

4

Click "Submit"

This screenshot shows the same 'Update Contact Information' form, but with the 'Submit' button highlighted by a large orange circle. The 'Address' field is still empty. The 'Process History' section on the right lists three items: 'Samuel Albrecht (030616)' with a status of 'Onboarding- Automatic Complete' and a due date of 'Due 05/18/2024'; 'Hermione Granger (100035)' with a status of 'Update Personal Information- Awaiting Action'; and 'Hermione Granger (100035)' with a status of 'Update Contact Information- Awaiting Action'. The 'Attachments' section at the bottom has a 'Drop files here' area. The 'Submit' button is highlighted with an orange circle.

5

Complete Update Personal Information task. Sections with red asterisks (*) are required. Other sections are optional.

The screenshot shows a web application interface for updating personal information. On the left, a sidebar lists 'All Items' with a search bar and a list of items. The main content area is titled 'Hermione Granger' and contains a 'Change Personal Information' form. The form has three sections: 'Gender' with a dropdown menu showing 'Female' and a red asterisk; 'Date of Birth' with a date picker; and 'Marital Status' with a dropdown menu showing 'Marital Status' and a red asterisk. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Close'. An orange circle highlights the 'Submit' button.

6

Click "Submit". This will trigger the rest of the onboarding.

The screenshot shows a 'Process History' section with a list of tasks. Each task is preceded by a cloud icon. The tasks are: 'Samuel Albrecht (030616)' with 'Onboarding- Automatic Complete' and a due date of 'Due 05/18'; 'Hermione Granger (100035)' with 'Update Contact Information- Submitted' and a due date of 'Just'; 'Complete State and Local Withholding Elections- Not Required'; 'Complete Federal Withholding Elections- Not Required'; and 'Hermione Granger (100035)' with 'Update Personal Information- Awaiting Action'. At the bottom of the section are three buttons: 'Submit', 'Save for Later', and 'Close'. An orange circle highlights the 'Submit' button.

7 Complete Section 1 of the I-9.

2025)

T
CES

Q Search

Q Search: All Items

Advanced Search

Complete Form I-9 05/17/2024 ☆

Due: 05/19/2024

Effective: 05/17/2024

Review Documents 05/17/2024 ☆

Due: 05/19/2024

Effective: 05/17/2024

Change Emergency Contacts 05/17/2024 ☆

Due: 05/19/2024

Complete Federal Withholding Elections 05/17/2024 ☆

Due: 05/19/2024

Effective: 05/17/2024

Complete State and Local Withholding Elections 05/17/2024 ☆

Due: 05/19/2024

Effective: 05/17/2024

Name Pronunciation 05/17/2024 ☆

Due: 05/19/2024

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * Granger First Name (Given Name) * Hermione

Middle Initial (if any) Other Last Names Used (if any)

Address (Street Number and Name) * 123 Hogwarts Lane Apt. Number (if any)

City or Town * Blwabik State * MN

ZIP Code * 55705

Date of Birth (mm/dd/yyyy) * 10/10/1980 U.S. Social Security Number

Employee's Email Address hermy@test.com Employee's Telephone Number +1 (703) 8499999

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

Submit Save for Later Cancel

8 Click "Submit"

Items 05/17/2024 ☆

24

7/2024

Change Emergency Contacts 05/17/2024 ☆

24

Complete Federal Withholding Elections 05/17/2024 ☆

24

7/2024

Complete State and Local Withholding Elections 05/17/2024 ☆

7/2024

Name Pronunciation 05/17/2024 ☆

24

I Agree ☐

Last Name (Family Name) First Name

Middle Initial (if any)

Address (Street Number and Name)

State ZIP Code

Submit Save for Later Cancel

9 Click the Review Documents task.

The screenshot shows a web application interface for reviewing documents. At the top, there is a search bar and a notification bell icon with a red '3'. Below the header, a sidebar on the left lists '8 items' with star icons. The main content area is titled 'Review Documents' and includes a subtitle 'Review Documents for Onboarding for Hermione Granger (100035)'. A 'Documents' section is visible, containing a list of documents. The first document is 'HR Safety Manual 2014'. Below it, the 'Instructions' section states: 'Attached are the Guest Services Employee Handbook and Employee Safety Manual. In addition, you were provided with the job description when you applied for the position for which you have been hired. Please familiarize yourself with each of these documents.' The 'Signature Statement' section includes a note: 'Note: This is an e-signature' and a confirmation box: 'By clicking on this box, you are confirming the following:'. Below this, the 'EMPLOYEE HANDBOOK' section contains a list of acknowledgments: 'I have received the Guest Services Employee Handbook.', 'I understand that it is my responsibility to become familiar with and follow Guest Services' practices set forth in the Employee Handbook and other Guest Services' policies.', 'I understand that the Employee Handbook does not contain every policy or employment practice of the Company, and that all of Guest Services' current policies are available for me on the Corporate Intranet.', 'I understand that the Employee Handbook supersedes any and all prior communications, handbooks, memoranda, and notices I may have received regarding the topics covered therein.', and 'I understand that I should ask Guest Services' Human Resources department any questions I have about current policies or the informa-'. An orange circle highlights the 'HR Safety Manual 2014' document icon.

10 Open each PDF, read each acknowledgement, click the "I Agree" option under each acknowledgement.

The screenshot shows a web application interface for reviewing documents. On the left, a sidebar lists '8 items' with star icons. The main content area displays a list of documents. The first document is 'HR Policy 417'. Below it, the 'I Agree' section contains a list of acknowledgments: 'I understand that my violation of any policies and procedures contained action, up to and including termination.', 'I understand that the Employee Handbook is not a contract of employment status.', 'SAFETY MANUAL', 'I confirm receipt of the Guest Services Safety Manual, and have reviewed and agree to comply with these set policies.', 'JOB DESCRIPTION', 'I acknowledge that I have read and understand the Job Description, and', 'I understand that if I need a copy of the Job Description, I can call the H', 'I understand that Guest Services reserves the right to change or reassign', 'I understand that I am an at-will employee, which means that either the without cause, and this Job Description does not constitute a contract or', and 'I will follow and adhere to my Job Description to the best of my ability.' Below the list, there is an 'I Agree' checkbox, which is highlighted with an orange circle. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

11 Click "Submit"

Emergency Contacts 05/17/2024 ☆

05/19/2024

Complete Federal Withholding Elections 05/17/2024 ☆

05/19/2024

Due: 05/17/2024

Complete State and Local Withholding Elections 05/17/2024 ☆

Due: 05/17/2024

Pronunciation 05/17/2024 ☆


05/19/2024

Payment Election Enrollment Event 05/17/2024 ☆

05/19/2024

By clicking in this box you acknowledge that you understand the conditions outlined by the full Alternative Dispute Resolution Agreement.

I Agree ☒

Document  Minnesota - Sick and Safe Time Notice

Signature Statement By clicking the box you are acknowledging that you understand the conditions outlined by the full Alternative Dispute Resolution Agreement.

I Agree ☒

Comment

12 Open the "Change Emergency Contacts" task and complete each field.

All Items 7 items

Search: All Items

[Advanced Search](#)

Change Emergency Contacts 05/17/2024 ☆

Due: 05/19/2024

Complete Federal Withholding Elections 05/17/2024 ☆

Due: 05/19/2024

Effective: 05/17/2024

Complete State and Local Withholding Elections 05/17/2024 ☆

Effective: 05/17/2024

Name Pronunciation 05/17/2024 ☆

Due: 05/19/2024

Payment Election Enrollment Event 05/17/2024 ☆

(empty)

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Relationship

13 Click "Submit"

5/19/2024
ve: 05/17/2024

Complete State and Local Withholding Elections 05/17/2024 ☆
ve: 05/17/2024

Pronunciation 05/17/2024 ☆
5/19/2024

Payment Election Enrollment Event 05/17/2024 ☆
5/19/2024

Change My Photo 05/17/2024 ☆
ve: 05/17/2024

Edit Government IDs 05/17/2024 ☆

Alternate Emergency Contacts

Add

Process History

Hermione Granger (100035) Due 05/19/2024
Change Emergency Contacts - Awaiting Action

Submit Save for Later Cancel

14 Click "Complete Federal Withholding Elections" task and complete required fields.

2025

T CES

Q Search

All Items 6 items

Q Search: All Items

Advanced Search

Complete Federal Withholding Elections 05/17/2024 ☆
Due: 05/19/2024
Effective: 05/17/2024

Complete State and Local Withholding Elections 05/17/2024 ☆
Effective: 05/17/2024

Name Pronunciation 05/17/2024 ☆
Due: 05/19/2024

Payment Election Enrollment Event 05/17/2024 ☆
Due: 05/19/2024

Change My Photo 05/17/2024 ☆
Effective: 05/17/2024

Edit Government IDs 05/17/2024 ☆
Due: 05/19/2024

Effective Date 05/17/2024

Name Hermione Granger

Social Security Number (empty)

Address 123 Hogwarts Lane
Biwabik, MN 55705
United States of America

W-4 Data

View Blank Form

Step 1:

Marital Status * Search

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, 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) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(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.

Submit Save for Later Cancel

15 Click "Submit"

State and Local Withholding	05/17/2024	☆
Nonresident Alien		
Step 5:		
Legal Notice	<p>Your Name and Password are considered as your "Electronic information being submitted. When you click in the "I Agree"</p> <ol style="list-style-type: none"> 1. Under penalties of perjury, I declare that this certificate 2. You understand that your payroll tax withholding electi 3. You understand that all submissions are contingent up <p>If you do not wish to use the electronic signature option, The form is not valid without a signature.</p>	
I Agree		<input checked="" type="checkbox"/>

Submit
Save for Later
Cancel

16 Click "Complete State and Local Withholding Elections" task and complete required fields.

All Items 5 items

Search: All Items

[Advanced Search](#)

- Complete State and Local Withholding Elections** 05/17/2024 ☆
Effective: 05/17/2024
- Name Pronunciation 05/17/2024 ☆
Due: 05/19/2024
- Payment Election Enrollment Event 05/17/2024 ☆
Due: 05/19/2024
- Change My Photo 05/17/2024 ☆
Effective: 05/17/2024
- Edit Government IDs 05/17/2024 ☆
Due: 05/19/2024

Created: 05/17/2024 | Effective: 05/17/2024

Complete State and Local Withholding Elections

Worker: Hermione Granger (100035)

Company: Guest Services Inc

Effective Date: 05/17/2024

State: Minnesota

Withholding Form Type: W-4MN - Withholding

OK
Cancel

17 Click "Submit"

Legal Notice

Your Name an
you click in the

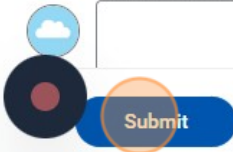
1. Under penal
2. You underst
3. You underst


If you do not w
The form is nc


I certify that al

I Agree ☒

enter your comment







18 Optional: provide phonetic pronunciation of your name.

0035)

T
CES

Q Search

All Items 4 items

Q Search: All Items

Advanced Search

Name Pronunciation 05/17/2024 ☆
Due: 05/19/2024

Payment Election Enrollment Event 05/17/2024 ☆
Due: 05/19/2024

Change My Photo 05/17/2024 ☆
Effective: 05/17/2024

Edit Government IDs 05/17/2024 ☆
Due: 05/19/2024

☆ ⚙️ L Created: 05/17/2024 | Due: 05/19/2024

Change My Name Pronunciation Hermione Granger ...

Phonetic Pronunciation

enter your comment

Process History

Hermione Granger (100035)

Name Pronunciation~ Awaiting Action

Due 05/19/2024

19 Provide Direct Deposit information

Account Setup

Account Holder Name Hermione Granger

Sample Check

Account Information

Account Type ☒ Checking ☐ Savings

Routing Transit Number

Account Number

Bank Name

Bank Identification Code

Account Nickname (optional)

OK Cancel

20 Click "OK"

Account Information

Account Type ☒ Checking ☐ Savings

Routing Transit Number

Account Number

Bank Name


Bank Identification Code

Account Nickname (optional)


OK Cancel

21 Optional: Upload a photo.

	For	Assistant Golf Pro
05/17/2024 ☆	Overall Process	Hire: Hermione Granger (100035)
	Overall Status	Successfully Completed
05/17/2024 ☆	Due Date	05/28/2024
05/17/2024 ☆	Instructions	This step is optional. If you do not want to update your photo, please click "submit" at the bottom right. If you want to update your photo, please click "Change my photo" and upload a photo.



Change My Photo



22 Enter your government ids and click OK.

↑↓

Edit Government IDs

Hermione Granger
...

Proposed IDs

National IDs 0 items

+		*Country	*National ID Type	Current
No Data				

Additional Government IDs 0 items

+	*Country	*Government ID Type	Identification #
No Data			

Previous IDs

National IDs 0 items

Country	National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series
---------	------------------	------------	-------------	-------------	-----------------	-----------	--------