



Candidate's View of Onboarding

Use this guide to complete your required onboarding tasks in Workday before your first day.

To follow along with visual aids, [click here](#).

Your Workday Accounts:

Throughout the hiring process, you will use different Workday accounts.

This flow chart explains when each account is used and what to expect.

1

Workday Candidate Account



LOG IN:

Workday Candidate Account

USED FOR:

Created when you apply for a position. Used to complete your application and offer documents.

2

Workday Pre-Hire Account



LOG IN:

Workday Pre-Hire Account

USED FOR:

After you are hired, you will receive access to your Pre-Hire Workday account, which is used to complete your onboarding tasks before your first day.

3

Sunrise Single Sign-On (SSO)



LOG IN:

Sunrise Single Sign-On (SSO)

USED FOR:

On or before your first day of employment, you will receive your Sunrise Workday Employee Account, also known as your Single Sign-On (SSO) account.

Complete Your Onboarding:

1. Sign in using the onboarding username and password provided in your onboarding emails.
2. Select each onboarding task to complete it.

4

Form I-9

Equifax 

TASK:

Form I-9

WHAT YOU'LL DO

Select the Equifax link and complete your Form I-9. This should be completed first.

5

Benefit Elections



TASK:

Benefit Elections

WHAT YOU'LL DO

Review and make your benefit elections, if applicable.

6

Federal Tax Elections



TASK:

Federal Tax Elections

WHAT YOU'LL DO

Complete your federal W-4 tax withholding information.

7

State Tax Elections



TASK:

State Tax Elections

WHAT YOU'LL DO

Complete your state tax withholding information.
The appropriate state will be displayed based on your home address.

8

Payment Elections



TASK:

Payment Elections

WHAT YOU'LL DO

Set up your direct deposit information.

9

Pre-Hire Documents



TASK:

Pre-Hire Documents

WHAT YOU'LL DO

Review and acknowledge required policies and documents. Pre-Hire Documents may include: **Payroll Schedule, Benefits Information, Federal Exchange Notice, Bring Your Own Device (BYOD), Code of Conduct, Equal Access, Anti-Bribery Policy, Drug and Alcohol Policy, Compliance Information, 401(k), Workers' Compensation, Hepatitis Information, E-Verify.**

10

State and Community Supplemental Onboarding Documents



TASK:

State and Community Supplemental Onboarding Documents

WHAT YOU'LL DO

Complete any additional onboarding documents that apply to your state, community, or position. These may include required acknowledgments or training related to topics such as **Resident Rights and Assisted Living (AL) Abuse and Neglect.**

11

ID Change



TASK:

ID Change

WHAT YOU'LL DO

Verify your identification information.

12

Personal and Contact Info



TASK:

Personal and Contact Info

WHAT YOU'LL DO

Review and update your personal information, if needed.

13

Emergency Contacts



TASK:

Emergency Contacts

WHAT YOU'LL DO

Add or update your emergency contacts.

14

Name Pronunciation & Photo



TASK:

Name Pronunciation & Photo

WHAT YOU'LL DO

Add an optional phonetic pronunciation of your name and upload a professional profile photo.

15

Electronic Consent



TASK:

Electronic Consent

WHAT YOU'LL DO

Consent to receive onboarding documents electronically.