

# Recruiting

## CANDIDATE'S VIEW OF ONBOARDING

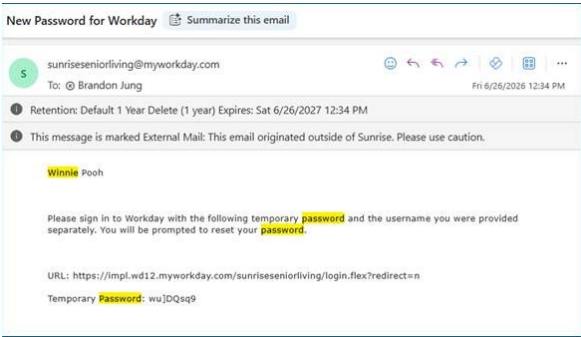
### Accountable Owner: New Team Members

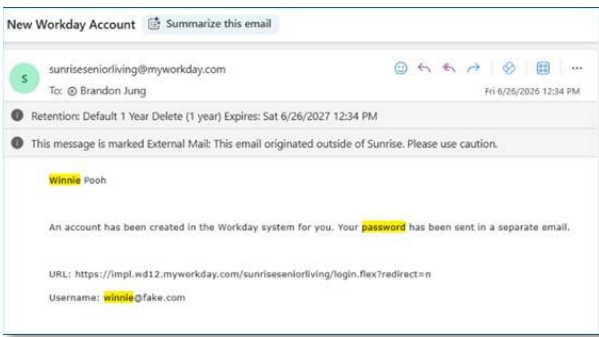
Use this guide to complete your required onboarding tasks in Workday before your first day.

### Your Workday Accounts:

Throughout the hiring process, you will use different Workday accounts. The table below explains when each account is used and what to expect.

| Login                            | Used For                                                                                                                                                      |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Workday Candidate Account</b> | Created when you apply for a position. Used to complete your application and offer documents.                                                                 |
| <b>Workday Pre-Hire Account</b>  | After you are hired, you will receive access to your <b>Pre-Hire Workday account</b> , which is used to complete your onboarding tasks before your first day. |



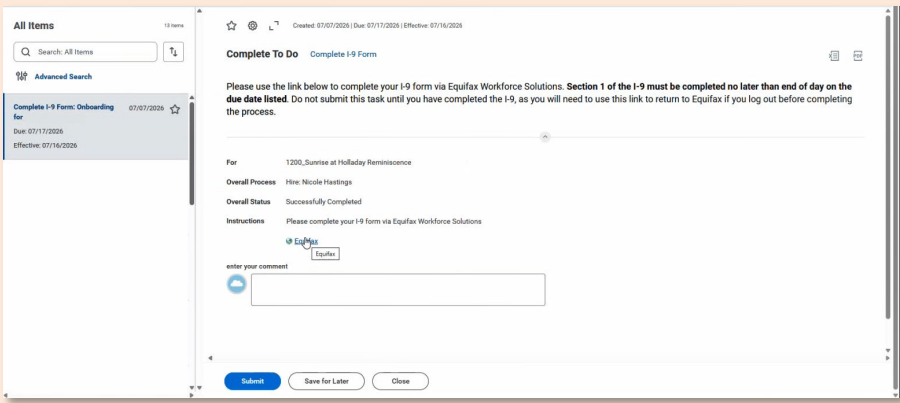


|                                     |                                                                                                                                                                     |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------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

### 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.

| Task            | What You'll Do                                                                      |
|-----------------|-------------------------------------------------------------------------------------|
| <b>Form I-9</b> | Select the Equifax link and complete your Form I-9. This should be completed first. |



|                          |                                                        |
|--------------------------|--------------------------------------------------------|
| <b>Benefit Elections</b> | Review and make your benefit elections, if applicable. |
|--------------------------|--------------------------------------------------------|

## Federal Tax Elections

Complete your federal W-4 tax withholding information.

## State Tax Elections

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

## Payment Elections

Set up your direct deposit information.

## Pre-Hire Documents

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

## State and Community Supplemental Onboarding Documents

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**.

## ID Change

Verify your identification information.

## Personal and Contact Info Review and update your personal information, if needed.

## Emergency Contacts Add or update your emergency contacts.

## Name Pronunciation & Photo Add an optional phonetic pronunciation of your name and upload a professional profile photo.

All Items

12 items

Search: All Items

Advanced Search

Due: 07/19/2026

Name Pronunciation

07/07/2026

Due: 07/19/2026

Created: 07/07/2026 | Due: 07/19/2026

Change My Name Pronunciation

Phonetic Pronunciation

enter your comment

Process History

Due: 07/19/2026

Cancel

Save for Later

Submit

All Items

12 items

Search: All Items

Advanced Search

Due: 07/19/2026

Photo Change

07/07/2026

Due: 07/19/2026

Effective: 07/16/2026

Created: 07/07/2026 | Due: 07/19/2026 | Effective: 07/16/2026

Change My Photo

Current

No current photo.

Proposed

Attachments \*

Drop file here

Select files

enter your comment

Submit

Save for Later

Cancel

## Electronic Consent

Consent to receive onboarding documents electronically.

All Items

12 items

Search: All Items

Advanced Search

Due: 07/19/2026

Onboarding for

07/07/2026

Due: 07/19/2026

Effective: 07/16/2026

Created: 07/07/2026 | Due: 07/19/2026 | Effective: 07/16/2026

Complete Questionnaire 'Onboarding: ERISA Questionnaire' for Onboarding for

Onboarding: ERISA Questionnaire

I consent to receiving electronic copies of the above-described required benefit notices, including SPD and plan amendments. (Required)

☐ Yes

☐ No

Submit

Save for Later

Cancel

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workday