

Onboarding Tasks

Workday will automatically generate a series of onboarding tasks that go to the new hire's inbox. *Please note that some employees may see additional onboarding tasks based on their position type/job family.*

For example, some employees may be asked to sign agreements and other tasks. However, some of the basic required onboarding tasks for new hire employees will be the following:

Note: Some employees will also see a request to complete New Hire Training and register for the soonest available New Employee Orientation. Samples of those emails are in the last two pages of this guide.

1. Review Personal & Contact Information

For this onboarding task the employee will review to make sure their biographical information is okay in the system and make any updates as needed.

- A. They can enter legal name, preferred name, gender, date of birth, marital status, disability, home address, etc.
- B. Once complete, they will click "Submit"
 - a. If they have missed any required fields, Workday will give them an error message.

The screenshot displays the Workday onboarding interface. On the left, a sidebar shows a list of tasks under the heading "All Items" (13 items). The selected task is "Review Personal & Contact Information: P-53780 Instructor", effective 08/22/2022. Other tasks include "ID Change: Jodi", "Veteran Status Identification: Jodi", "Disability Self-Identification for Onboarding: Jodi on 08/22/2022", and "Payment Election: Jodi".

The main content area shows the details for the "Review Personal & Contact Information" task, titled "Onboarding for Jodi". It includes a search bar, a star icon, a PDF icon, a settings icon, and a refresh icon. The task is dated "1 month(s) ago - Effective 08/22/2022".

The form fields are as follows:

- Legal Name:** A text input field containing "Jodi". A red asterisk indicates a required field.
- Preferred Name:** A text input field.

At the bottom of the form, there are three buttons: "Submit" (orange), "Save for Later", and "Close".

2. Veteran Status Identification

This task asks the employee to select a veteran status from the drop-down options.

Change Veteran Status Identification

1 month(s) ago - Effective 08/22/2022

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

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

- A. The employee will read the statement and then scroll to the bottom of the message to select a Veteran Status choice from the drop-down choices.
- a. Note: "I do not Wish to Self-Identify" is a possible response.

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 your information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Submission of this information will not subject you to any treatment that is not consistent with VEVRAA. We are not permitted to discriminate in hiring or employment on the basis of race, color, national origin, ancestry, religion, physical or mental disability, marital status, pregnancy, or any other protected characteristics.

Select a veteran status by checking the appropriate box below:

- I AM NOT A VETERAN
- IDENTIFY AS A VETERAN, JUST NOT A PROTECTED VETERAN
- IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS
- I DO NOT WISH TO SELF-IDENTIFY

Veteran Status * Search

enter your comment

Process History

Randal
Veteran Status Identification - Awaiting Action

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

- B. Then the employee will click "Submit"

3. Disability Self Identification

This task asks the employee to choose the appropriate response from a drop-down menu regarding self-identification of disabilities and a statement regarding why this question is being asked.

The screenshot shows a web application interface for UICF. On the left is a sidebar with a menu and a list of items. The main content area is titled "Change Self-Identification of Disability" and includes a search bar, a list of items, and a form section. The form section is titled "Voluntary Self-Identification of Disability" and contains a form with fields for "Form" (CC-305), "OMB Control Number" (1250-0005), and "Expires" (05/31/2023). Below the form is a section titled "Why are you being asked to complete this form?" with a paragraph of text explaining the requirement. At the bottom of the form are three buttons: "Submit", "Save for Later", and "Cancel".

- A. The employee will read the statement and then scroll to the bottom.
- B. Then the employee will select one of the boxes.
 - a. Note: "I Do Not Wish to Answer" is a choice that the employee can select.

This screenshot shows a close-up of the form's selection section. It is titled "Please check one of the boxes below:" and contains three radio button options:

- 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

Below the options is a "PUBLIC BURDEN STATEMENT" and a text input field with a placeholder "enter your comment". At the bottom are three buttons: "Submit", "Save for Later", and "Cancel".

- C. The employee will then click "Submit".

4. Complete Form I-9

This onboarding task must be completed **on or before the employee's first day** of employment. There is an entire step-by-step guide of completing the I-9 form in the Workday Articles. If you search for Completing I-9 Form in the Workday search box, you will be able to find some helpful articles with screenshots.

They are also linked below:

Completing Section 1 of the I-9 as a Domestic Employee :

[https://impl.workday.com/ucf/d/inst/eb522d9850a61001526e7ac6fc9b0000/rel-task/2998\\$40834.html](https://impl.workday.com/ucf/d/inst/eb522d9850a61001526e7ac6fc9b0000/rel-task/2998$40834.html)

Completing Section 1 of the I-9 as an International Employee:

[https://impl.workday.com/ucf/d/inst/eb522d9850a610015388666c70d10000/rel-task/2998\\$40834.html](https://impl.workday.com/ucf/d/inst/eb522d9850a610015388666c70d10000/rel-task/2998$40834.html)

5. Payment Election Enrollment

This task requires the employee to enter their direct deposit information so that they can get their paychecks deposited into their bank account. If the information is already in the system, then they just need to verify the information.

Manage Payment Elections

1 month(s) ago

Instructions to add, edit, remove or view direct deposit account(s) can be accessed by link below.
[Manage Payroll Options.pdf](#)

Person: Randa
Default Country: United States of America
Default Currency: USD
Status: In Progress
Last Updated: 08/14/2022 10:38 PM

Accounts: 1 item

Submit **Cancel**

- A. The employee will first click the “Add” button to enter their banking account information if it is not already displaying on the screen.

Accounts: 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
ONE CREDIT UNION	United States of America	ONE CREDIT UNION	<input type="radio"/> Checking <input checked="" type="radio"/> Savings <input type="radio"/> None of the above	*****	Edit Remove View

Add

Payment Elections: 2 items

Pay Type	Payment Type	Account	Account Number	Distribution	
Expense Payments	Direct Deposit	ONE CREDIT UNION *****	*****	Balance <input checked="" type="checkbox"/>	Edit
Payroll Payment	Direct Deposit	ONE CREDIT UNION *****	*****	Balance	Edit

Submit **Cancel**

- B. The employee will then enter the payment election associated with Expense and Payroll payments. If the employee entered multiple bank accounts in the “Accounts” section, this is the portion of the form where they can enter if they want the first \$200 of their payroll to go to one account and the remainder to go to a different account.
- C. The employee will then click “Submit”.

6. Review Tax Form Elections

This task is a "To Do" step. The employee will identify whether they would like to receive a paper copy of year end tax forms or if they would like to receive it electronically.

The screenshot shows a web application interface. On the left, there is a sidebar with a menu and a list of tasks under 'All Items' (14 items). The 'Review Tax Form Elections' task is highlighted. The main content area shows the details of this task, including the date (08/14/2022), the department (College of Engineering and Computer Science (CECS) - Mechanical and Aerospace Engineering (MMAE) - OPS), and the overall status (Successfully Completed). There is an orange button labeled 'My Tax Documents' and a text input field for comments. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Close'.

- First the employee will click the orange button that says "My Tax Documents" to see the current election.
- On the next screen they can see if they are currently receiving a paper copy and they can edit this selection to say if they want a print or paper by clicking "Edit"

The screenshot shows the 'My Tax Documents' page. The header is blue with the text 'My Tax Documents'. Below the header, there is a section titled 'Tax Forms Printing Elections' with 1 item. The table below shows the current year end tax document printing election for 'The University of Central Florida Board of Trustees'. The table has three columns: 'Company', 'Current Year End Tax Document Printing Election', and 'Printing Election'. The 'Printing Election' column contains an 'Edit' button. Below the table, it says 'No Current Documents Available'.

Company	Current Year End Tax Document Printing Election	Printing Election
The University of Central Florida Board of Trustees	You are currently not receiving a paper copy of your Year End Tax Documents.	<button>Edit</button>

C. The employee can make an election choice and then click OK.

Change Year End Tax Documents Printing Elections

Worker

Company The University of Central Florida Board of Trustees

Last Updated 07/01/2022

Current Year End Form Printing Election You are currently not receiving a paper copy of your Year End Tax Documents.

New Election Receive electronic copy of my Year End Tax Documents
 Receive both electronic and paper copies of my Year End Tax Documents

Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :

Disclaimer Text Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

OK Cancel

D. The employee will then click "Done"

E. The employee will then need to go back to their Workday Inbox to mark the task complete by clicking "Submit".

a. A "To Do" step does require that after you do the Task that Workday has requested, you go back to mark it complete in your inbox.

All Items 14 items

Search: All Items

Effective: 08/22/2022

Disability Self-Identification 08/14/2022 ☆
Effective: 08/22/2022

Complete Form I-9 08/14/2022 ☆
Effective: 08/22/2022

Payment Election Enrollment Event 08/14/2022 ☆

Review Tax Form Elections 08/14/2022 ☆
Effective: 08/22/2022

Complete Federal Withholding Elections 08/14/2022 ☆
Effective: 08/22/2022

Change Emergency Contacts 08/14/2022 ☆

Complete To Do Review Tax Form Elections ...

1 month(s) ago - Effective 08/22/2022

For College of Engineering and Computer Science (CECS) - Mechanical and Aerospace Engineering (MMAE) - OPS

Overall Process Hire

Overall Status Successfully Completed

Instructions Using the *My Tax Documents* task, review and/or update your year end tax form (e.g. W-2s) document receipt elections.
Click Submit to complete this task.

My Tax Documents

enter your comment

Submit Save for Later Close

7. Complete Federal Withholding Elections

For this onboarding task the employee will fill out their W-4 Federal Withholding Information.

The screenshot shows a web application interface for completing federal withholding elections. The interface is divided into a left sidebar and a main content area. The sidebar, titled "All Items" (14 items), contains a search bar and a list of tasks: "Review Tax Form Elections" (Effective: 08/22/2022), "Complete Federal Withholding Elections" (Effective: 08/22/2022, highlighted), "Change Emergency Contacts" (Effective: 08/14/2022), "Review Documents" (Effective: 08/22/2022), "Review Documents" (Effective: 08/22/2022), and "Public Records Exemption" (Effective: 08/22/2022). The main content area is titled "Complete Federal Withholding Elections" and shows a form for "1 month(s) ago - Effective 08/22/2022". The form includes fields for "Company" (The University of Central Florida Board of Trustees), "Effective Date" (10/04/2022), "Name", "Social Security Number" (XXX-XX-XXXX), and "Address" (Orlando, FL 32832, United States of America). Below these fields is a "W-4 Data" section with a "View Blank Form" button and a "Step 1:" label. The "Marital Status" field is currently empty and has a red asterisk indicating it is required. At the bottom of the form are three buttons: "Submit" (orange), "Save for Later", and "Cancel".

- A. The employee will fill out the W-4 with their marital status, dependent information, etc.
- B. After the employee has filled out the W-4, the employee can click "Submit".

8. Change Emergency Contacts

This onboarding task requests that the employee enter an emergency contact.

The screenshot displays a web interface for the University of Central Florida (UCF). At the top, there is a navigation menu with a 'MENU' button and the UCF logo. A search bar is located in the top right corner. The main content area is divided into two sections. On the left, a sidebar titled 'All Items' (14 items) lists various tasks, with 'Change Emergency Contacts' highlighted. The main section on the right is titled 'Change Emergency Contacts' for 'Randal Allen'. It shows a 'Primary Emergency Contact' form with fields for 'Legal Name' and 'Relationship', both marked with a red asterisk. Below these are fields for 'Preferred Language'. At the bottom of the form, there are three buttons: 'Submit' (orange), 'Save for Later', and 'Cancel'. The interface also includes a notification bell with a '5' badge and an envelope icon with a '14' badge.

A. After the employee has entered the emergency contact information, the employee can click "Submit".

9. Review Documents

- Loyalty Oath

This review documents task requires that the employee complete the Loyalty Oath and get it notarized.

The screenshot shows the Workday interface for the 'Review Documents' task. On the left, a sidebar lists various tasks, with 'Review Documents' highlighted. The main content area shows the document title 'Review Documents for Onboarding for Randa...', a search bar, and a 'Documents' section. A document link 'Loyalty-Oath Rights to Inventions' is provided. Below the link, instructions state: 'Please print, sign, notarize and upload document.' A large dashed box contains the text 'Drop file here' and a 'Select files' button. At the bottom of the task area, there are three buttons: 'Submit' (orange), 'Save for Later', and 'Cancel'.

- A. The employee will click the blue document link to download the Loyalty Oath.

The screenshot shows the Loyalty Oath form. At the top, it states: '7. I agree that I will take any necessary steps to protect the University interest in such Inventions.' Below this, there are links to 'University Regulation: UCF -2.029: Patents, Trademarks, and Trade Secrets, and Inventions' and 'BOT-UFF Collective Bargaining Agreement, Article 18'. The form is divided into sections: 'EMPLOYEE SIGNATURE SECTION' with fields for 'Employee Name (Print)' and 'Employee Signature'; 'Notary Section' with fields for 'Notary Name (Print)', 'Notary Signature', 'County', and 'State'; and a '(Stamp)' field. There is also a 'Sworn to' section with checkboxes for 'physical presence' and 'online notarization'.

- B. The form needs to be notarized and signed. After the form has been completely filled out the document will be dropped back into the Workday onboarding task so that it is added to their employee file in Workday.
- C. The employee will then click "Submit"

10. Review Documents

– SSA 1945

This task requires the employee sign the SSA-1945 form.

The screenshot shows the Workday interface for reviewing documents. The left sidebar displays a list of tasks, with 'Review Documents' selected. The main content area shows the document details for 'Review Documents for Onboarding for Randal', including instructions and a PDF document titled 'SSA1945-8-23-22.pdf'. A blue button labeled 'eSign by DocuSign' is visible at the bottom of the document preview.

Review Documents for Onboarding for Randal

1 month(s) ago - Effective 08/22/2022

Documents

Instructions
This form must be completed before the start of your employment.

On this page, you can only download the original, unsigned version of the document. Click on the PDF and review the information. Go to the bottom of the screen, select the blue esign by DocuSign Button to complete and sign the documents.

Please review and complete/electronically sign the SSA 1945 form by selecting the blue esign by DocuSign button below.

SSA1945-8-23-22.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.

eSign by DocuSign

- The employee will click the “eSign by DocuSign” blue button to sign the form using DocuSign in Workday.
- After the document has been signed, this task will be marked complete.

11. Public Records Exemption (Complete To Do Task)

This onboarding task asks employees to identify whether they or their spouse falls under one of the protected classes of Florida Statute 119.071.

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar, titled 'All Items' (14 items), lists several tasks: 'Change Emergency Contacts', 'Review Documents', 'Public Records Exemption' (highlighted), 'Review and Sign Documents: P-53: Instructor', and 'Review and Acknowledge HR Documents: P-533 Instructor'. The main content area shows the details for the 'Public Records Exemption' task, which is '1 month(s) ago - Effective 08/22/2022'. The task is for the 'College of Engineering and Computer Science (CECS) - Mechanical and Aerospace Engineering (MMAE) - OPS'. The overall process is 'Hire' and the overall status is 'Successfully Completed'. The instructions ask the user to identify if they or their spouse are former or active law enforcement officers or members of a protected class under Florida Statute 119.071. At the bottom of the task details, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

- A. Most Common: If the employee **is not** a member of one of the protected classes, then they can simply click "Submit" and no further action is needed.
- B. If the employee **does** fall under one of these protected classes, the employee should follow the steps listed in the message. After they have updated the information using the steps listed, they can return to this task to click "Submit" to remove it from their inbox.

12. Review and Sign Documents

This onboarding task requires that the employee sign the Retirement Notification, Employee Acknowledgement Form, and Two-in-1 Form.

The screenshot displays a user interface for reviewing and signing documents. On the left, there is a sidebar with a list of tasks under the heading 'All Items'. The main content area shows a task titled 'Review Documents for Onboarding for Randal' with a due date of 08/22/2022. The task details include instructions and three documents: 'Retirement Notification Form_WD_2022-02-white.pdf', 'Employee Acknowledgment Form_WD.pdf', and 'Two-in-1 Form_WD.pdf'. A red arrow points to a blue button labeled 'eSign by DocuSign' at the bottom of the task details.

- Each document has a blue link where they can view the document, but they should click the “eSign by DocuSign” blue button at the bottom of the message to sign all three forms.
- After the three forms have been signed via DocuSign, the task will be removed from the employee’s inbox.

13. Review and Acknowledge HR Documents

This onboarding task requests that the employees read each of the linked documents and acknowledge that they have read the documents.

The screenshot shows a web application interface for reviewing and acknowledging HR documents. The interface is divided into a left sidebar and a main content area.

Left Sidebar: Titled "All Items" with a search bar and 14 items. The items listed are:

- Complete Federal Withholding Elections (Effective: 08/22/2022)
- Change Emergency Contacts (Effective: 08/14/2022)
- Review Documents (Effective: 08/22/2022)
- Review Documents (Effective: 08/14/2022)
- Public Records Exemption (Effective: 08/22/2022)
- Review and Sign Documents: P-53312 Instructor (Effective: 08/22/2022)
- Review and Acknowledge HR Documents: F Instructor (Effective: 08/22/2022)** (highlighted)

Main Content Area: Titled "Review and Acknowledge HR Documents" with a subtitle "Review Documents for Onboarding for Randal". It shows a list of documents to be reviewed:

- Document:** [403\(b\) Plan - Notice of Eligibility](#)
Instructions: Please click link below to review the 403(b) Plan - Notice of Eligibility and check box to acknowledge you read.
Signature Statement: Check box to acknowledge you agree.
I Agree:
- Document:** [Drug Free Workplace Policy Statement](#)
Instructions: Please click link below to review the Drug Free Workplace Policy Statement and check box to acknowledge you read.
Signature Statement: Check box to acknowledge you agree.
I Agree:
- Document:** [Health Insurance Marketplace](#)
Instructions: Please click link below to review the Health Insurance Marketplace notice and check box to acknowledge you read.
Signature Statement: Check box to acknowledge you agree.
I Agree:

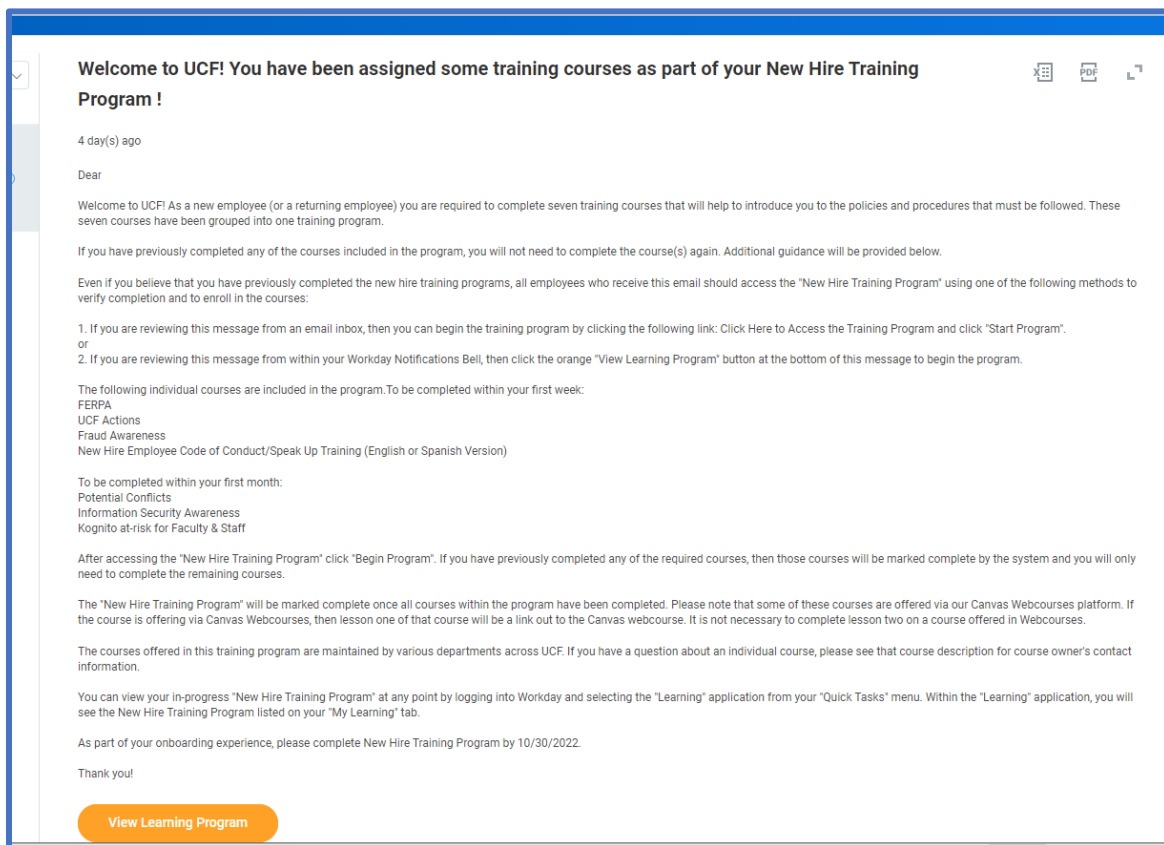
At the bottom of the main content area, there are three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey).

- The employees can click each blue document link to read the document and then check the "I agree" checkbox under each document to confirm that they have read the document.
- After all three documents have been agreed to with the check box marked, the employee can click "Submit".

14. New Hire Training Program Email

NEW EMPLOYEE (AND RETURNING EMPLOYEE) TRAINING PROGRAM


- Prior to Workday, employees were provided a list of 8 new hire training courses that they had to go to PeopleSoft Employee Self Service to search for the required trainings courses one-by-one.
- With the implementation of Workday, new hire employees no longer need to manually search for the new hire trainings as the system! The number of new hire trainings was also reduced from 8 to 7. Workday will automatically send what is known as the “New Hire Training Program” to the employee on their hire date.
 - This “New Hire Training Program” packages all 7 courses together in one group.
 - They will get an email notification when they are assigned this task.
 - **Additional details and a sample of this email is included in the screenshot below.**
 - **PLEASE NOTE: Individuals who previously worked for UCF will also receive this email when they are rehired. If the rehire has at any point in time previously completed the new hire training program courses, they do not need to take the courses again. These individuals will just need to do the following:**
 - Click the link in the email to access the New Hire Training Program.
 - Select “Begin Program” and then the system will verify whether they have completed the training requirements previously.
 - If all seven courses have been completed previously, they will get a trophy icon and a message letting them know that they have completed the program.



What it looks like when they successfully completed all 7 training courses:

On behalf of: _____ you have completed

Program: New Hire Training Program

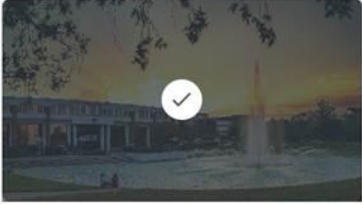


ITEMS COMPLETED: 7 | DATE OF COMPLETION: Jul 29, 2022

This learning program is a collection of 7 new hire training courses that will introduce new hires to the policies and procedures that must be followed as a UCF employee. In addition, rehire employees who have not yet previously completed the 7 required trainings will also need to complete any course they have not yet completed.

[Show All](#) ▾

Program Len...	Delivery Mo...
7 items	Self-Directed



Retake Program

COMPLETED

What it looks like when they still have more courses to complete:

You can see that they have completed 3 of 7 of the new hire trainings:

Program: New Hire Training Program

This learning program is a collection of 7 new hire training courses that will introduce new hires to the policies and procedures that must be followed as a UCF employee. In addition, rehire employees who have not yet previously completed the 7 required trainings will also need to complete any course they have not yet completed.

[Show All](#) ▾

Program Len...	Delivery Mode
7 items	Self-Directed

Program Progress


3 of 7 Items Complete


[Items in this Program](#) | [Program Information](#)

Item 1

SR FERPA Training - Web

This course is designed to provide important





Up Next

Item 2

UCF Actions-Web

Resume Program

IN PROGRESS

Interested in your team doing this program?

[Mass Enroll](#) | [Enroll My Team](#)

No longer want to take this Program?

[Drop Program](#)

15. New Employee Orientation Email

NEW EMPLOYEE ORIENTATION

- Prior to Workday, the department reviewed the available NEO sessions from a list in PageUp and employees filled out a New Employee Orientation form that was sent to Central HR. The new hires were then manually added to the New Employee Orientation course sessions.
- Now in Workday, A&P, USPS, Executive Service, and Faculty employee's will receive an automated Workday system message on their hire date asking them to enroll in the first available New Employee Orientation course offering.
 - HR Business Centers should let the employees know that this email is coming and that they should select the soonest available orientation session as quickly as possible.
 - Unlike in the past, they will not be able to take orientation on their first day of hire as they cannot enroll prior to their first day.
 - The orientation team requires advanced notice that an employee is attending and since they cannot enroll until their first day, they won't be able to join an orientation date that is on their first day.

Welcome to UCF! Important Information Regarding Registering For Your New Employee Orientation Training!



4 day(s) ago

Dear

Welcome to UCF!

We look forward to you attending New Employee Orientation. Orientation provides an overview of UCF's culture and mission, as well as information on payroll and benefits. Important policies and procedures are discussed, and various support resources available to UCF employees are presented.

If you have already registered for a New Employee Orientation session, we look forward to seeing you soon. If you have not yet registered for orientation, please work with your department or supervisor to select an orientation date that best meets your onboarding schedule. Due to time-sensitive benefits deadlines, we ask that this date be as close as possible to your first day of work and not more than two weeks beyond.

Please enroll in New Employee Orientation by doing either of the following:

1. If you are reviewing this message from an email inbox, then you can enroll in the course by clicking the following link: [Click Here to Select Your Orientation Date](#) and select "Enroll".
2. If you are reviewing this message from within your Workday Notifications, then click the orange "View Course" button at the bottom of this message to enroll.

When choosing a date, please note that sessions occurring after September 2 will be held face-to-face in the HR Training Room (3280 Progress Drive, Suite 100). Each face-to-face session runs from 8:30 a.m. to 3:00 p.m. and includes a shuttle tour of campus and lunch at '63 South.

We look forward to seeing you at New Employee Orientation soon!

Charge On!

The HR Learning & Organizational Effectiveness Team

[View Course](#)