Workday: Onboarding & Initial Login - Contingent Worker

This job aid explains the tasks that are sent to all new contingent workers at Corewell Health and gives step by step instructions for how to complete them.

Logging In

All new Corewell Health Contingent Workers will receive two emails containing their Workday login information. They will come from the email **corewellhealth@myworkday.com**. For Agency Staff contractors, the instruction email will come from either the Contingent Labor Program (CLP) Team or the contractor's vendor representative.

You should log in to Workday for the first time within 24-48 hours of receiving the emails.

- The first is titled "Workday Account" and contains the link to Workday along with the username.
- The second is titled "Temporary Workday Password" and contains the link to Workday along with a temporary password that you will be asked to change upon logging in for the first time.

Note: New passwords must be at least 8 characters and contain an upper case, lowercase, a number, and a special character.

If there is a need to reset a workday account password, please see the [Workday: Resetting my Workday Account Password](#) knowledge article.

To access your Workday account and complete your profile, click the link below and continue to follow the instructions in this document.
https://wd5.myworkday.com/spectrumhealth/login.htmld
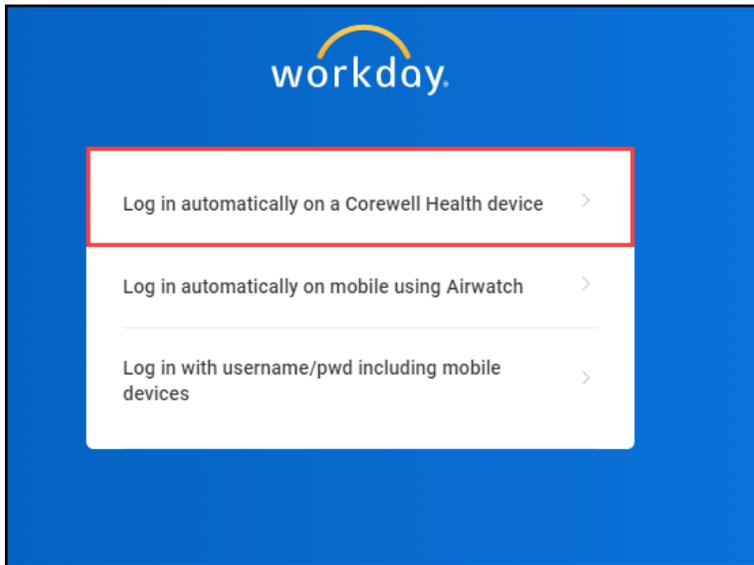
The next step is to conduct an authentication process to log in for the first time.

- You will be prompted to pick a way to receive a one-time verification code. Choose email, or Authenticator App as your mobile number may not yet be in Workday to use the SMS/text message option.
- Enter the verification code received in your email, then click Continue.

Onboarding Steps

Below are the Workday tasks, in sequential order, that are received by all Contingent Workers who have onboarding assigned in Workday.

PERSONAL INFORMATION CHANGE

Contingent Workers are Required to Enter:

- Date of Birth
- Primary Home Address
- To make edits to any section in the "Personal Information and Contact

  Change, Legal Name, Preferred Name" task, click the **Pencil** icons   .
  If there is no **Pencil**, use the **Add** button to input new information.

- To save a section and move to the next, click the **Check Mark** ✓
- Once complete, click **Submit**.

Note: After completing a task, you will see the next task(s) populate in your Workday inbox on the left-hand side of your screen. If the next task doesn't appear automatically, click the blue refresh button.
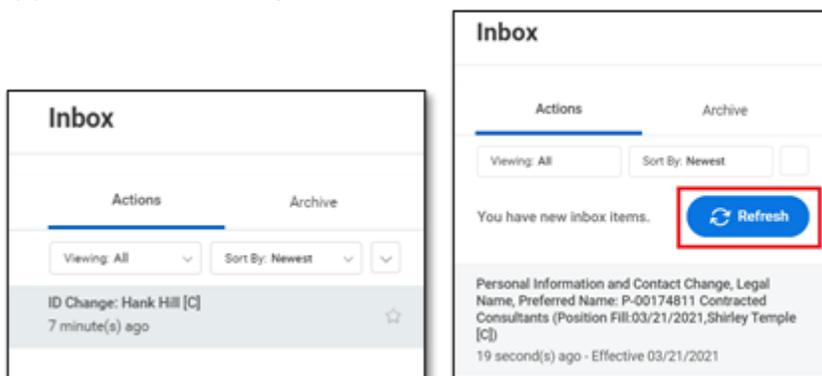
Note: You may also see a pop up after completing a task that prompts you to Open the task "Up Next". Clicking Open will take you to the next onboarding task as well.
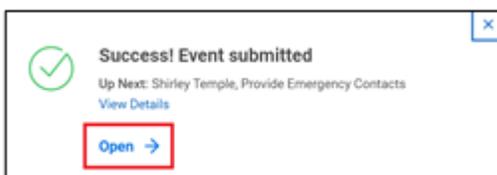
EDIT GOVERNMENT IDS

Note: Team Members and Contingent Workers are required to enter a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).

- To add a SSN, click the **Plus** sign ⊕ under "National IDs" in the Proposed IDs section.

- Click in the "Country" and "National ID Type" boxes to select from the drop down options for those fields.

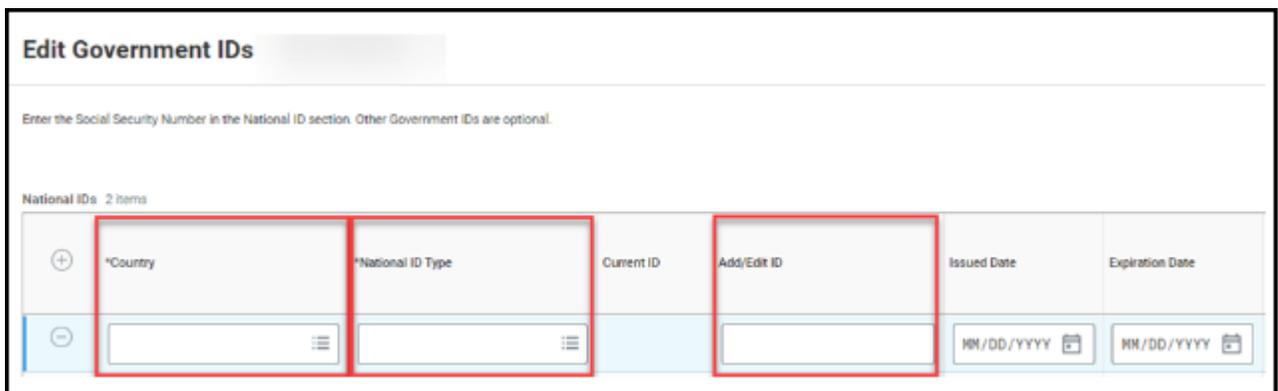| *Country	*National ID Type

- Fill the fields accordingly:
    - **Country:** "United States of America"
    - **National ID Type:** "Social Security Number (SSN)" OR "Individual Taxpayer Identification Number (ITIN)"
    - **Add/Edit ID:** Enter your SSN or ITIN
    - **Issued Date:** Leave Blank
    - **Expiration Date:** Leave Blank
    - **Verification Date:** Leave Default of Today's Date
- Once complete, click **Submit**.

Submit   Save for Later   Cancel

If you do not have an SSN or an ITIN number, follow the instructions below.

- Add your national ID from your country of origin by click

    the **Plus** sign ⊕ under "National IDs" in the Proposed IDs section.
- Fill the fields accordingly:
    - **Country:** Select your country of origin
    - **National ID Type:** Select the ID that you have that is active. This will only list ID's that the company will accept.
    - **Add/Edit ID:** Enter your numbers on the ID
    - **Issued Date:** Leave Blank
    - **Expiration Date:** Leave Blank
    - **Verification Date:** Leave Default of Today's Date
- Once complete, click **Submit.**

Edit Government IDs

Enter the Social Security Number in the National ID section. Other Government IDs are optional.

National IDs 2 items

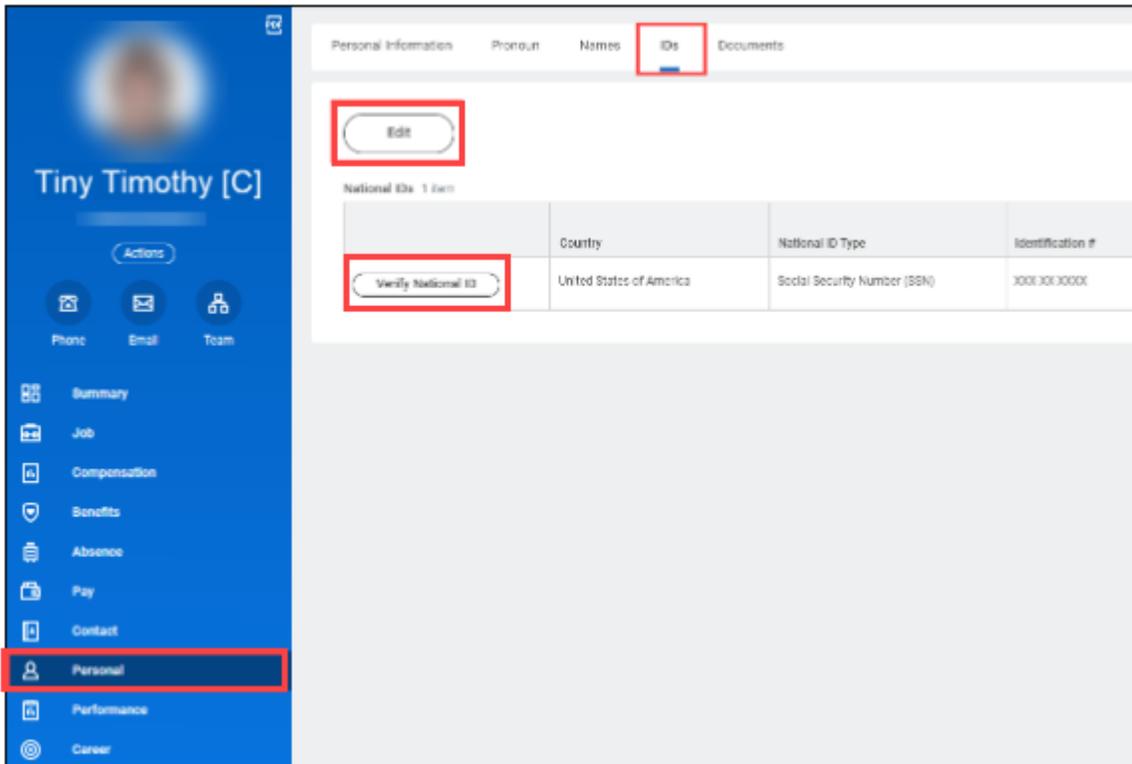|	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date
⊖					MM/DD/YYYY	MM/DD/YYYY

Once this is completed, the CLP team will issue a proxy SSN to complete the onboarding process. If you have any questions, please send an email to *resource73202 @corewellhealth.org*

Returning Team Members and Returning Contingent Workers

- If you a returning team member or contingent worker, you may see XXX-XX-XXXX in the National ID section. This indicates that your Social Security Number is already in Workday from your previous tenure at Corewell Health or was entered on your behalf. Click **Submit** to complete the task.

Note: After completing the rest of your onboarding tasks, you may confirm your Social Security Number from Worker Profile > Personal > IDs > Verify National ID.

- You may receive an orange alert stating "This national identifier you entered is already in use. Verify that the information is accurate." This

warning may be seen if you are both a team member and/or a contingent worker with an already active Workday account and your Social Security Number is already present on that active account. Click **Submit** up to 3 times to bypass this and lock in your entry.