

NAVIGATING WORKDAY

Setting Your Password and 2F Authentication

Workday requires employees to set up their two-factor authentication at this point. This can be done via the **Microsoft Authenticator App** or via **SMS Text Message**.

Completing Your Form I-9 in Workday (Step One)

Employees will have access to their Form I-9 task in Workday. To complete Section One fill out the requested information in the blanks provided.

***Note:** Social Security Number (SSN) is required for E-Verify to be completed.

Completing Your Form I-9 in Workday (Step Three)

Once step two is completed, a Temporary Solutions (TS) team member will complete a document examination. The employee will meet with a TS team member, either remotely via Microsoft Teams or in-person at the TS Office in Raleigh.

Moving Forward

A note about the "Edit Government IDs" task; Employees must enter their SSN under "National IDs". **This is required to enable integration with the payroll system and single-sign-on.**

1

Logging into Workday

Employees will receive an initial email with their username and temporary password, and should use the **Non-SSO State Employees and Pre-Hire login (NOT the State Login- SSO.)**

2

Accepting Your Offer Letter in Workday

Employees must accept or decline the offer letter in Workday. Once the offer letter is accepted, Workday will release the employee's Form I-9 task.

3

4A

4B

Completing Your Form I-9 in Workday (Step Two)

Employees should upload supporting documents to "Maintain My Worker Documents" and select "I-9 Document" for Document Category.

***Note:** If an employee provides a passport, they **must** upload **both** the **passport ID and passport barcode page**.

4C

5

Final Onboarding

Employees will have to complete their final onboarding tasks in Workday. These include:

- Edit Government IDs (Type in SSN)
- Review Documents (W-4/NC-4/Direct Deposit)
- Update Personal and Contact Information
- Change Emergency Contacts
- Change Veteran Status Identification



Congratulations on your new role!

