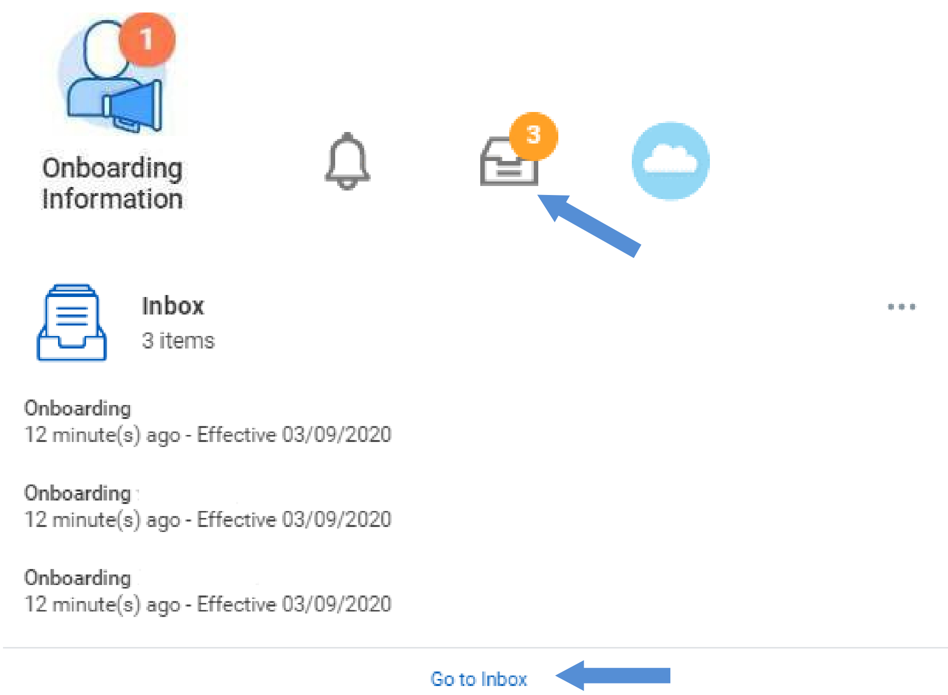
This process is used to complete your Onboarding paperwork.

In this process you will do the following:

- Review company Frequently Asked Questions
- Complete payroll and employment documents
- Complete policy information
- Review and enter contact and personal information
- Update Skills and Experience
- Change Photo

1. Onboarding Inbox Items:

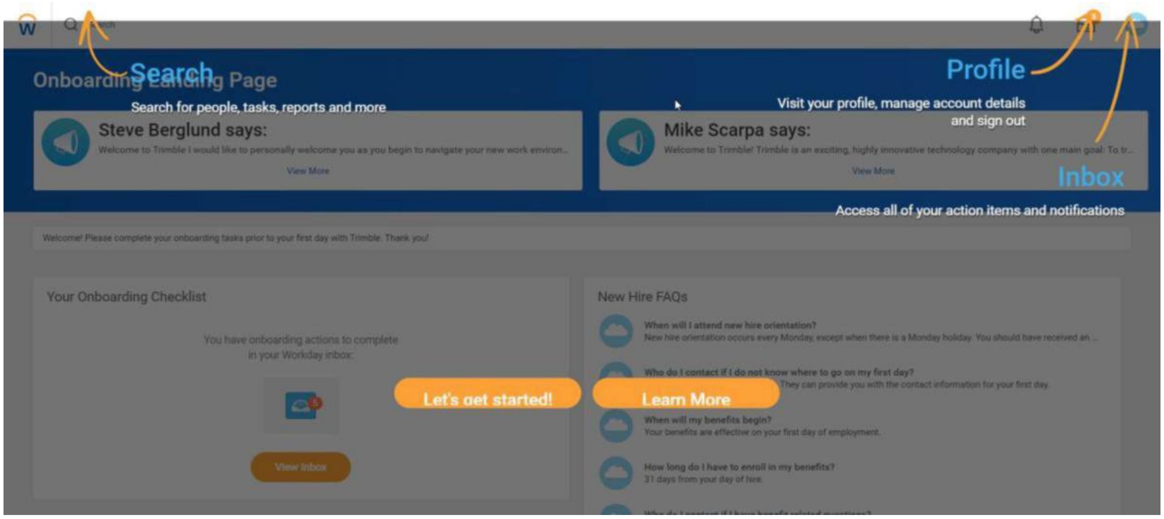
- The Onboarding Information worklet lets you know you have actions to complete. You can also access your tasks from your Inbox which can be found in the upper right-hand corner of the screen. Your Inbox is also available on the left-hand section of the screen
- The Inbox on the left hand side will display only the first 3 items in your Inbox. Click on "Go to Inbox" to view all items in your Inbox.



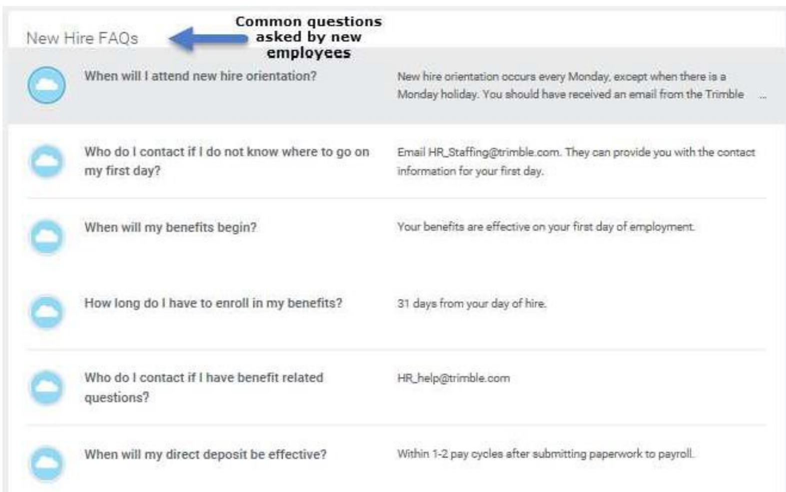
- Click on 'Take Me There'

2. **<u>To begin the Onboarding process</u>:**

- Click on “Let’s get started!”



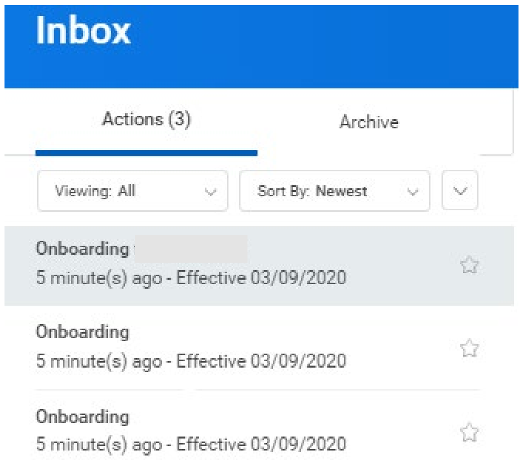
- On this screen you will find a list of FAQs, commonly asked by new employees.



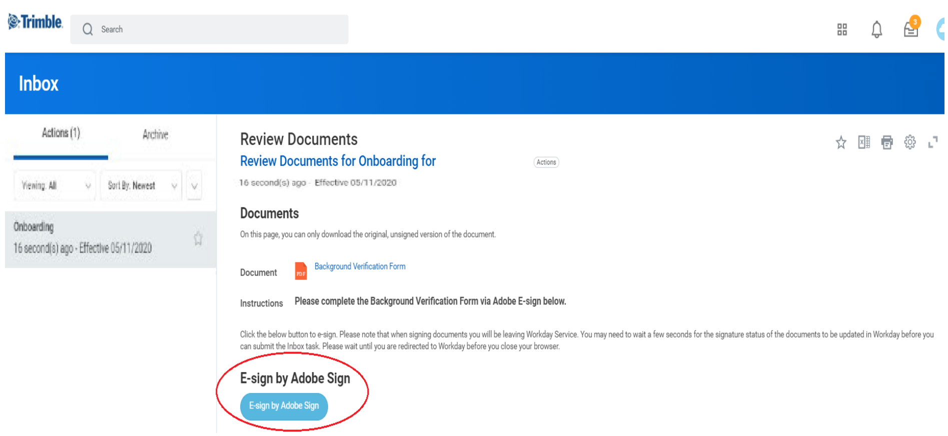
- To start the Onboarding Process, you will click on View Inbox. The number states the amount of forms in the first step of the process.

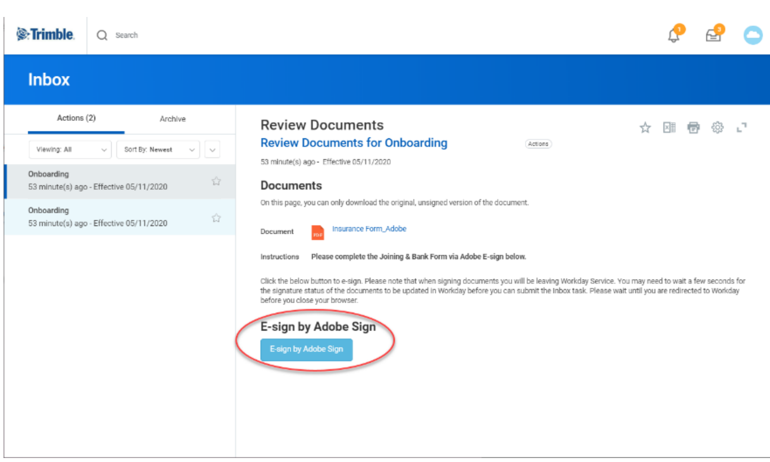
3. **<u>Inbox Information:</u>**

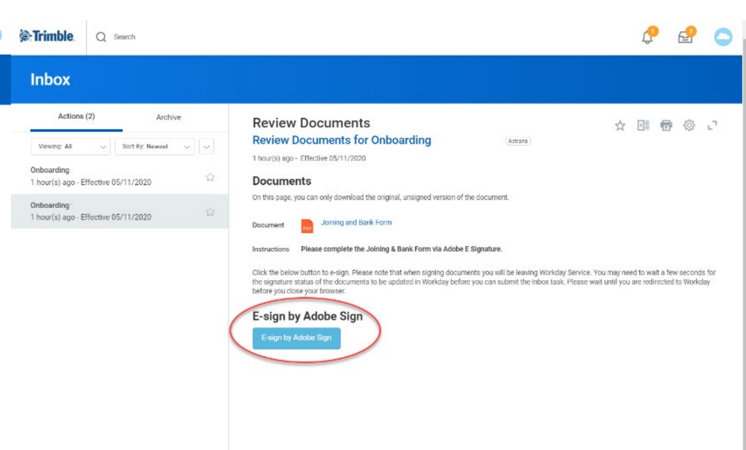
- The Inbox shows the list of items to complete. Some tasks you will need to open the document, complete the form, save or scan, and attach the form back to the process. And some tasks will be electronically signed and/or acknowledged. Each page will provide a document link and instructions on how to complete the form.



- You will need to electronically sign the documents via Adobe E-Sign. To electronically sign the documents, follow the instructions on the task; click the “E-Sign by Adobe Sign” button to be taken to the fillable pages.

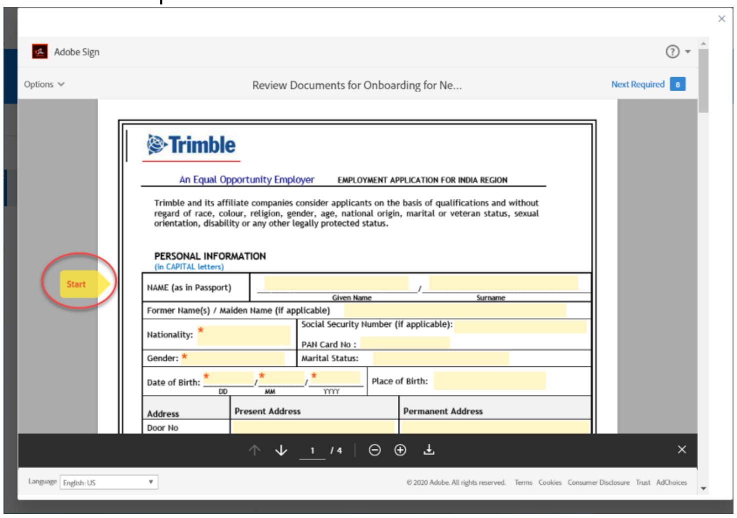




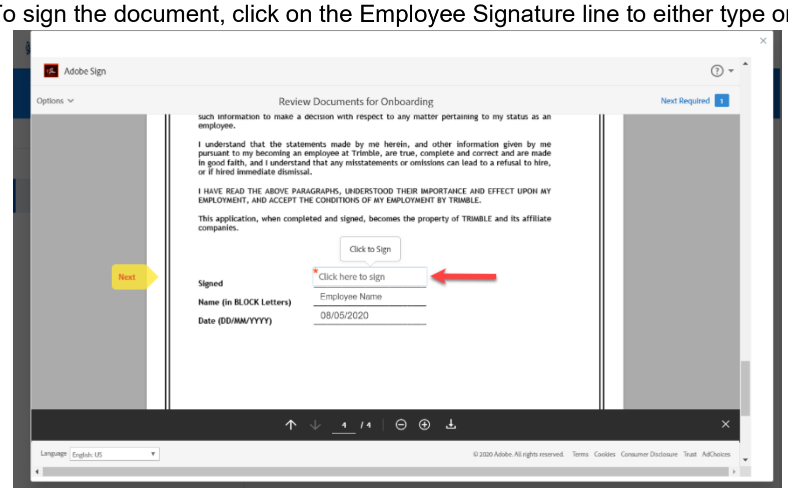


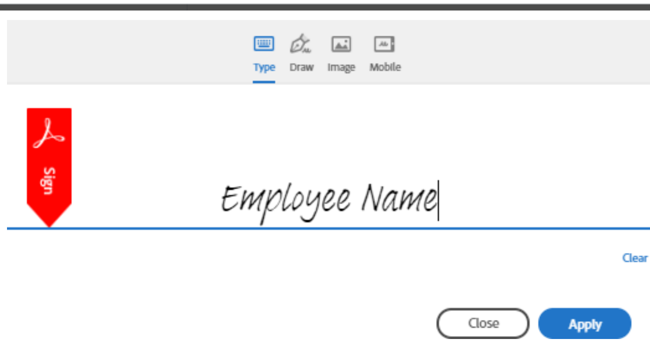
- Click the ‘Start’ icon to find the first task to be completed, continue selecting the ‘Next’ icon until all required data has been entered. Or, simply click on the blank field to enter the data.

- All fields marked with a red asterisk require information to be entered. You cannot sign the document until all required information has been provided.

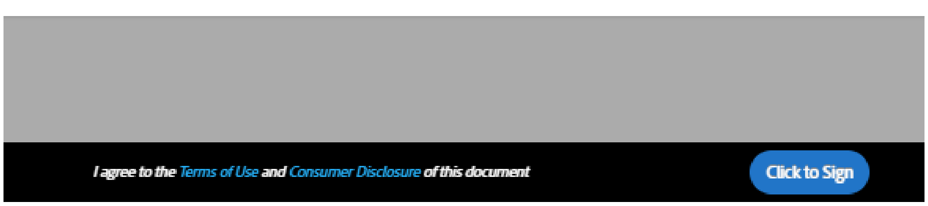


- To sign the document, click on the Employee Signature line to either type or draw your E-Signature.

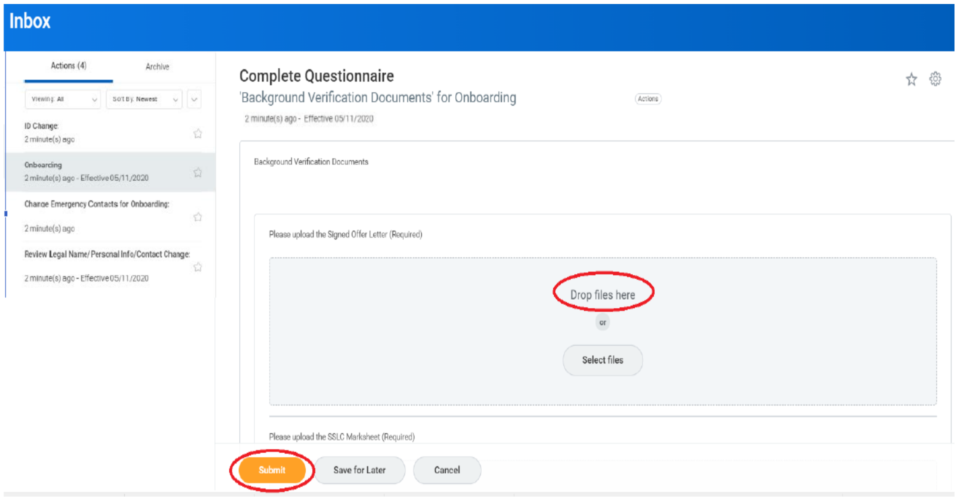




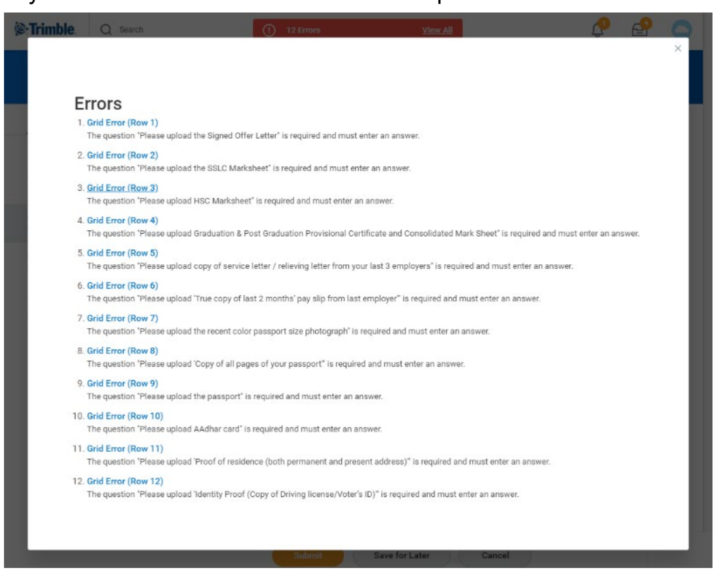
- To finalize your signature on the document once it’s been completed select the ‘Click to Sign’ icon at the bottom.



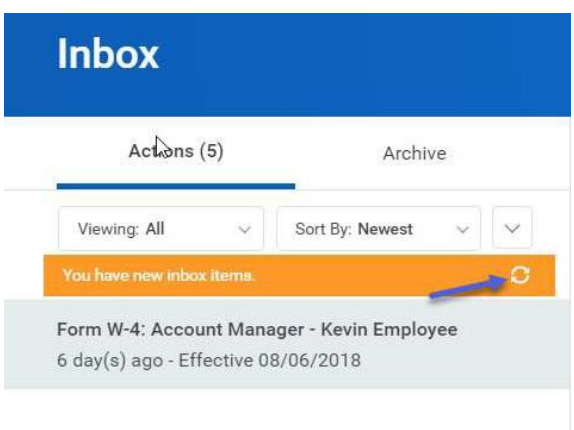
- To attach a form to the process, click on the 'Select Files' icon or within the box to open the folder where your completed documents can be found. Once attached click on Submit.



- Once Submitted, click on Done to move to the next screen.
- If you try to submit a screen without attaching the required forms, you will receive an error message. This message will let you know which forms need to be completed.



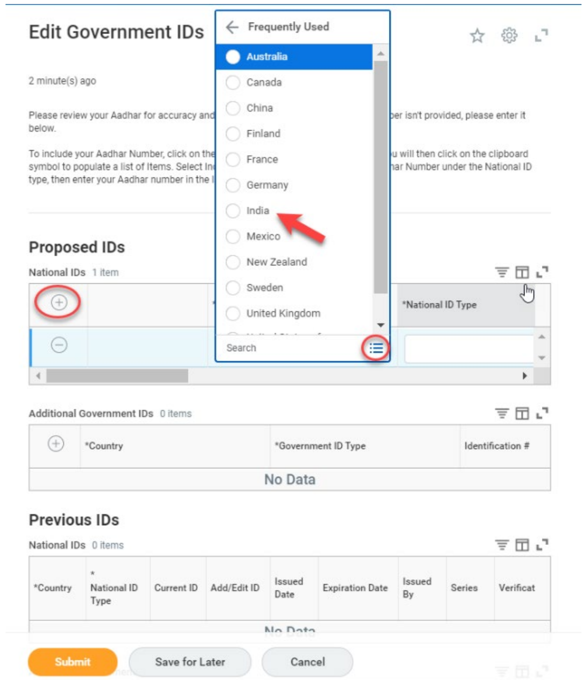
- Once you have completed all documents in the first step, you will need to click on the Refresh icon to generate the next step in the process. You will then receive a new list of tasks that need completed.



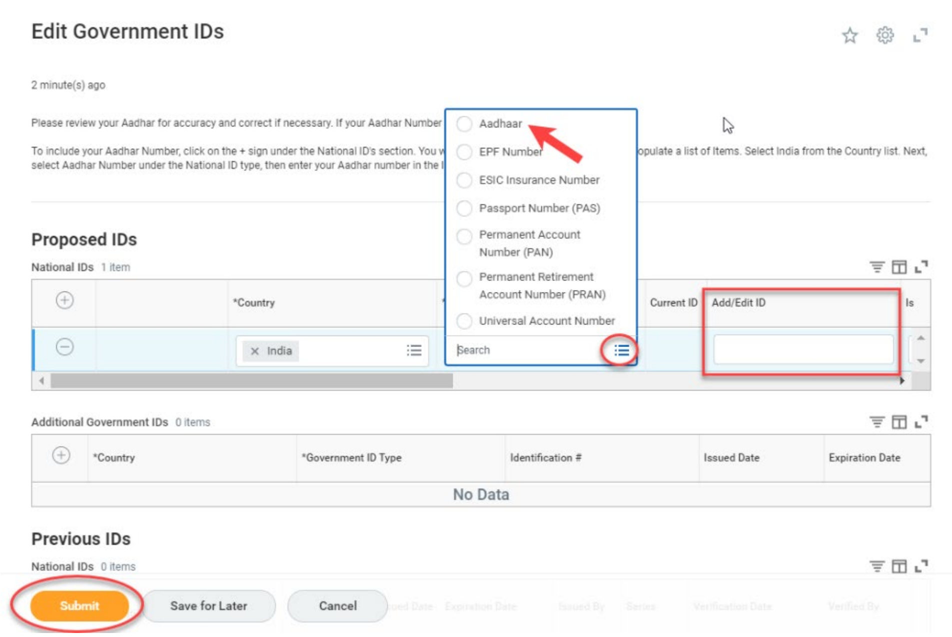
4. Pages where additional information may need updated:

- **Edit IDs:** To add information to this screen, click on the + icon to open the fields.

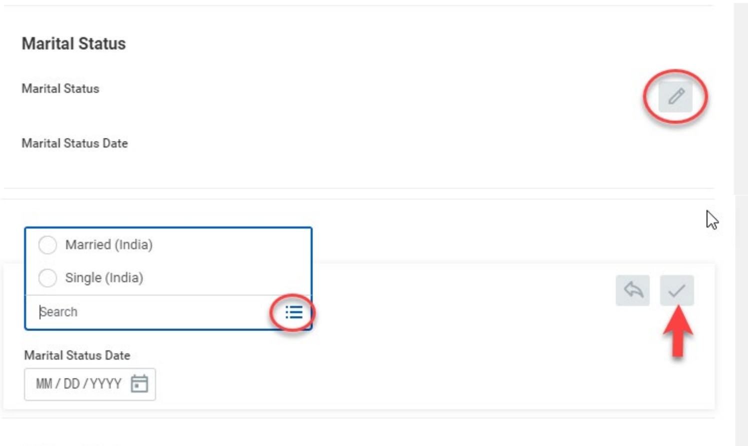
- Click on the "List" icon to open the list. Select "India" from the list of "Preferred Countries".



- Next Select "Aadhaar" under the "National IDs" section.
  And then enter your Aadhaar Number and click “Submit".



- Some steps will give you an option to enter or edit the details that have been pre-populated. To make changes, click on the Pencil icon. This will open the field for you to make changes or enter missing information.

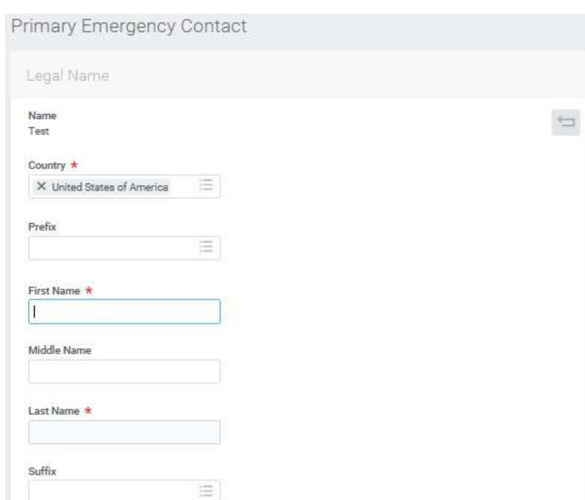


- If you open a field by mistake, click on the back arrow  to close the box without making changes. Once the information on the page is correct, click Submit at the bottom of the page to move on in the process.

Emergency Contact Information:

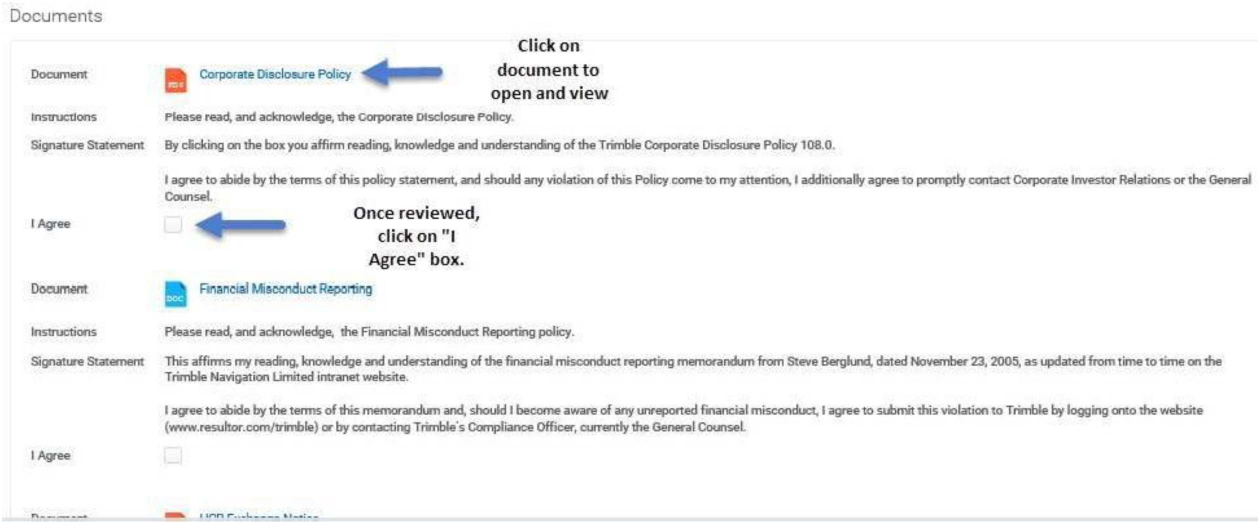
- Click on the Pencil icon to open the box.
- Once information for this box is complete, click outside of the box to return to full list. Follow these steps to complete all information. You will click Add in each section to add the contact details.

Once all details have been added, click on Submit.



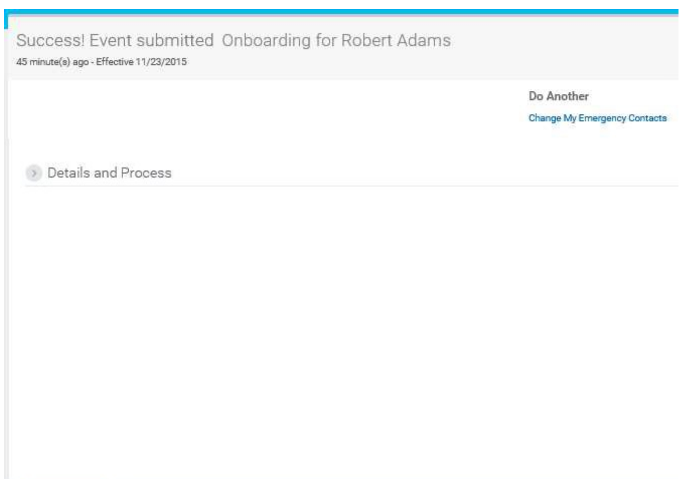
Review Policies Step:

- Open each policy document to read the policy details. Once read, click on the box next to “I Agree”. Once all policies have been reviewed and acknowledged, click Submit.



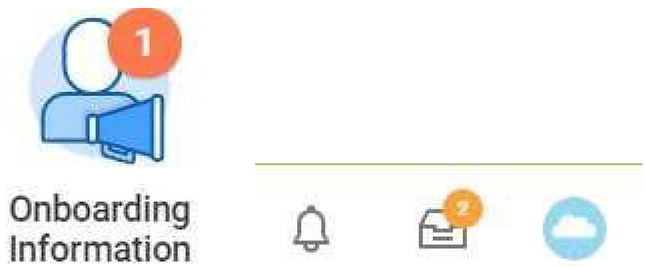
Last step:

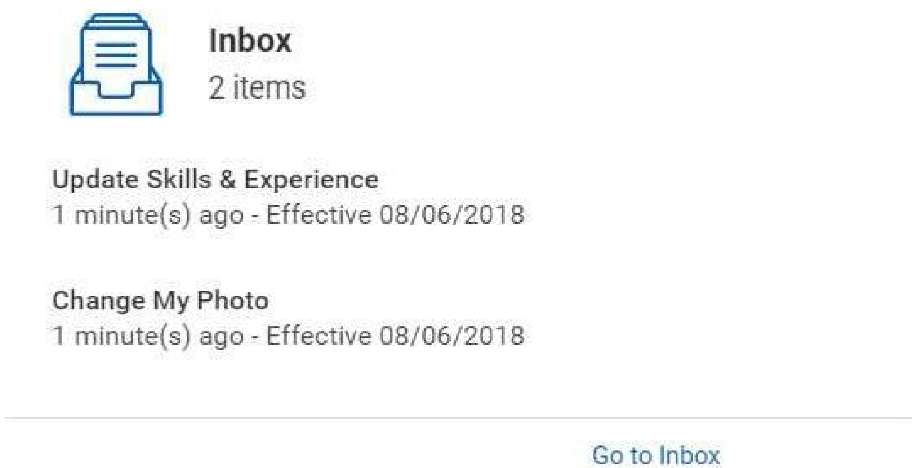
- Once all pending tasks have been completed, the next screen will show a Success message. This means you have been successful in completing the Onboarding Process. Once you click ‘Done” the screen will be blank, meaning there are no more actions for you to take at this time.



5. **<u>Week 1 additional items:</u>**

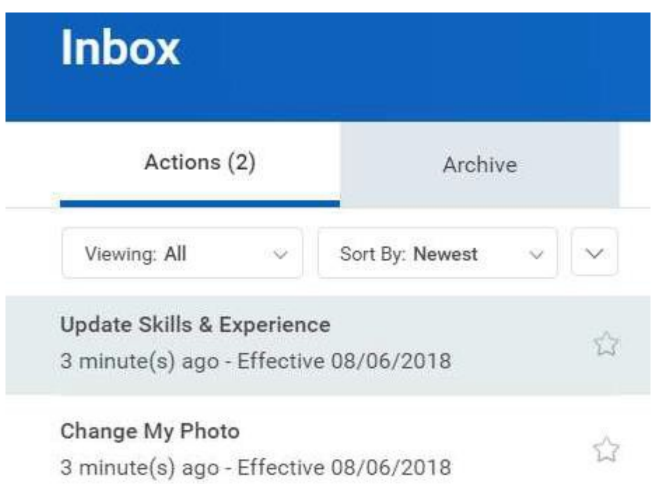
- Within your first couple days of employment, you will receive a notification in your Inbox with two additional To Do items. These items are "Update Skills and Experience and Change Photo".
  You will again find them by clicking on the Onboarding Information worklet, in your "Inbox" in the upper right hand of the screen or on the right-hand side of your home page screen.





Update Skills and Experience:

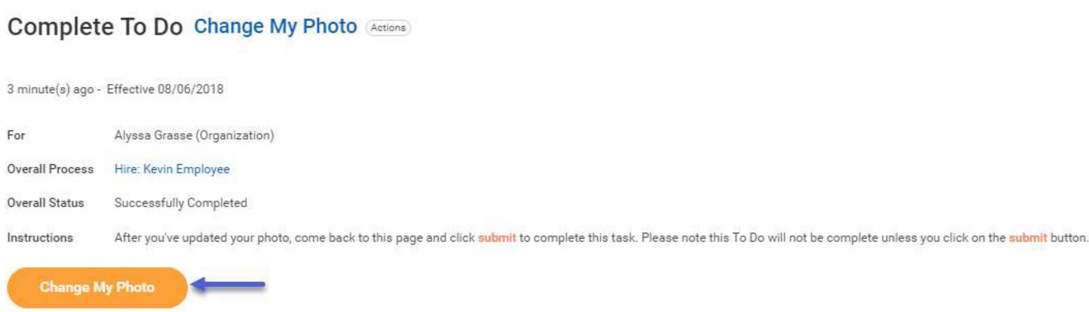
- Click on Skills and Experience to open a new screen.



- Once on new screen, you will see several tabs of information to update. This information does not need to be entered immediately. You will need to return to your Inbox and click "Submit" or "Save for Later" to complete this To Do step.

Change Photo:

- Click on "Change My Photo" to open a new screen.
  You will then attach a photo in the same manner used to attach documents as part of the Onboarding process. This information does not need to be entered immediately. You will need to return to your Inbox and click "Submit" or "Save for Later" to complete this "To Do" step.



- This concludes the Onboarding Process. Please email Workday_Support@Trimble.com if you need additional assistance.