

Workday is a cloud-based solution and represents next-generation technology. It offers state-of-the-art and dramatically improved access to employee data.

During the recent telephonic briefing conducted by a Corporate Shared Services (CSS) representative, you were given information and instructions on benefit elections and beneficiary nomination. Please take the time now, to review your personal profile and understand the benefit options presented by the representative so that you can make informed decisions that are right for you and your eligible dependents.

Your on-line enrollments must be completed within 7 calendar days of your date of hire or you will be locked out of the enrollment system and you will not have benefits for the remainder of the year.

Workday Access Points

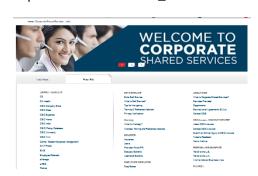
Access Workday via C3
Workday will be added to the following menus:

- Apps & Tools -- Self-Service Global & Americas --under Global
- Employee & Career Resources -- Employee and Manager Self Service



Access Workday via Corporate Shared Service Web Site

https://www.csc.com/css in





Accessing Workday via Mobile App

- Workday Mobility apps are available for iPhone, Android and iPad.
- A one-time configuration step is required within the app once it is downloaded.
- The configuration requires that users key two pieces of information to point Workday to CSC's location, then save to complete the configuration:
 - Web address: https://www.myworkday.com
 - o Tenant: CSC

Once the configuration step is completed, users will always be routed to CSC's Global Pass login screen. Users will enter their Global Pass username and password.

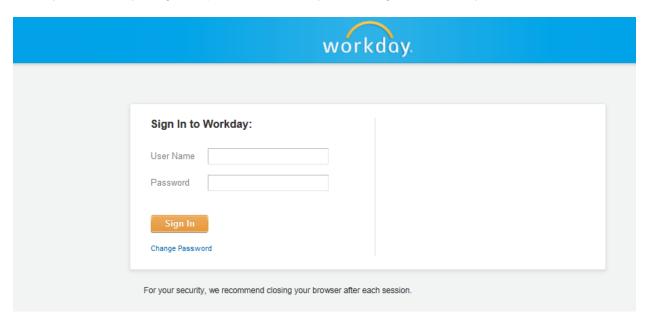
QRCs detail steps on installing and navigating the mobile apps.

For iPad: https://workdaymediastorage.blob.core.windows.net/prod/Using%20iPad.pdf

For iPhone/Android:

https://workdaymediastorage.blob.core.windows.net/prod/Using%20iPhoneAndroid.pdf

Once you receive your global pass credentials you can login to Workday.

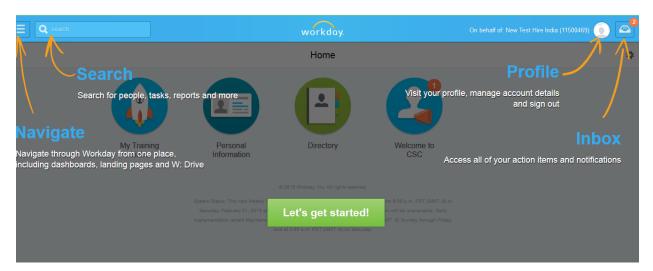




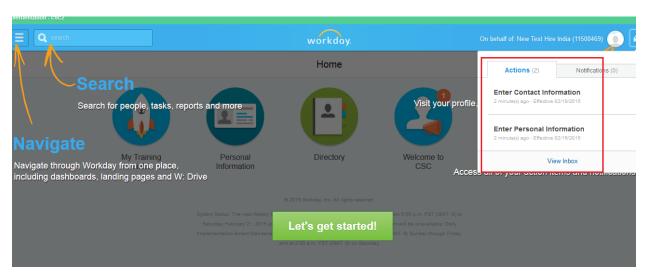


Home Screen:

Once you log in, the below shown screen gets displayed. It provides directions to help you get started, instructions for entering your profile details, inbox, navigations and search.



When you select the **Inbox** icon, you will be able to see two tabs - **Actions and Notifications**. Under Actions, you will have to complete the forms that are pending. (ex. Contact information, personal information)



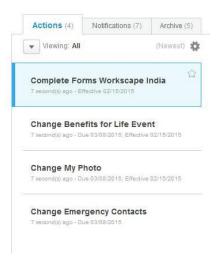
Select the appropriate links, fill in all the details using the edit (2) icon and **submit** the form.



On submission, you will have to refresh your inbox to receive the next action items – as shown in the screen shot below:

Inbox Actions (4) Notifications (7) Archive (5) Viewing: All (Newest) Success! Event submitted Onboarding for You have new inbox items. Refresh Enter Contact Information 2 minute(s) ago - Effective 02/19/2015 Enter Personal Information 2 minute(s) ago - Effective 02/19/2015 Done

Ensure that you complete all the forms listed under Actions tab.







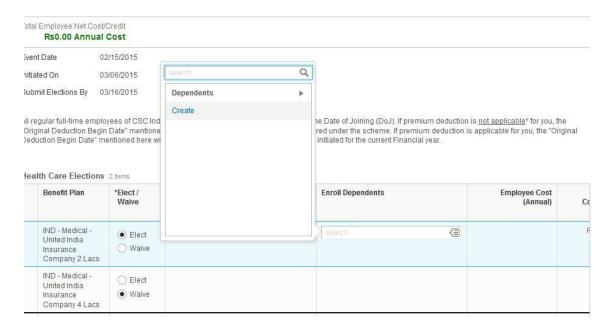
Change Benefits for Life Event:

On the 'Change Benefits for Life Event' page, select the coverage amount, select 'Elect' option to include a family member in the coverage and select the coverage options.



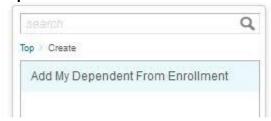
Depending on the coverage option you select, you will be able to create the dependents in the 'Enroll Dependents' field.



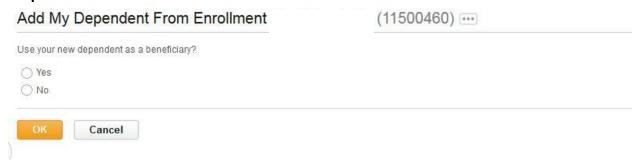


Follow the below steps to create and enroll your dependents:

Step 1:



Step 2:





Step 3:

Add My Dependent From Enrollment Personal Information **(** Country * India Relationship Date of Birth * _/_/____ Age (empty) Local Given Name(s) * Gender * selection Local Middle Name **(** Nationality Local Family Name Country of Birth **(** Enter Western Script City of Birth Full-time Student Student Status Start Date Student Status End Date Disabled Allow Duplicate Name National IDs Click the Add button to enter one or more National Identifiers for this dependent. Address Phone & Email Use Existing Address 1 Country Phone Code 1 Area Code Country Phone Number Address Line 1 - Local Phone Extension Address Line 2 - Local Email Address Address Line 3 - Local City - Local 124566 State (empty) Enter Western Script



Step 4:

Date	02/15/2015				Total Employee Net Cost/Cred
ed On	03/06/2015				Rs0.00 Annual Cos
nit Elections By	03/16/2015				
T. When adding name.		must check the "E	Enter Wes	stern Script" check box to prevent	an error stating that the dependent already exists with the
Benefit Plan		Requires	Beneficiaries		
Benefit Plan					Beneficiaries
Benefit Plan		Requires Beneficiary		*Beneficiary	Beneficiaries *Primary Percentage / Contingent Percentage
	rm Life - PNB MetLife Level 5		(+)	*Beneficiary	*Primary Percentage / Contingent
IND - Group Te (Employee)	rm Life - PNB MetLife Level 5 rsonal Accident Protection - GPAP (Employee)	Beneficiary	+++	*Beneficiary	*Primary Percentage / Contingent
IND - Group Te (Employee) IND - Group Pe iCICI Lombard	rsonal Accident Protection -	Beneficiary	1000	*Beneficiary	*Primary Percentage / Contingent

Ensure that you complete emergency contact details as well.

For queries, you may contact the CSC*Answers* Contact Centre between **9:00 AM to 8:30 PM** at: Phone: 1 800 425 5155 / +91-44-2261 7004 or Email: answersindia@csc.com.

Thank you for joining CSC!!