



WELCOME TO ThoughtWorks®

# ONBOARDING manual

*Steps to complete your employee profile in Workday*

# INTRO

!Hello ThoughtWorker!

Your journey at **ThoughtWorks** is about to start and we're really excited to welcome you!

Please note that in order to have everything prepared for your start date we need you to **complete all the Onboarding process within 7 days** after receiving OKTA's email.

Please ensure to complete the WorkDay onboarding task from your Laptop and donot use Mobile phone.

Looking forward meeting you soon!

TW China People team

# Basics of Workday

- **Workday** is our People (HR) Database software.
- Your **Workday** profile will contain your personal information, contact details, career development or any other detail related to your journey at **ThoughtWorks**.
- **Workday** is also the space where you request a name update or modify your payment information.
- Please complete all your information as much detailed as possible as it will help us to prepare everything for your start at **ThoughtWorks**. Having all the data and copies of your **IDs, Passport or PF/UAN Number** in advance will avoid last minute actions and ensure seamless process of payroll.
- **You must complete all the information within 7 days** after receiving your access email (before your DOJ).
- All your information is saved and used in **Workday** following all the data protection and treatment as described in the legislation.
- For any support or query you can contact [China\\_HR\\_Operation@thoughtworks.com](mailto:China_HR_Operation@thoughtworks.com)

# IMPORTANT!

The main goal of this tutorial is to help you **set up your Workday profile**. To ensure you have a smooth start at ThoughtWorks, you are required to complete your onboarding before your DOJ. Below are some of the documents you need handy as you set up your Workday profile:

- Scan of your ID Card(Only fit for Chinese)
- Scan of HuKou (the first page and your own page)(Only fit for Chinese)
- Scan copy of passport (with signature on the last page)
- Scan copy of all your academic and professional certificates
- Scan copy of relieving letter from all previous employers
- Your bank account name and number(China Merchants Bank)
- Scan your latest salary certificate from your former employer(Not required for graduates)
- Scan your relieving letters from previous company worked in; (Not required for graduates)

This guide will tell you step by step how to complete all mandatory steps.

# Your home page

When you access Workday, you will see some items that need your attention in the home page.

The screenshot shows the Workday home page interface. At the top, there is a navigation bar with the Workday logo, a search bar, and notification icons. Below this, a teal header bar displays the user's name and ID: "Welcome, On behalf of: qi yi (25642)".

The main content area is divided into two primary sections:

- Announcements:** This section is titled "Announcements" with a sub-header "2 items". It contains a "Welcome to Your Onboarding" message with a cloud icon and a "Welcome Video!!" with a video thumbnail. An orange callout box points to this section, stating: "Announcements contains the messages that are relevant to your onboarding."
- Inbox:** This section is titled "Inbox" with a sub-header "9 items". It lists three items: "Name, Personal Info and Home Contact: Finance Administrator - qi yi (25642)", "Edit Government IDs", and "Review Documents". Each item includes a timestamp of "20 hour(s) ago - Effective 2019/07/02". An orange callout box points to this section, stating: "Inbox displays the action items that require your completion." At the bottom of the inbox section is a "Go to Inbox" link.

# Inbox

All the onboarding steps that you need to complete are going to be on your Workday Inbox. Follow the items in your Workday Inbox to ensure you complete all the necessary steps.



## Inbox

Actions (9)

Archive

Viewing: All

Sort By: Newest

**Name, Personal Info and Home Contact: Finance Administrator - qi yi (25642)**  
20 hour(s) ago - Effective 2019/07/02

**Change Emergency Contacts**  
20 hour(s) ago - Due 2019/07/04

**Change My Photo**  
20 hour(s) ago - Due 2019/07/04; Effective 2019/07/02

**Edit Government IDs**  
20 hour(s) ago - Due 2019/07/04

**Payment Election Enrollment Event**  
20 hour(s) ago - Due 2019/07/04

**Review Documents**  
20 hour(s) ago - Effective 2019/07/02

**Review Documents**  
20 hour(s) ago - Effective 2019/07/02

**Inbox** contains the list of actions you need to take to complete your onboarding. Just click on each item to review or edit the requested information.  
Note: Please donot skip the steps as all the fields is mandatory.

# Onboarding



Q Search



## ← Onboarding



Please note that the links in the On-boarding "Helpful Information" section will NOT work just yet. They will be available for you on your first day at ThoughtWorks.

[View More](#)

### Helpful Information



Where can I find useful reading material for my start with ThoughtWorks?  
You could check the link: <https://drive.google.co...>



How can I check my housing fund?  
You could check the link about the method: <https://...>



How can I access my payslips?  
Payslips are electronic and will be send to your wo...



How and when do I get paid?  
You will be paid at the last day of each month, if th...

### From My Manager



[Erin Cummins \(10995\)](#)

Welcome to ThoughtWorks! We are really happy that you've joined ThoughtWorks and...

### People to Meet



[Mingyun Zhang \(张明贤\) \(18234\)](#)  
Location Manager



[Yao Susie Wang \(王瑶\) \(20220\)](#)  
Talent Business Partner

### Getting Started



0

Completed

9

Ready

0%

Your Progress

As and when the steps are completed, the % of completion is indicated.

Upon completion of all the steps and Approval by HR Partner it should be 100%

# Onboarding Steps- Personal Info

## Name, Personal Info and Home Contact



[Onboarding for qi yi \(25642\)](#) Actions

20 hour(s) ago - Effective 2019/07/02

### Legal Name

Legal Name

Legal Name \*

Qi Yi



### Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Qi Yi



Change Personal Information

Submit

Save for Later

Close

You can see in the title of the action item what information needs your attention.

Edit the information by clicking on the pencil icon.

Don't forget to scroll down to see all the information.



When you are done with the action item click on submit



# Name, Personal Info and Home Contact

## Name, Personal Info and Home Contact

Onboarding for qi yi (25642) Actions



56 second(s) ago - Effective 2019/07/02

### Legal Name

Legal Name

Legal Name \*

Qi Yi (艺奇)

### Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Qi Yi (艺奇)

Please make sure to complete your:

**Gender**  
**Birth date**  
**Citizenship**  
**Nationality**  
**Race/Ethnicity**(if your citizenship status is citizen ( China ) )  
**Hukou** ( if you're Chinese )  
**Address** ( use current home address or residence address )  
**Phone number** ( it's critical , use your valid phone number)



Your legal name was provided by you to the recruiter. Please review the information to be as per your Government ID card.

Your preferred name will be displayed in Workday and many other internal applications in ThoughtWorks. It refers on how you prefer your name to be displayed. In order to find you exactly please keep same with your Legal Name.

Change Personal Information

Submit

Save for Later

Close

# Name, Personal Info and Home Contact

Race/Ethnicity

Han (China)



Race/Ethnicity ( only for Chinese mainland employees

Citizenship Status

Citizenship Status

Citizen (China)



Citizenship ( please choose citizen China or non citizen China )

Nationality

Primary Nationality

China



Nationality : choose your nationality

Hukou

Hukou Region



Hukou Subregion

Hukou Locality

Hukou Postal Code

Hukou Type

Hukou Region : Province  
Hukou Locality : fill in only the Hukou city name use English ( eg. Chengdu )  
Hukou Postal Code : fill in postal code  
Hukou Type : choose Rural or Urban

# Emergency Contacts

Change Emergency Contacts [Qi Yi \(25642\)](#) Actions



20 hour(s) ago - Due 2019/07/04

## Primary Emergency Contact

Legal Name

Legal Name \*



Relationship

Relationship \*



Preferred Language

Preferred Language



Primary Address

Submit

Save for Later

Cancel

Your Primary Emergency Contact :  
Legal name  
Relationship  
Phone number

# Change My Photo

## Complete To Do [Change My Photo](#) Actions

20 hour(s) ago - Due 2019/07/04; Effective 2019/07/02

**For** OP-Finance-Associate-SH-5

**Overall Process** [Hire: Qi Yi \(25642\)](#)

**Overall Status** Successfully Completed

**Due Date** 2019/07/16

Change My Photo



enter your comment

Submit

Save for Later

Close

Upload your photo to let others know you quickly

# Edit Government IDs

## Edit Government IDs Qi Yi Actions



20 hour(s) ago - Due 2019/07/04

### Proposed IDs

National IDs 0 items



		*Country	*National ID Type	Current ID	Add/Edit
No Data					

Additional Government IDs 0 items



	*Country	*Government ID Type	Identification #	Issued Date
No Data				

### Previous IDs

National IDs 0 items



*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
No Data									

Submit

Save for Later

Cancel



\*Country \*National ID Type Current ID Add/Edit ID Issued Date Expiration Date Issued By Series Verification Date Verified By

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Add in the IDs section your ID information, after selecting the country from the list.

**Please make sure to enter the below ID's**

**HK/Macau  
Taiwan  
Passport (If available)  
Issue date&Expiration  
Date**

When you are done with the action click on submit

# Payment Elections

## Manage Payment Elections

20 hour(s) ago - Due 2019/07/04

Worker Qi Yi (25642)

Default Country China

Default Currency CNY

### Preferred Payment Method

China Regular ★ X Direct Deposit ⋮

### Account Setup

Worker Qi Yi (25642)

### Account Information

Account Nickname (optional)	<input type="text"/>
Bank Code	<input type="text"/>
Bank Name <span style="color: red;">★</span>	<input type="text"/>
Branch Code	<input type="text"/>
Branch Name	<input type="text"/>
Bank Identification Code	<input type="text"/>
Account Type <span style="color: red;">★</span>	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number <span style="color: red;">★</span>	<input type="text"/>
Name On Account	<input type="text"/>

OK

Cancel

Please fill in your Bank Account details for your Monthly salary payment.  
If you don't fill this up before your start date, it might be difficult to process your payroll on time.

Fill in your bank name in Chinese ( only fill in Bank Name include specific branch , don't fill in Branch Name )

Fill in your bank number ( without special character )

When you are done with the action click on OK

# Review Documents-Code of Conduct


## Review Documents




Review Documents for Onboarding for Qi Yi (25642) Actions

20 hour(s) ago - Effective 2019/07/02

### Documents

Document	 <a href="#">Code of Conduct [Chinese]</a>
Instructions	Please Review and Acknowledge Code Of Conduct Policies (Chinese)
Signature Statement	<i>ThoughtWorks' Code of Conduct is our guide to protect, preserve and promote our working environment, holding each other accountable for who we are. The success of the Code depends, in significant part, upon the understanding and co-operation of all ThoughtWorkers. Please tick the agreement if you have carefully read through the Code.</i>
I Agree	<input type="checkbox"/>

---

Document	 <a href="#">Code of Conduct [English]</a>
Instructions	Please Review and Acknowledge Code Of Conduct Policies (English)

Click on the link to download and review each one of the documents

After reviewing the documents, please click to agree you acknowledge according to the signature statement

When you are done with the action click on Submit

Comment

Submit

Save for Later

Cancel

# Review Documents-Personal Document

## Review Documents


Review Documents for Onboarding for Qi Yi (25642) Actions



20 hour(s) ago - Effective 2019/07/02

### Documents

Document

 [Document checklist to be shared - Chinese](#)

Instructions


Please Go through document checklist scan them and zip the files and upload as single document

Drop file here

or

Select files

Document

 [Document checklist to be shared - English](#)

Instructions

Please go through document checklist in English

Submit

Save for Later

Cancel

Click on the link to download and review the documents checklist

Upload the Employee document

When you are done with the action click on submit



# Review Documents-The letter of confirmation


## Review Documents

Review Documents for Onboarding for Qi Yi (25642) Actions




20 hour(s) ago - Effective 2019/07/02

### Documents

Document	 <a href="#">The letter of confirmation-China-Chinese</a>
Instructions	Please review the <b>letter of confirmation</b> and Acknowledge it
Signature Statement	Please Acknowledge
I Agree	<input type="checkbox"/>

---

Document	 <a href="#">The letter of confirmation-China-English</a>
Instructions	You can also review the <b>letter of confirmation</b> in English

Click on the link to download and review each one of the documents

After reviewing the documents, please click to agree you acknowledge according to the signature statement

When you are done with the action click on submit

Submit

Save for Later

Cancel

# Review Documents-Employee Contract & NDA

## Review Documents




Review Documents for Onboarding for Qi Yi (25642) Actions

20 hour(s) ago - Effective 2019/07/02

### Documents

Document

 [Employee Contract-Shanghai-CN](#)

Instructions


This is the Chinese version of the employee contract you need to sign.

Drop file here

or

Select files

Document

 [Employee Contract-Shanghai-EN](#)

Instructions

English version of the employee contract you can review

Submit

Save for Later

Cancel

Upload the Work Contract & NDA

When you are done with the action click on submit

# Complete Onboarding

## ← Onboarding



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[View More](#)

### Helpful Information



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How can I check my housing fund?  
You could check the link about the method: <https://...>



How can I access my payslips?  
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### From My Manager



[Erin Cummins \(10995\)](#)

Welcome to ThoughtWorks! We are really happy that you've joined ThoughtWorks and...

[Cisco Webex Extension](#)

### People to Meet



[Mingyun Zhang \(张明远\) \(18234\)](#)  
Location Manager



[Yao Susie Wang \(王瑶\) \(20220\)](#)  
Talent Business Partner

### Helpful Contacts



[Xu Ma \(马徐\) \(16527\)](#)  
Delivery Assurance Manager

### Getting Started

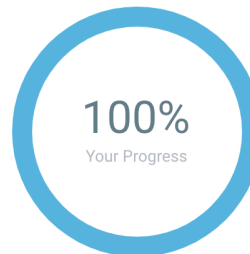


9

Completed

0

Ready



[Go to Inbox](#)

When you complete all the steps and Approved by HR Partner it will be 100%

# ONBOARDING<sub>manual</sub>

*Steps to complete your employee profile in Workday*

If you need further assistance please contact  
[China\\_HR\\_Operation@thoughtworks.com](mailto:China_HR_Operation@thoughtworks.com)

**ThoughtWorks®**

