



欢迎加入 **ThoughtWorks®**

ONBOARDING manual

Workday 入职操作手册

欢迎

你好ThoughtWorker !

您在ThoughtWorks的旅程即将开始，我们非常高兴地欢迎您！

请注意，为了准备好您顺利入职，我们需要您在收到OKTA的电子邮件后**7天内**完成所有入职流程。请确保从您的笔记本电脑完成WorkDay入职任务。

期待很快见到你！

TW China People team

Workday简介

- Workday 是我们员工信息数据软件系统
- 你的Workday 资料将包含你个人信息、联系方式、职业发展以及您在ThoughtWorks相关的任何其他详细信息
- Workday 也可以助您更新名称或工资收款信息
- 请尽可能详细地填写您的所有信息，因为这将有助于我们为您在ThoughtWorks的启程做好准备。
- 您必须在收到Okta电子邮件后7天内（在您入职之前）完成所有信息
- 在法律规定的数据保护和处理下，您的所有信息都会在Workday 中保存和使用
- 有任何需求和帮助，请您联系China_HR_Operation@thoughtworks.com

重要！

本教程的主要目标是帮助您设置Workday。为了确保您在ThoughtWorks顺利开始，您需要在入职之前完成入职培训。以下是您在设置Workday配置时需要的一些文档：

- 身份证复印件（适用于中国国籍的新员工）
- 户口本首页和本人页的复印件（适用于中国国籍新员工），如果无法提供户口本请提供户籍证明
- 护照复印件（尾页请签名）
- 毕业证、学位证复印件
- 您最近一家公司的离职证明（毕业生不需要提供）
- 办理一张招商银行的工资卡，用于支付工资（开户行务必是招行）
- 您最近一家公司开具的薪水证明，或者您的工资条，工资户的银行打印清单（毕业生不需要提供）

该教程将逐步告诉您如何完成所有步骤。

你的主页

当你进入Workday,你会在主页上看到一些需要你注意的事项。



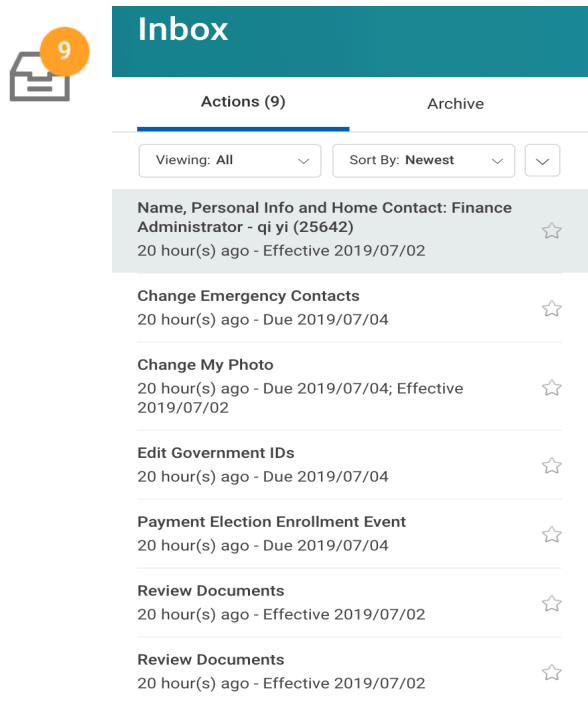
通知栏 包含通知、收件箱和个人资料

公告 包含与您入职相关的信息

收件箱 显示需要完成的步骤

收件箱

您需要完成的所有入职步骤都将在您的Workday收件箱中，按照Workday收件箱中的项目确保完成所有必要步骤。



收件箱 包含完成入职所需的操作项目，只需单机每个项目即可查看或编辑所请求的信息。注意：请不要跳过这些步骤，因为所有字段都是必填字段。

新手上路



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

当完成步骤时，显示对应完成百分比。完成所有步骤并由HR审批后完成比例会显示为100%。

新手上路-个人信息

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



你可以在操作事项的标题中看到需要您注意的信息



单击铅笔图标进行编辑信息



不要忘了向下滚动查看所有信息哦



当你完成后请点击submit进行提交

姓名，个人信息和联系方式

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)

请确保完成以下信息：

性别
出生日期
国籍
民族（如果您是中国籍员工）
户口（如果您是中国籍）
地址（请填写详细的现居住地址或户籍地址）
电话号码（请填写有效在用手机号码）

您的法定姓名是由招聘专员提供录入的，请务必根据您的证件姓名进行检查确认。

您的首选名称将会显示在Workday和ThoughtWorks内部应用程序上。为了方便大家快速找到你，请和法定姓名保持一致。

Change Personal Information

Submit

Save for Later

Close

姓名，个人信息和联系方式

Race/Ethnicity

Han (China)



选择民族（针对中国籍大陆员工）

Citizenship Status

Citizenship Status

Citizen (China)



选择Citizenship（仅可选择 citizen China or non citizen China）

Nationality

Primary Nationality

China



选择Nationality

Hukou

Hukou Region



Hukou Subregion

Hukou Locality

Hukou Postal Code

Hukou Type

Hukou Region：Province
Hukou Locality：仅填写到户口所在市且用汉语拼音（如成都，Chengdu）
Hukou Postal Code：户口所在市邮政编码
Hukou Type：选择城镇或农村

紧急联系方式

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

你的紧急联系方式包含：
姓名
关系
手机号码

上传头像

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

请上传头像方便大家快速记住你哦



enter your comment

Submit

Save for Later

Close

相关证件

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

从列表中选择国家/地区之后，
在ID部分输入ID信息以及证
件的起始、截止日期

请务必维护以下ID信息：

香港/澳门
台湾工作许可证
护照
(如果有的话)

当你完成所有操作请点击
submit进行提交

银行卡相关信息

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 ★ ⋮

Account Setup

Worker Qi Yi (25642)

Account Information

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

请填写您的工资银行卡信息.

如果你不能在入职前完成该信息，可能会影响按时发放您的薪资，所以请务必尽早完成哦

请用中文填写您的银行卡开户行名称（请仅在Bank Name中写到具体支行，**不要填写Nbranch Name！**）

填写您的银行卡号码（请勿包含特殊字符）

当你完成所有操作请点击OK提交

OK

Cancel

审阅文档-员工行为准则


Review Documents


Review Documents for Onboarding for Qi Yi (25642) [Actions](#)



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

Documents

Document	 Code of Conduct [Chinese]
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	 Code of Conduct [English]
Instructions	Please Review and Acknowledge Code Of Conduct Policies (English)

单击链接即可查看文档内容

在查阅文档后，请点击我同意

Comment

Submit

Save for Later

Cancel

当你完成所有操作后请点击submit进行提交

审阅文档-个人入职材料

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

单击链接即可查看需要上传的入职资料清单

在查阅文档后，选择上传文件

当你完成所有操作后请点击submit进行提交

审阅文档-社保缴纳确认通知书


Review Documents


Review Documents for Onboarding for Qi Yi (25642) Actions



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

Documents

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

Document	 The letter of confirmation-China-English
Instructions	You can also review the letter of confirmation in English

单击链接即可查看文档内容

在查阅文档后，请点击我同意

当你完成所有操作后请点击submit进行提交

Submit

Save for Later

Cancel

审阅文档-劳动合同和保密协议

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

上传签订好的劳动合同和保密协议

当你完成所有操作后请点击submit进行提交

完成入职



Onboarding



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[View More](#)

Helpful Information



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From My Manager



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

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Cisco Webex Extension

People to Meet



[Mingyun Zhang \(张明赞\) \(18234\)](#)
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

100%

Your Progress

[Go to Inbox](#)

当您完成所有步骤且由HR审批后，你会看到完成比为100%

ONBOARDING manual

Steps to complete your employee profile in Workday

如果您需要任何帮助请联系
China_HR_Operation@thoughtworks.com

ThoughtWorks®

