

# Workday Declaration Guide

*Step-by-step instructions to submit your details for Pay/Salary*

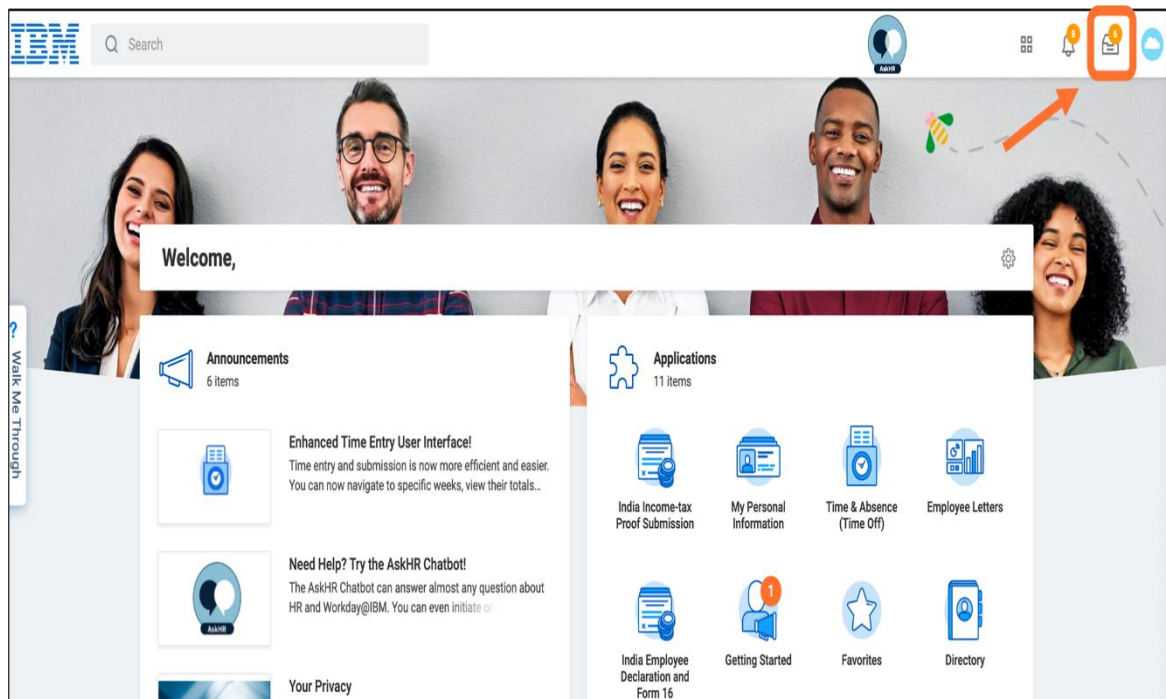
Welcome to IBM!

Please follow the below instructions on how to review and where to update details for your IBM Payroll. Below is the link to the launch your Workday. Kindly copy and paste this URL in your browser:

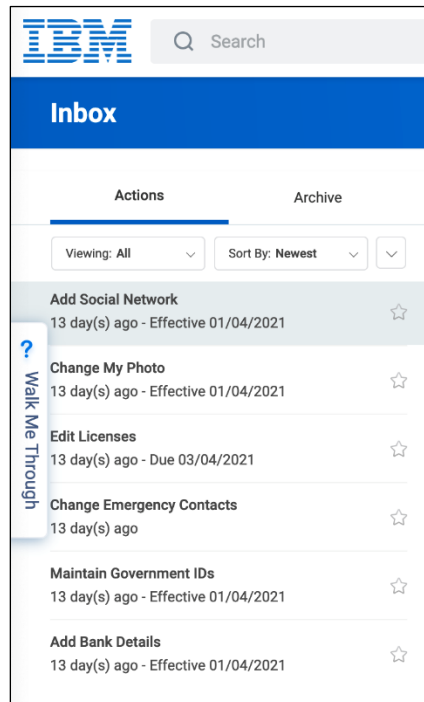
**Workday link -** <https://wd5.myworkday.com/ibm/d/home.html>

Your Workday Account credentials are the same as your **w3ID/ Intranet ID** and **Password**.

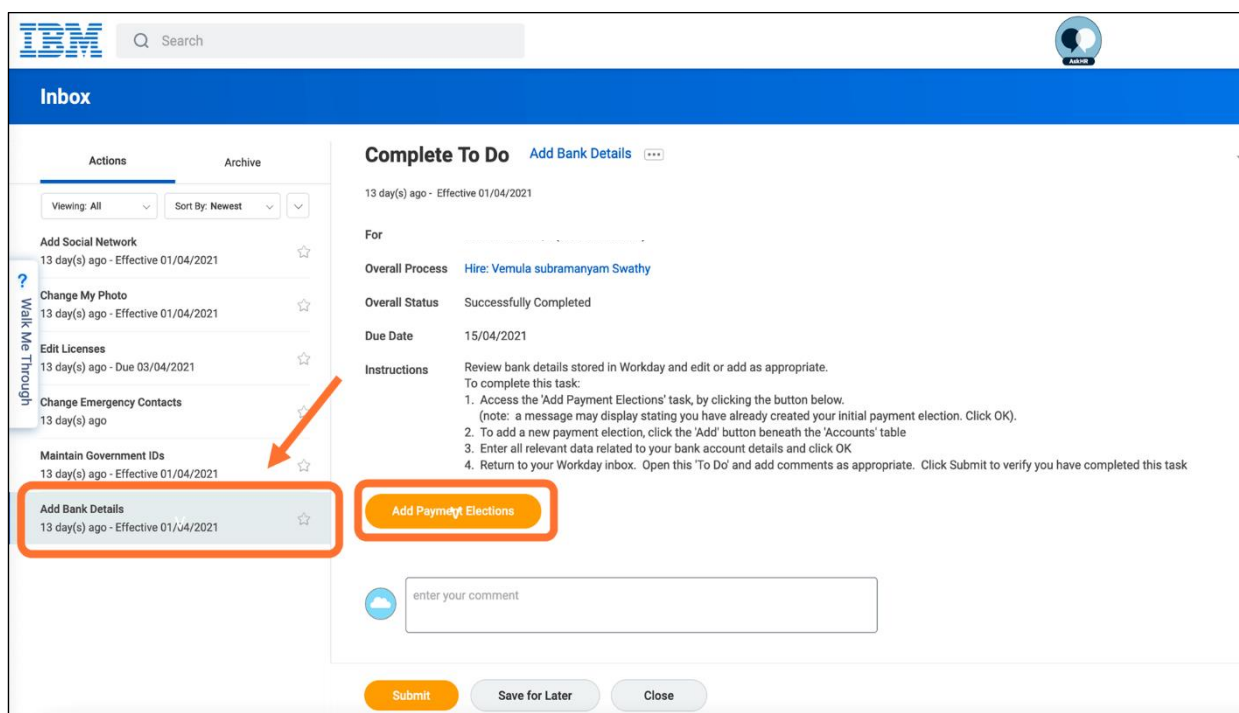
**Step 1:** Login to **Workday** by using above link and Select your **Workday Inbox** (on the top right corner of the screen next to the bell icon)



**Step 2:** In your Workday Inbox, you can find the tasks awaiting for you to complete.



**Step 3:** Select the **Add Bank Details** task and click on the **Add Payment Elections** button. (Confirm your *Name & Default Country* details before adding Bank Account details.)



**Step 4:** Click on **Add** button to add bank account details.

Worker  
Default Country  
Default Currency INR  
Status Successfully Completed  
Last Updated 05/13/2018 01:37 AM

Accounts 1 Item

Account Nickname	Country	Bank Name	Account Type	Account Number
	India		Savings	

Buttons: Edit, Remove (highlighted with a red box)

Add button (highlighted with a red box)

Payment Elections 1 Item

**Step 5:** In the **Add Account** section, add your bank account details for Salary/Pay, Refer the below table and enter Bank-specific **SWIFT** and **Bank Code**.

(Note: SWIFT and BANK Code are not IFSC Code)

**Add Account**

Add account information for use when electing direct deposit for payments. Assign the your bank for further information on direct deposit.

Worker  
Account Country India

**Account Information**

Account Nickname (optional)

Swift Code \*

Bank Name \*

Account Type \* ☐ Checking ☒ Savings (highlighted with a red box)

Account Number \*

Bank Code \*

Name On Account \*

Bank Name	SWIFT Code	Bank Code
AXIS BANK	UTIB0000248	BA01
State Bank of India	SBIN0012705	BB01
DEUTSCHE BANK	DEUT0784BBY	BD01
HDFC BANK	HDFC0000240	BH01
ICICI BANK	ICIC0SF0002	BI01
KOTAK MAHINDRA BANK	KKBK0000958	BK01
HSBC BANK	HSBC0400002	BS01
CITI BANK	CITI0000004	BT01
YES Bank	YESB0000022	BY01
Standard Chartered Bank	SCBL0036073	SC01

**Step 6:** Click on **OK** and submit the details.

**Step 7:** Once submitted, click on **Workday Inbox** icon (on the top right corner of the screen next to the bell icon) and select **Add Bank Details** activity once again.



**Step 8:** Click on 'Submit' to clear the task on your Inbox.

IBM Search

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

**Complete To Do** Add Bank Details

13 day(s) ago - Effective 01/04/2021

For

Overall Process

Overall Status Successfully Completed

Due Date 15/04/2021

Instructions

Review bank details stored in Workday and edit or add as appropriate.

To complete this task:

1. Access the 'Add Payment Elections' task, by clicking the button below.  
(note: a message may display stating you have already created your initial payment election. Click OK).
2. To add a new payment election, click the 'Add' button beneath the 'Accounts' table
3. Enter all relevant data related to your bank account details and click OK
4. Return to your Workday inbox. Open this 'To Do' and add comments as appropriate. Click Submit to verify you have completed this task

Add Payment Elections

enter your comment

Submit Save for Later Close

**Step 9:** From the Workday Inbox, select Edit Licenses task.

**Step 10:** You need NOT to add any details here, scroll to the bottom and click on 'Submit' to clear the task on your Workday Inbox.

Success! Event submitted

16 hour(s) ago - Due 12/10/2020

**Up Next**

Maintain Government IDs

To Do Skip

**Do Another**

Change My Licenses

**Related Links**

IBM Workday Community

**Details and Process**

Done

**Step 11:** Once done, you may then proceed & add your Government IDs.

**Step 12: From the Workday Inbox, Select Maintain Government IDs task and then select Change My Government IDs**

**Inbox**

**Complete To Do** Maintain Government IDs

13 day(s) ago - Effective 01/04/2021

For

Overall Process

Overall Status Successfully Completed

Due Date 15/04/2021

Instructions Verify the existing IDs and add any additional government IDs.

To complete this task:

1. Click the button below for the task
2. Review data, if any changes or additions to the Passports and Visas, enter the relevant data on screen and Submit the task
3. If no changes, return to your inbox, open this to do item, add comments, and click Submit to verify you have completed this task.

**Change My Government IDs**

enter your comment

Submit Save for Later Close

**Step 13: Follow the below-mentioned steps to add your PAN & Aadhaar Details.**

Personal Information **IDs** Documents

Edit

Change My Government IDs

Change My Licenses

Change My Passports and Visas

**Change My Government IDs**

National IDs 3 items

+ \*Country \*National ID Type

- India Permanent Account Number (PAN)

#### Steps to add/update your Government IDs:

- Select the + icon under the **National ID's** table.
- Under the Column, enter and select '**India**' as country.
- Under the National ID Type column, select the **National ID type** from the dropdown.
- Under **Add/Edit ID column**, enter the number of the National ID.
- Enter the issue and Expiration date if available.
- Scroll down to the attachment section and upload a soft copy of the Government ID/National ID
- In Category field select ID Verification
- Once the National ID details are updated, scroll down, and click on **Submit**

**Step 14:** Once submitted, click on **Workday Inbox** icon (*on the top right corner of the screen next to the bell icon*) and click on ‘**Submit**’ to clear the task on your Inbox.

**Step 15:** From the **Workday Inbox**, Select **Change Emergency Contacts** task.

The screenshot shows the Workday Inbox interface. On the left, a list of tasks is displayed under the 'Inbox' header. The 'Change Emergency Contacts' task, which is 13 days old, is highlighted with a red rectangular box. An orange arrow points from this task to the main form area on the right. The form is titled 'Change Emergency Contacts' and includes fields for 'Legal Name', 'Relationship', 'Preferred Language', and 'Primary Address'. Each field has a red asterisk indicating it is required. At the bottom of the form, there are three buttons: 'Submit' (highlighted in orange), 'Save for Later', and 'Cancel'. The 'Submit' button is located at the bottom left of the form area.

**Step 16:** Enter the Emergency contact details and click on ‘**Submit**’.

**Step 17:** Once submitted, click on **Workday Inbox** icon (*on the top right corner of the screen next to the bell icon*) and click on ‘**Submit**’ to clear to task from your **Inbox**.

**Step 18:** Similarly, complete the **Add Social Network** and **Change my Photo** tasks and click on ‘**Submit**’ to clear these tasks from your **Workday Inbox**. Once done, your all Workday tasks for Payroll/Salary are successfully completed.

**Please Note:**

1. It is mandatory to complete and ‘**Submit**’ all the tasks present in your **Workday Inbox**.
2. For any query/support, drop an email to [iqueries@in.ibm.com](mailto:iqueries@in.ibm.com) or use ASK HR Chat bot: <https://w3.ibm.com/hr/askhr/home>
3. Monthly Payroll Input cut-off and Salary dates:

Month	Input Cut-Off Date	Salary Date (Last working day of month)
April	19-04-21	30-04-21
May	18-05-21	31-05-21
June	18-06-21	30-06-21
July	19-07-21	30-07-21
August	18-08-21	31-08-21
September	17-09-21	30-09-21
October	18-10-21	29-10-21
November	18-11-21	30-11-21
December	17-12-21	31-12-21