

NEW JOINER WORKDAY ONBOARDING TASKS

Workday Login

SharePoint

Search in SharePoint

MY QUICK LINKS

FIND SUPPORT

FIND PEOPLE

Colleague Connect


Marsh

Guy Carpenter

Mercer

Oliver Wyman Group

Marsh McLennan



Colleague Connect

Home

Our Culture


Pay & Benefits


Colleague Services


Policies & Tools

Not following

My lists







Helpful tools

W

Workday

Degreed

Go to Colleague Connect --> Helpful Tools --> Workday

Workday Inbox

MENU

W

Q

Search

13

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MarshMcLennan

Hi There

It's Friday, 9 June, 2023

Awaiting Your Action

Specialist

Add Social Network

My Tasks - 25 day(s) ago

Go to My Tasks (5)

Quick Tasks

My Org Chart

Request Time Off

My Goals

Your Top Apps

My Dashboard

Learning Hours (CPD)

Hi Somashekara M! 🙋 I'm Workday Assistant


I can help you find information, navigate Workday, and get things done.


W


MarshMcLennan


3


All tasks will be displayed as follows


 **My Tasks** |←


 **All Items**


 **Saved Searches** ▼

 **Filters** ▼


 **Archive**


 Bulk Approve


 Manage Delegations




All Items 8 items


 Search: All Items




 [Advanced Search](#)


Enter Personal Information: Director - Procurement Services 28/02/2025 

Effective: 01/03/2025


Enter Home Contact Information: Director - Procurement Services 28/02/2025 

Effective: 01/03/2025


Edit Government IDs 28/02/2025 

Change Emergency Contacts 28/02/2025 


Due: 02/03/2025

Change My Photo 28/02/2025 

Effective: 01/03/2025

Add Social Network 28/02/2025 

Effective: 01/03/2025

Add Prior Job History 28/02/2025 

Effective: 01/03/2025

Personal Information

Enter Personal Information Onboarding

7 second(s) ago - Effective 02/01/2023

Legal Name

Legal Name

Legal Name *

Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Change Personal Information

What is your sex/gender as assigned at birth?

In addition to the aforementioned ways this data will be used, this information will be shared with medical providers and insurers. Marsh McLennan is currently required to report this information using the male/female binary.

We recognize that not all colleagues identify with this binary. If you identify outside of the gender binary or as transgender and would like to declare your gender identity more specifically, please see the question on gender identity for additional response options and select the value that better reflects your personal identity.

It is mandatory to add Father's name (First Name and Last Name) in this field

What is your sex/gender as assigned at birth?

Female

Date of Birth

Date of Birth

10/04/1997

Age

26 years, 1 months, 28 days

Marital Status

Marital Status

Marital Status Date

Race/Ethnicity

Race/Ethnicity

Citizenship Status

Citizenship Status

Nationality

Primary Nationality

Relatives' Names

Add

Home contact information

Search

8

Enter Home Contact Information

Onboarding for F

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PDF

⚙️

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48 second(s) ago - Effective 15/05/2023

Change Home Contact Information

Address

Primary

●

 Yes added

Address

Usage

(empty)

Visibility

Private

Add

Phone

Primary

Yes

Phone

✕

✎

✕

✎

Submit

Save for Later

Close

Click on Submit once the necessary information is verified and updated

Government IDs [Mandatory]

Proposed IDs

National IDs 4 items

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Verification Date
+							
-	× India	× Universal Account Number	XXXXXXXX XXXX				
-	× India	× EPF Number	XXXXXXXX				
-	× India	× Permanent Account Number (PAN)	XXXXXXXX XX				
-	× India	× Aadhaar	XXXX XXXX XXXX				

If your government details are missing.

Click on “+” to add rows for adding the details and click on submit once done. **It is mandatory to add PAN card for payroll processing**

Additional Government IDs 0 items

	*Country	*Government ID Type	Identification #
+			





If your government details have already been updated. Please validate and click on 'Submit' to proceed

Previous IDs

National IDs 4 items

Emergency Contacts

Change Emergency Contacts



48 second(s) ago - Due 11/06/2023


NOTE: This is an OPTIONAL step. If you do not wish to complete this section, please take the following steps to skip:

1. Click on the GEAR icon on the upper right hand side of the page.
2. Select SKIP THIS TASK.
3. In the SKIP Reason summary field, please type in a reason.
4. Click the yellow OK icon on the bottom of the page.
5. Click on the orange DONE icon.

Primary Emergency Contact


Legal Name

Legal Name *




Relationship

Relationship *



Preferred Language


Preferred Language



Submit

Save for Later

Cancel



Update your emergency contact details and submit

Social Network

Complete To Do

Add Social Network

...

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25 day(s) ago - Effective 11/05/2023

ForAssistant Vice President

Overall Process

Overall StatusSuccessfully Completed

Click on the green button below to add your LinkedIn account. Once finished, navigate back to your Inbox and click the "Submit" button below.

My Social Networks

enter your comment

You may add your social network details by clicking this icon if you wish and click submit

SubmitSave for LaterClose

Prior Job History

Complete To Do [Add Prior Job History](#) ...



25 day(s) ago - Effective 11/05/2023


For Assistant Vice President

Overall Process Hire

Overall Status Successfully Completed

Instructions Please update your work experience. Go to your Profile from the icon at the top right. Navigate to the Career tab on the left side, and click on the Job History tab. You can update your experience manually or upload your resume/CV, which will pull information from there.

enter your comment



Follow the instructions to add your job history and come back to this task to submit once complete

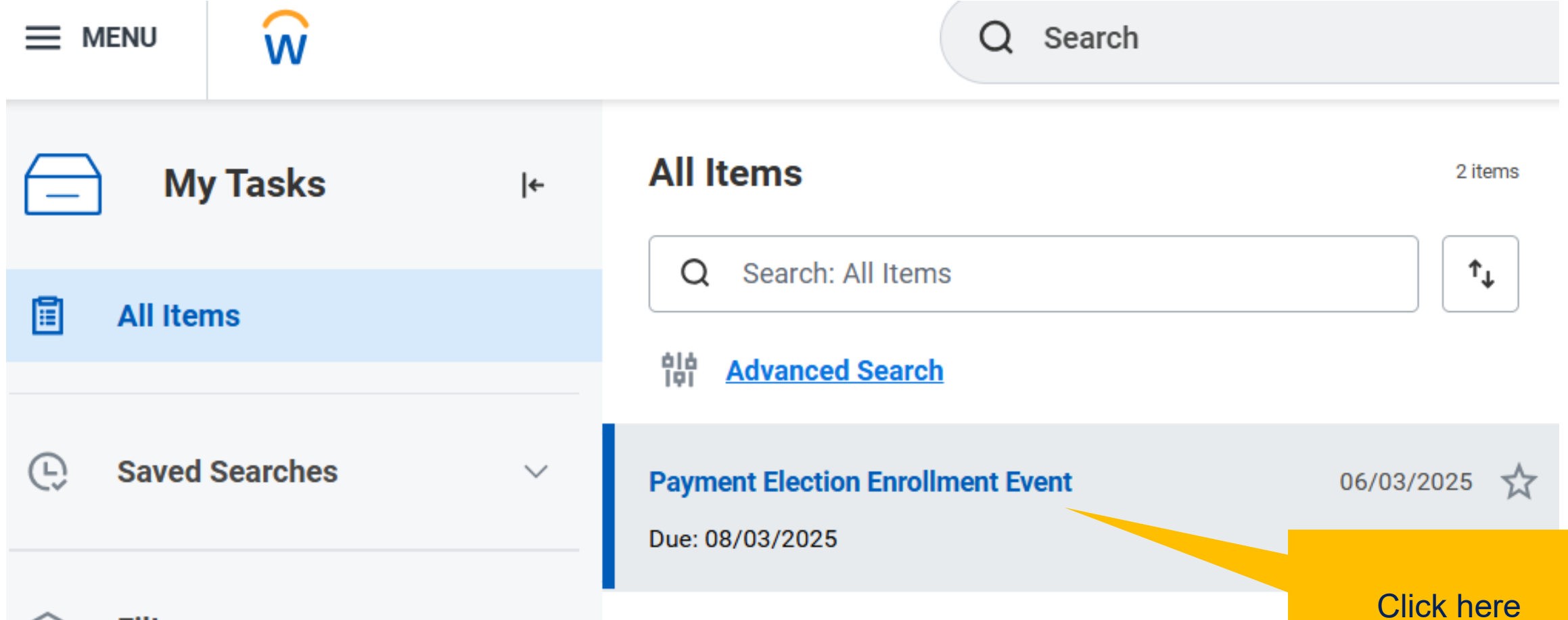
Note : You can directly click on “Submit” if you do not wish to update

Submit

Save for Later

Close

The Bank Account Enrollment task will be displayed only after all the above tasks are completed



Manage Payment Elections (Bank Details) [Mandatory]

← Search Results

1 item

🔍

[Advanced Search](#)

Payment Election Enrollment Event

09/06/2023

☆

Due: 11/06/2023

Manage Payment Elections

/06/2023

☆ ⚙️ 🗨️

Person

Default Country India

Default Currency INR

Preferred Payment Method

Expenses * ⋮

Account Setup

Account Holder Name

Account Information

Account Nickname (optional)

IFSC Code *

Bank Name *

Bank Identification Code

Account Type * ☐ Checking ☒ Savings

Please update your bank account details on this page. Salary payments will be credited to the account provided here, so it is essential for colleagues to ensure that accurate and active account information is submitted within the first week of joining.

Note : Account type should be selected as "Savings"

Validate the bank account details

Accounts 1 item

Account Nickname	Country	Bank Name	Account Type	Account Number	
	India	ICICI BANK	<input type="radio"/> Checking <input checked="" type="radio"/> Savings <input type="radio"/> None of the above	*****0874	<div>Edit</div> <div>Remove</div> <div>View</div>

Add

Payment Elections 1 item

Payment Elections					
Pay Type	Payment Type	Account	Account Number	Distribution	
Expenses	Direct Deposit		*****0874	Balance <input checked="" type="checkbox"/>	<div>Edit</div>

enter your comment

Process History

Due 11/06/2023

Payment Election Enrollment Event- Awaiting Action

Submit Cancel


Validate all details on this page and click submit

Follow the below navigation to verify your Government details [Mandatory]

GO TO Workday Profile --> View Profile--> Actions--> Personal Data --> View MY IDs-

Below screen will appear once you follow the above navigation

National IDs 2 items



	Country	National ID Type	Identification #	Issued Date	Expiration	Issued		Verification
Verify National ID	India	Aadhaar	XXXX XXXX XXXX					14/06/2021
Verify National ID	India	Permanent Account Number (PAN)	XXXXXXXXXX					14/06/2021

Click on "Verify National ID"

Follow the below navigation to verify your Government details [Mandatory]

Verify My National ID

Enter the Permanent Account Number (PAN) to verify.

Permanent Account Number (PAN) *

Enter your
Government ID
details and
click on "OK"

OK

Cancel

Verify My National ID Success!

You have successfully verified your Permanent Account Number (PAN).

If you fail to update the correct details, you will be prompted to re-enter them. Once you successfully update the correct information, this screen will appear. Click 'OK' to complete the process.

Done

Points to remember:

1. Ensure that all tasks displayed in your inbox are completed; only then will your bank details be visible to the payroll team.
2. If you encounter any issues or require assistance while updating any details in Workday, please reach out to Hrservices@mmc.com

THANK YOU