



---

## Workday Onboarding User Guide



## Welcome to Uniqlo!










This guide aims to help you with your onboarding process using our HR Database Software Workday. The contents page shows the steps that you need to complete. You will need some ID documents ready for entering values to the system, please prepare them in advance so that you can quickly finalize this process. Please note that each country's process can be slightly different and this version is based on the UK format). We estimate it will take no more than 30 minutes to complete the mandatory information.

**UNIQLO EU HR Team**

## Necessary Reference Documents:

- 1- National ID
- 2- Social Security ID
- 3- Bank Account Information
- 4- Passport (Conditional)
- 5- Work Permit (Conditional)

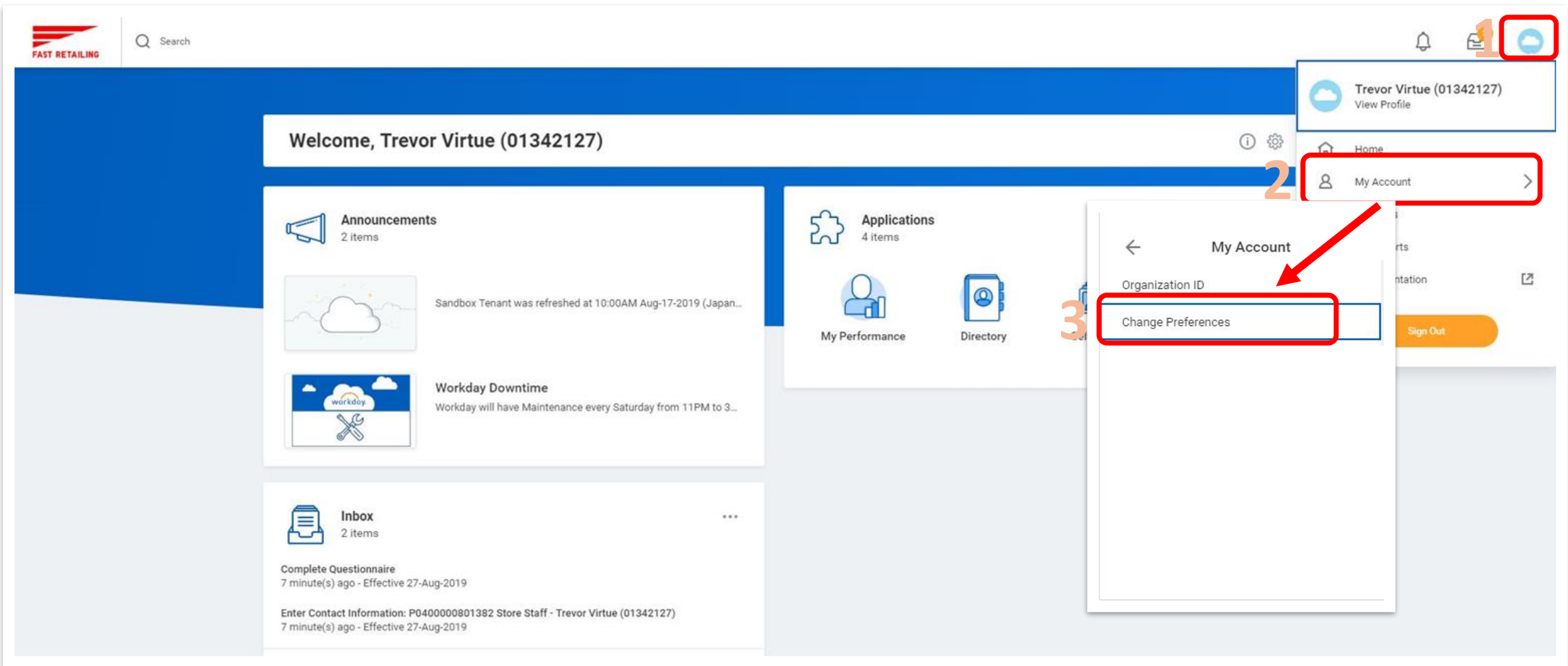


- ☐ Workday Main Screen
  - How to change your default language setting
  - How to go to your Inbox to starting onboarding
- ☐ Enter Contact Information 
  - How to add your Contact Address information
  - How to add your Contact Phone information
- ☐ Enter Personal Information 
  - How to choose your Citizenship Status
  - How to choose your Primary Nationality
- ☐ Enter Emergency Contact(s) 
- ☐ Edit Passports and Visa 
  - How to add your Passports and Visas
- ☐ Manage Payment Elections 
  - How to add your bank information for salary payment
- ☐ Edit Government IDs 
  - How to add your National Insurance (NI) Number
- ☐ Review Documents (FR WAY and Code of Conduct) 
- ☐ Adding your Photo 
- ☐ Adding additional information 

## Workday Main Screen

- How to change your default language setting
- How to go to your Inbox to starting onboarding

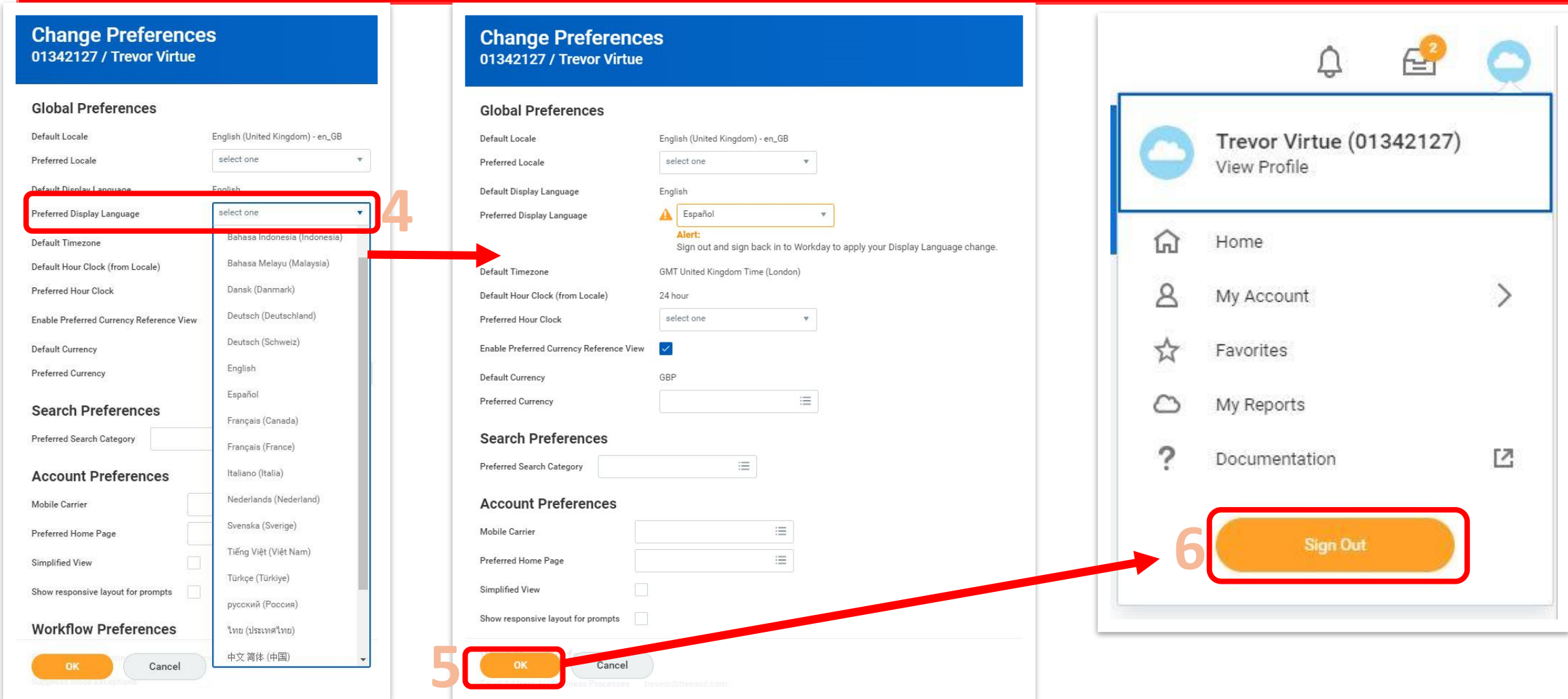
# How to change your default language setting



The screenshot displays the Workday user interface for Trevor Virtue (01342127). The top navigation bar includes the FAST RETAILING logo, a search bar, and a user profile dropdown. The user profile dropdown is open, showing the user's name and a 'View Profile' link. Below this, the 'My Account' option is highlighted. A red box and the number '1' indicate the cloud icon in the top right corner. A red box and the number '2' indicate the 'My Account' option. A red box and the number '3' indicate the 'Change Preferences' option in the 'My Account' settings menu. The main content area shows a welcome message, announcements, applications, and an inbox.

Workday's default language is the language of the country where you are employed. However, other languages are available. To change your preferred language, please click the cloud image on top right corner of the main screen (1) and click on "My Account" (2) and "Change Preferences" (3) from the next selection of choices. (Please see the next page of the guide)

# How to change your default language setting



The image consists of three sequential screenshots from the Workday 'Change Preferences' interface, illustrating the steps to change the default language.

**Screenshot 1:** The 'Change Preferences' screen for user 01342127 / Trevor Virtue. Under 'Global Preferences', the 'Preferred Display Language' dropdown is highlighted with a red box and the number 4. The dropdown menu is open, showing a list of languages including English, Bahasa Indonesia, Bahasa Melayu, Dansk, Deutsch, English, Español, Français, Italiano, Nederlands, Svenska, Tiếng Việt, Türkçe, русский, ไทย, and 中文.

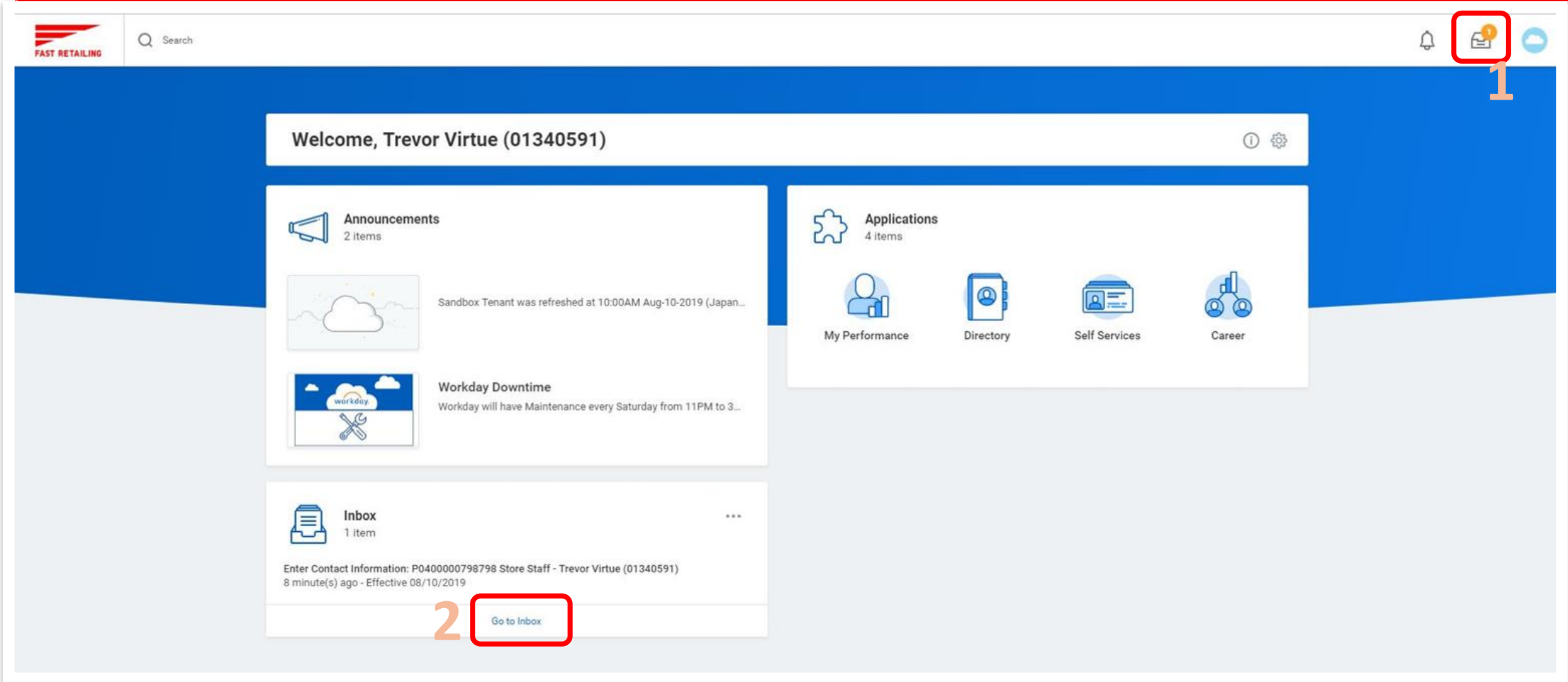
**Screenshot 2:** The same 'Change Preferences' screen. The 'Preferred Display Language' is now set to 'Español'. A yellow alert box states: 'Alert: Sign out and sign back in to Workday to apply your Display Language change.' The 'OK' button at the bottom is highlighted with a red box and the number 5.

**Screenshot 3:** The user profile menu for Trevor Virtue (01342127). The 'Sign Out' button is highlighted with a red box and the number 6.

On the screen please find “Preferred Display Language” (4) and choose from the list of the available languages of Workday. After that please click “OK” (5) and click the top right corner cloud image again and click Sign out. (6) Once you log in again with your employee ID and password you will see the display language changed.

**Please Note:** We recommend using Workday in English as this manual will explain the steps in English and some translations will not be exact translations from English to your language.

# How to go to your Inbox to starting onboarding



There are two ways to go to your inbox. One is in the top right corner, and the second is to click on "Go to Inbox" in the middle lower part of the screen. Both buttons will bring you to the same page so you can click either of them.



## Enter Contact Information

How to add your Contact Address information

How to add your Contact Phone information

# How to add your Contact Address information



The image illustrates a three-step process for adding contact information in the FAST RETAILING system.

**Step 1:** The 'Inbox' screen shows a notification for 'Enter Contact Information Onboarding for Trevor Virtue (01340591)'. The 'Address' section has an 'Add' button highlighted with a red box and the number 1.

**Step 2:** The 'Change Home Contact Information' form is expanded. It contains the following fields: Address (6, Monks Drive, London, W3 0EG), Primary (checked), Country (United Kingdom), Address Line 1 (6, Monks Drive), Address Line 2, Address Line 3, City or Town (London), County, Postal Code (W3 0EG), and Usage. The 'Submit' button is disabled (indicated by a red 'X' over it). The number 2 is shown next to the form.

**Step 3:** The form is collapsed, showing the 'Phone' section with an 'Add' button highlighted by a red box and the number 3.

When you go to your inbox, you will see a screen as the above image on the left side.

Please click on “Add” button for Address as shown above No.1. Once you click “Add” button, the area for address will expand and you will be asked to fill the fields(boxes). The fields with an asterisk (\*) are mandatory ones. Please fill them with your information as shown in the sample image with No.2. Once you fill the fields, please do not click on Submit. Please click on an empty area so that Address area will shrink and you can enter your Phone contact details as shown on No.3. (see next page for more details).

# How to add your Contact Phone information



Enter Contact Information: P0400000798798 Store Staff - Trevor Virtue (01340591) ☆  
9 minute(s) ago - Effective 08/10/2019

### Phone

Phone  
+44 1111 111111 (Mobile)

Primary  
☒

Phone Type \*  
Mobile

Country Phone Code \*  
United Kingdom (+44)

Phone Number \*  
1111 111111

Phone Extension

Visibility \*  
Private

> Details

### Email

Primary  
Yes

Email Address \*

Submit Save for Later Close

FAST RETAILING

Search

## Inbox

Actions (1) Archive

Viewing: All Sort By: Newest

You have new inbox items. Refresh

Enter Contact Information: P0400000798798 Store Staff - Trevor Virtue (01340591)  
9 minute(s) ago - Effective 08/10/2019

Success! Event submitted Onboarding for Trevor Virtue (01340591) Actions

9 minute(s) ago - Effective 08/10/2019

Others Awaiting My Action  
Onboarding for Trevor Virtue (01340591)

> Details and Process

Done

Following the previous step, once you click “Add” button, the area for **Contact Phone** will expand and you will be asked to fill the fields(boxes). The fields with an asterisk (\*) are mandatory ones. Please fill them with your information as you can see in the sample image. Once finished, you can now click on submit. Once submitted, you will see the screen as the image on the right. Please click on refresh and click on the new item in the inbox.

## Enter Personal Information

- How to choose your Citizenship Status
- How to choose your Primary Nationality

## MANDATORY



For Personal Information Fields, please click on Pencil images or click directly on the fields to expand the areas as you did for the contact information part. Please kindly fill all fields. Please see next page for how to fill the details for some fields that you may find confusing.

# How to choose your Citizenship Status



Enter Personal Information: P0400000798798 Store  
Staff - Trevor Virtue (01340591)  
37 second(s) ago - Effective 08/10/2019

## Citizenship Status

search

Recommended

By Country

1

Enter Personal Information: P0400000798798 Store  
Staff - Trevor Virtue (01340591)  
37 second(s) ago - Effective 08/10/2019

## Citizenship Status

### Citizenship Status

× Nationality (United Kingdom)

search

← Recommended

✓ Nationality (United Kingdom)

2

**ONLY for UK Employees:** For Citizenship status, please click on the empty field and click on “recommended” (No.1). Once clicked recommended, you will see nationality as the only option. Please click it.

**Other countries:** On step 1, please search your country name (For example Sweden) and search for the citizenship value that is applicable for you.

# How to choose your Primary Nationality



The screenshot displays the 'Citizenship Status' form. On the left, a grey header bar contains the text: 'Enter Personal Information: P0400000798798 Store Staff - Trevor Virtue (01340591)' and '37 second(s) ago - Effective 08/10/2019'. The main form area is titled 'Citizenship Status' and includes a 'Nationality (United Kingdom)' field. Below this, the 'Primary Nationality' field is highlighted with a red box and a red arrow pointing to it, with a large orange '1' next to it. The 'Primary Nationality' field shows a search bar with 'search' and a dropdown menu with 'United Kingdom' selected. Below this is the 'Additional Nationalities' field, highlighted with a red box and a red arrow pointing to it, with a large orange '2' next to it. At the bottom right, the 'Submit' button is highlighted with a red box and a red arrow pointing to it. The right side of the form shows a sidebar with fields for 'Marital Status Date', 'Race/Ethnicity', 'Citizenship Status', 'Nationality', 'Primary Nationality', 'Additional Nationalities', and 'Disability'.

Please click on the field of Primary nationality and search your nationality by entering country name. **For example:** Do not search as British or French but United Kingdom(see fig. No.1) or France. Workday identifies nationality as Country name instead of Nationality name.

If you have additional nationality, please click on Additional Nationalities field (No.2) and search for country name to add. Once you fill all of the fields, please check all of them once again and click on Submit button to complete “Personal Information” Step.

**PLEASE NOTE:** If your Primary nationality is different to the country you are working, you need to provide your passport and/or visa/work permit details on “Edit Passports and Visa” step.

Enter Emergency Contact(s)



# Enter Emergency Contact(s)



The sequence of screenshots shows the following steps:

- Step 1:** The initial form titled "Change Emergency Contacts Trevor Virtue (01340591)". It has sections for "Primary Emergency Contact", "Relationship", "Preferred Language", "Primary Address", and "Primary Phone".
- Step 2:** The form after some data entry. The "Name" field is filled with "John Virtue", "Country" with "United Kingdom", "Prefix" is empty, "Given Name(s)" with "John", "Middle Name" is empty, and "Family Name" with "Virtue".
- Step 3:** The form with the "Primary Phone" section expanded. The "Add" button for the "Primary Phone" is highlighted with a red box.
- Step 4:** The form with the "Primary Phone" section further expanded. The "Phone" field is filled with "+441111 111112 (Mobile)", "Phone Device" is "Mobile", "Country Phone Code" is "United Kingdom (+44)", "Phone Number" is "1111 111112", and "Type" is "Home". The "Submit" button is highlighted with a red box.

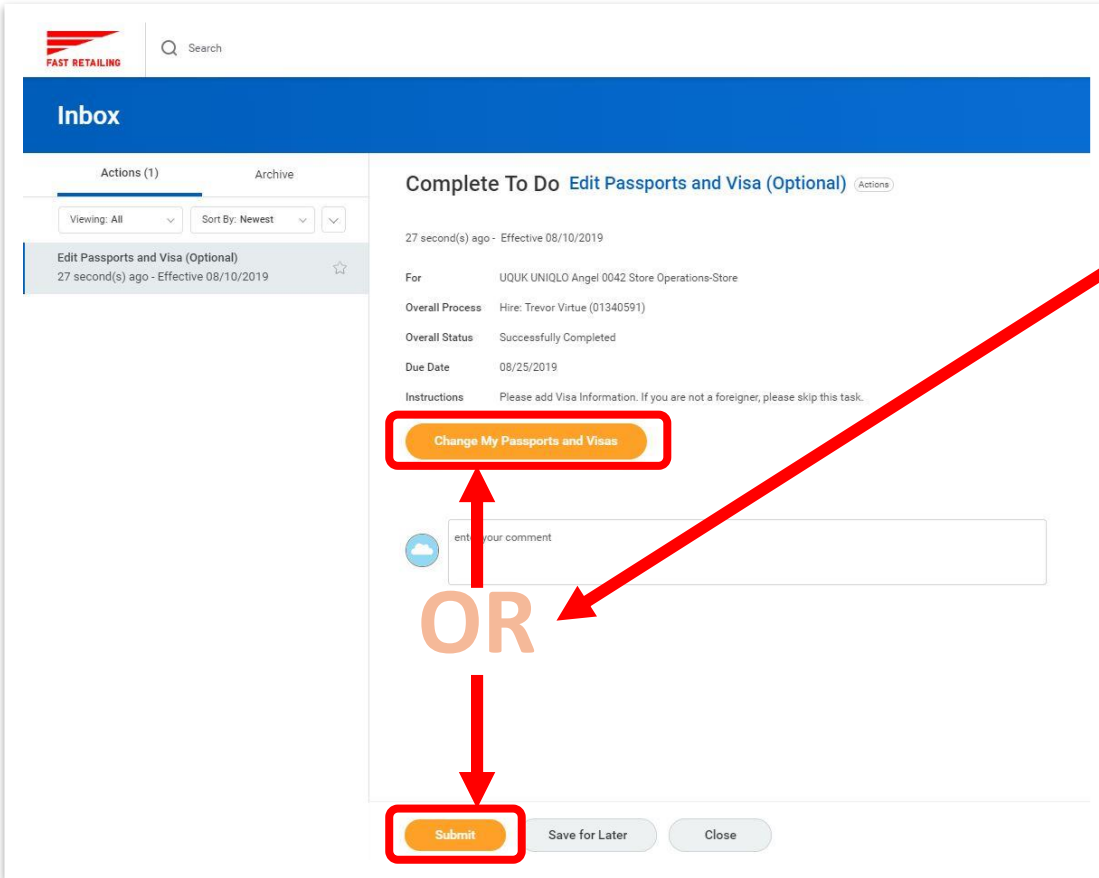
Once you start the “Enter Emergency Contracts” process, you will be asked to complete the information about your emergency contact person. For the emergency contact, we need their name and relationship detail and at least one phone number for getting in touch if necessary. Other information about emergency contact is optional.

**PLEASE NOTE:** Please submit only after all details are entered.

Edit Passports and Visa

-How to add your Passports and Visas

# Edit Passports and Visa - CONDITIONAL



FAST RETAILING

Search

Inbox

Actions (1) Archive

Viewing: All Sort By: Newest

Edit Passports and Visa (Optional)  
27 second(s) ago - Effective 08/10/2019

Complete To Do Edit Passports and Visa (Optional) Actions

27 second(s) ago - Effective 08/10/2019

For UQUK UNIQLO Angel 0042 Store Operations-Store

Overall Process Hire: Trevor Virtue (01340591)

Overall Status Successfully Completed

Due Date 08/25/2019

Instructions Please add Visa Information. If you are not a foreigner, please skip this task.

Change My Passports and Visas

OR

Submit Save for Later Close


Once you finish the “Enter Emergency Contracts” process, you will see the image on the left.

## Please note:




If you are a citizen of the country where you are employed or an EU or EEA country then you don’t need to enter passport or visa information so please directly click “Submit” button. You will skip “Passports and Visas” step.

If you are citizen of a Non-EU or EEA country you need to submit your Passport and visa information. In this case please click on “Change My Passports and Visas” button.

# Edit Passports and Visa -CONDITIONAL



Q Search



Change My Passports and Visas

Trevor Virtue (01340591) [Actions](#)

Passports 0 items

1

+

Visas 0 items

2

+

Passports 1 item

	*Country	*Passport ID Type	Identification #	Issued Date	Expiration Date
-				DD / MM / YYYY	DD / MM / YYYY

Visas 1 item

	*Country	*Visa ID Type	Identification #	Issued Date	Expiration Date
-				DD / MM / YYYY	DD / MM / YYYY

Submit

Save for Later

Cancel

**No.1- Passport:**  
Please click on “+” button to expand the Passport section. Please click on each field to fill the information. Please input Passport country, Passport type, Identification number, Issued date and Expiration date.

**No.2- Visas:**  
Please click on the “+” button to expand Visas section. Please click on each field to fill the information. Please input Visa country (this is the country where you are going to be employed), Visa ID type, Identification number, Issued date and Expiration date. Once finished both Passports and Visas, please click on Submit button to complete this part.

**PLEASE NOTE:** You need to submit both passport and visa information to be able to proceed.

## Manage Payment Elections

- How to add your bank information for salary payment

# How to add your bank information for salary payment



1

Payment Election Enrollment Event  
35 second(s) ago

Default Currency: GBP

Preferred Payment Method  
UQUK - 1 Election \* Direct Deposit

Account Setup

Worker: Trevor Virtue (01340591)

Sample Check

Thank you for updating your bank details. If you also have to update expenses, please make sure you communicate your bank details to Finance department.

Account Information

Account Nickname (optional): Trevor's HSBC Account

Bank Sort Code: 22-22-22

Bank Name: \* HSBC

Branch Name:

Bank Identification Code:

Account Type: \* ☒ Checking ☐ Savings

Account Number: 12345678

Roll Number:

IBAN:

Name On Account: Trevor Virtue

OK Cancel

**Please note:** The Payment Election Enrolment Event screen is slightly different for each country. This explanation uses a sample from the UK.

Although some fields don't have asterisks (\*), they are still mandatory for recording payment information. Below is the guide for the fields:

- Account Nickname: A name (Example: Trevor GBP Current)
- Bank Sort Code:** Must have for the UK Transfer, please add your bank's **six digit** Sort Code
- Bank Name:** Name of your bank
- Branch Name: Name of your branch (Optional)
- Bank Identification Code: BIC code of your bank (Optional)
- Account type: Has no effect, default is "Checking"
- Account Number:** Your personal **eight digit** bank account number
- Roll Number: Has no effect, you can leave blank
- IBAN: International IBAN code for your account (Optional for the UK)
- Name on Account:** Legal name that Bank account is registered to

2

Inbox

Manage Payment Elections

35 second(s) ago

Worker: Trevor Virtue (01340591)

Default Country: United Kingdom

Default Currency: GBP

Status: In Progress

Last Updated: 06/11/2019 05:00 PM

Account Nickname	Country	Bank Name	Account Type	Account Number	
Trevor's HSBC Account	United Kingdom	HSBC	<input checked="" type="radio"/> Checking <input type="radio"/> Savings	12345678	<a href="#">Edit</a> <a href="#">Remove</a>

Add

Payment Elections: 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	
UQUK - 1 Election	Direct Deposit	Trevor's HSBC Account	12345678	Balance	<a href="#">Edit</a>

Submit Cancel

No.1-Please click on "Ok" once you input all of the necessary data. The screen will change similar to the image on the left with No.2. You don't need to change anything on this page. Please kindly click on "Submit" to finalize the payment elections step.

## Edit Government IDs

- How to add your National Insurance (NI) Number

# How to add your National Insurance (NI) Number



1

2

Success! Event submitted Payment Election Enrollment Event (01240501) on 08/11/2019

35 second(s) ago

Up Next

Trevor Virtue

Open

Details and Process

Edit Government IDs

Trevor Virtue

Proposed IDs

National IDs: 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Verification Date
	United Kingdom	National Insurance (NI) Number	SY 82 15 26 A		MM / DD / YYYY	MM / DD / YYYY			08/11/2019

Additional Government IDs: 0 items

	*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Done

Once the “Payment Election Enrolment Event” is completed, Workday will direct you to the “Edit Government IDs” step. It is important that you don’t click on “Skip” or “Done” but you need to click on “Open” button as shown by No.1.

On Screen no.2, only the National IDs part is mandatory. By National ID we mean National Insurance Number for the UK (or equivalent name in your country of employment). For adding this data, please click on “+” Button then **search and choose the country that you are employed in, not your home country**. After that click on the box of “National ID Type” and choose “National Insurance Number”. Please fill the rest of the fields with the data shown on your ID document. Once complete, you can click on “Submit” button to finalize this step.



Review Documents (FR WAY and Code of Conduct)

# Review Documents (FR WAY and Code of Conduct)



**FAST RETAILING** Search

**Inbox**

Actions (1) Archive

Viewing: All Sort By: Newest

**Review Documents**  
34 second(s) ago - Due 08/13/2019; Effective 08/10/2019

**Review Documents** Review Documents for Onboarding for Trevor Virtue (01340591) (Actions)

34 second(s) ago - Due 08/13/2019; Effective 08/10/2019

**Documents**

Document Link **FR Way** 1

Signature Statement I have read and thoroughly understand the "FR Way" and will strictly comply with its provisions.

I Agree ☒ 2

Document Link **COC Document** 1

Signature Statement I have read and thoroughly understand the "FR Code of Conduct" and "Acceptable Use Policy", and will strictly comply with its provisions.  
Furthermore, I will, as a part of my supervisory responsibilities, prevent any act against the "FR Code of Conduct" and "Acceptable Use Policy" and take necessary measures for such prevention.  
In the event of finding a violation of the "FR Code of Conduct" or "Acceptable Use Policy", I will report the matter immediately to my supervisor or to the company hotline.

I Agree ☒ 2

Comment

**Submit** 3 Save for Later Cancel

In this step, you are expected to read and accept the “FR WAY” and “Code of Conduct” documents prepared by Fast Retailing. To read the content you can click on the links (no.1). Once you’ve read them, please tick the boxes (no.2). After that, click on “Submit” button (No.3), to finalize this step.

Adding your Photo

# Adding your Photo



1

2

3

4

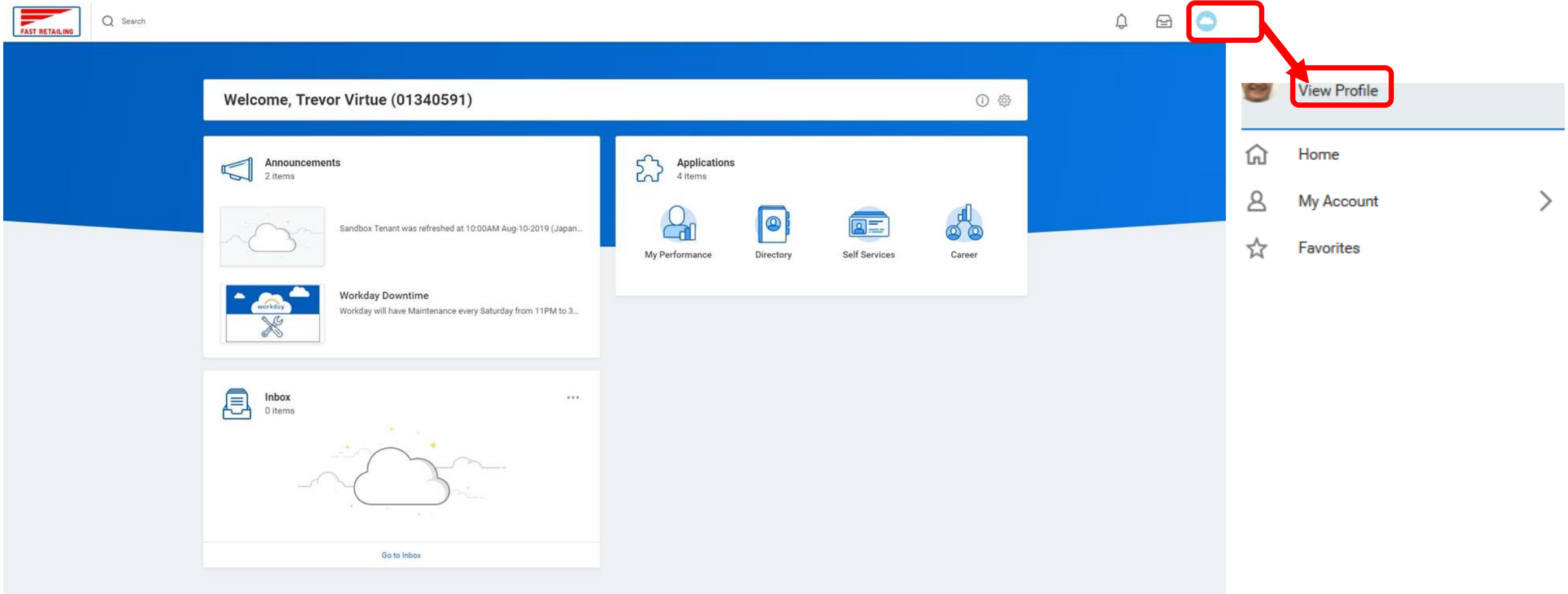
Once you complete the “Review Documents” step, you will see the image shown by no.1. Please click on “Change My Photo” and not “Submit” nor any other buttons for this step.

Once you click on “Change my Photo” you will see the screen No.2. Please drop your photo image stored in your device or click on “Select Files” to find the photo in your device to choose.

Once the file is selected, you will reach to screen No.3. Please re-size your photo and make sure that your face is clearly shown as the sample photo. Please click Ok. After re-sizing, please click on the “Submit” button (no.4) to finalize this process.

OPTIONAL- Adding additional information

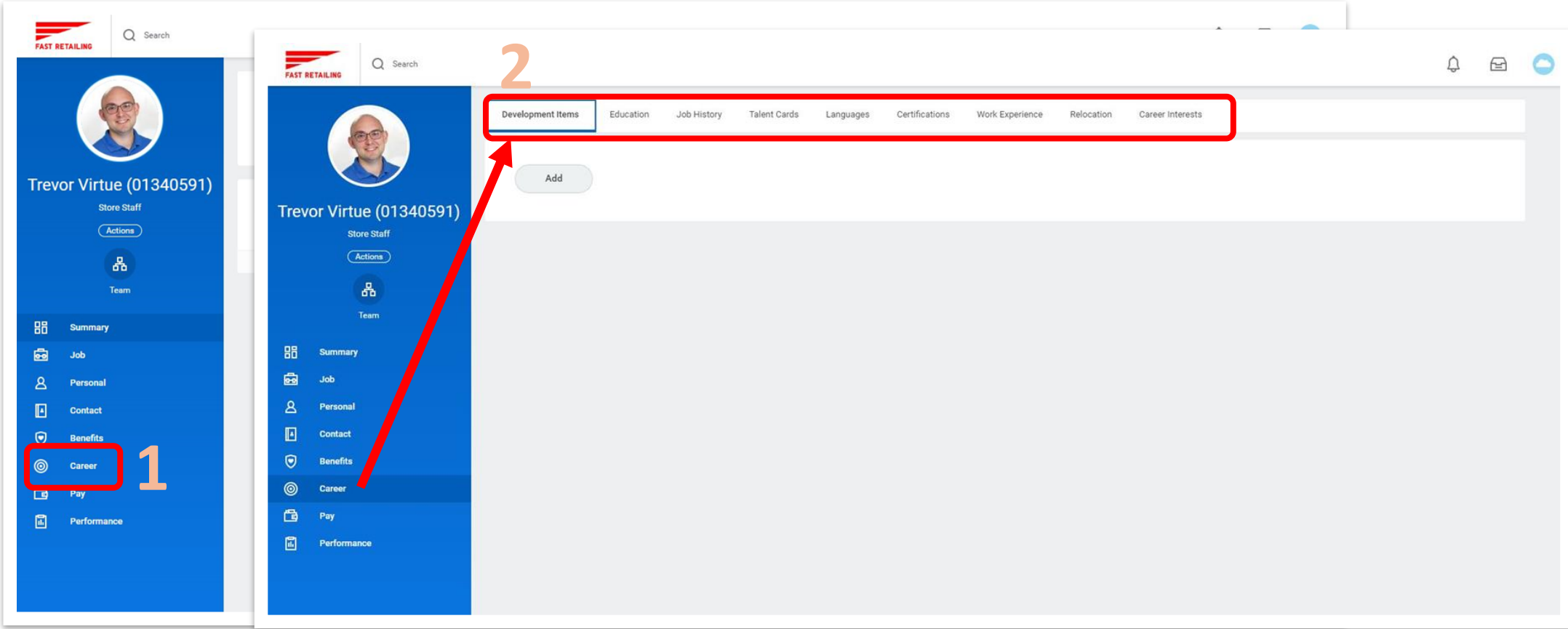
# OPTIONAL- Adding additional information (1)



This step is completely optional but we will appreciate it a lot if you provide us additional data to know you better. It will help us to understand our workforce better and allow us to create a better workplace for you.

From your Home screen (you can click on the Fast Retailing logo on top left to reach your home screen), please click on the Image on top right corner (this will be replaced by your photo if you uploaded one) to reach options and click on “View Profile” to see your profile that is created by the data you provided.

## OPTIONAL- Adding additional information (2)



You can browse through your profile to learn about your assignment and your position in the company.

To provide additional data about yourself, please click on “Career” (No.1). Once you click, you will see the screen will change as screen no.2. You can click on each subject on top to add data. This step is completely optional and it is up to you to provide all information or some of it. The information that you provide here will be visible to a limited number of people only and your colleagues will not be able to see it.



---

**Thank you very much!**

**UNIQLO EU HR Team**