



Onboarding New Hire in Workday | India

HRIS Team



Agenda

Pre-Hire As Self

- Complete the first wave of onboarding tasks

Employee As Self

- Complete the second wave of onboarding tasks

Okta – Single Sign-On (SSO)

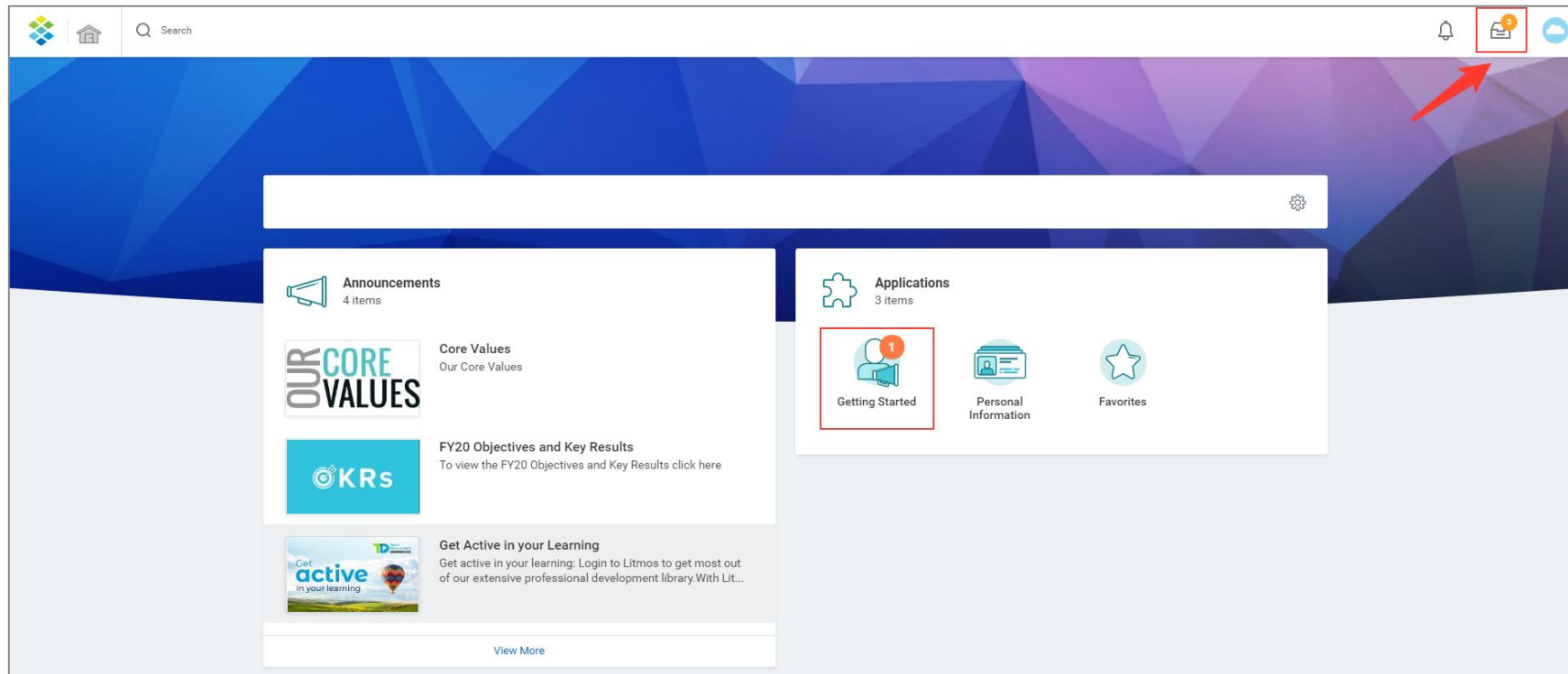
- Access to applications in one place



Let's Get Started



Click on 'Get Started' for a quick tour and view inbox



Pre-Hire As Self

Enter Personal Information

Information Needed

- Legal Name
- Preferred Name
- Gender
- Date of Birth
- Country of Birth
- City of Birth
- Marital Status
- Race/Ethnicity
- Citizenship Status
- Nationality

Inbox

Actions (3)Archive

Viewing: AllSort By: Newest

Enter Personal Information: P804300 IT Business Systems Analyst 3 (Position Fill:24 Apr, 2020,Anil Employee)
4 day(s) ago - Effective 24/04/2020

Enter Contact Information: P804300 IT Business Systems Analyst 3 (Position Fill:24 Apr, 2020,Anil Employee)
4 day(s) ago - Effective 24/04/2020

ID Change: Anil Employee
4 day(s) ago - Due 19/04/2020

Enter Personal Information

Onboarding for Anil Employee

4 day(s) ago - Effective 24/04/2020

Please edit your personal information as follows:

1. Personal Information
 - Gender, DOB, Marital Status, Race/Ethnicity, Citizen Status
2. Name
 - Legal name will be used for payroll with supporting government documents
 - Preferred name will be used as the display name in Workday and downstream systems

Legal Name

Legal Name

Legal Name *

Anil Employee

SubmitSave for LaterClose

Preferred Name



Pre-Hire As Self

Enter Contact Information

Information Needed

- Home address
- Phone number
- Personal email address

Inbox

Actions (3)Archive

Viewing: AllSort By: Newest

Enter Personal Information: P804300 IT Business Systems Analyst 3 (Position Fill:24 Apr, 2020,Anil Employee)
4 day(s) ago - Effective 24/04/2020

Enter Contact Information: P804300 IT Business Systems Analyst 3 (Position Fill:24 Apr, 2020,Anil Employee)
4 day(s) ago - Effective 24/04/2020

ID Change: Anil Employee
4 day(s) ago - Due 19/04/2020

Enter Contact Information

Onboarding for Anil Employee

4 day(s) ago - Effective 24/04/2020

Please complete your personal contact information as follows:

- Home address
- Phone number
- Personal email address

Home Contact Information

Primary Address

Add

Additional Address

SubmitSave for LaterClose



Pre-Hire As Self

Edit Government IDs

Information Needed

- Country
- National ID Type
(Aadhaar, PAN)
- Identification number

Inbox

Actions (3)Archive

Viewing: AllSort By: Newest

Enter Personal Information: P804300 IT Business Systems Analyst 3 (Position Fill: 24 Apr, 2020, Anil Employee)
4 day(s) ago - Effective 24/04/2020

Enter Contact Information: P804300 IT Business Systems Analyst 3 (Position Fill: 24 Apr, 2020, Anil Employee)
4 day(s) ago - Effective 24/04/2020

ID Change: Anil Employee
4 day(s) ago - Due 19/04/2020

Edit Government IDs

Anil Employee

4 day(s) ago - Due 19/04/2020

Instructions: Add Government ID
1. Use the drop down to select the appropriate country and type of ID
2. Enter all required fields (Expiration Date is not required if unavailable)
3. You are not required to complete the 'Additional Government ID' section

Proposed IDs

National IDs 0 items

*Country

*National ID Type

Current ID

Add/Edit ID

Issued Date

Expiration D

No Data

Additional Government IDs 0 items

*Country

*Government ID Type

Identification #

Issued Date

Expiration Date

Verification Date

VA

No Data

Previous IDs

National IDs 0 items

SubmitSave for LaterCancel

Issued DateExpiration DateIssued BySeriesVerification DateVerified By

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People & Places

Employee As Self

Benefit Change

Information Needed

- Effective Date
- Reason
- Dependent Personal Information
 - Legal Name
 - Gender
 - Date of Birth
- Relationship

Actions (4)

Archive

Viewing: All

Sort By: Newest

Benefit Change - New Hire : Anil Employee on 24 Apr, 2020

1 day(s) ago - Effective 24/04/2020

Onboarding for Anil Employee

1 day(s) ago - Due 24/04/2020; Effective 24/04/2020

Maintain Emergency Contacts: P904300 IT Business Systems Analyst 3 (Position Fill:24 Apr, 2020;Anil Employee)

1 day(s) ago - Due 24/04/2020

Change Benefit Elections

New Hire for Anil Employee - Step 1 of 4

Event Date

24/04/2020

Initiated On

22/04/2020

Submit Elections By

23/05/2020

1 day(s) ago - Effective 24/04/2020

Total Employee Net Cost/Credit

₹0.00 Monthly Cost

IMPORTANT - Please read carefully before starting

This Benefits Election is for tracking only. For more details on coverage contact infoblox.insurance@anviti.in

INSTRUCTIONS:

- Health Care Elections: Click on Elect to add your dependents. Dependents include spouse, children, one set of parents or parent-in-laws. Cross combination is not allowed. Siblings and other relatives are not allowed
- Insurance Elections: Elect all benefit plans
- Beneficiary Designations: Assign beneficiary by clicking on the "+" sign and assign primary percentage. Ensure it's 100% only in case of single beneficiary. If you have multiple beneficiaries, ensure you assign the percentage which totals upto 100%
- Elected Coverages: Check for all dependents listed against "IND Medical - International Benefits" Benefit plan
- Click on I Agree and Submit

Health Care Elections 1 item

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Monthly)	Employer Contribution (Monthly)
IND Medical - International Benefits	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Employee Only	0	0

Continue

Save for Later

Cancel



Employee As Self

Onboarding for Employee

Information Needed

- Review Documents

Actions (4)Archive

Viewing: AllSort By: Newest

Benefit Change - New Hire : Anil Employee on 24 Apr, 2020
1 day(s) ago - Effective 24/04/2020

Onboarding for Anil Employee
1 day(s) ago - Due 24/04/2020; Effective 24/04/2020

Maintain Emergency Contacts: P804300 IT Business Systems Analyst 3 (Position Fill:24 Apr, 2020,Anil Employee)
1 day(s) ago - Due 24/04/2020

Review Documents

Review Documents for Onboarding for Anil Employee

1 day(s) ago - Due 24/04/2020; Effective 24/04/2020


Please read and e-acknowledge the below documents:

- 401k Contributions to Date: **upload is required (US Employees ONLY)**
- Infoblox Release of Claims for Activities: **e-acknowledge only**
- Receipt of Notices and Other Disclosures via Electronic Media: **e-acknowledge only**
- Anti-Corruption Policy: **e-acknowledge only, upload is optional**
- Infoblox Code of Business Conduct and Ethics: **e-acknowledge only**
- Corporate Communications Policy: **e-acknowledge only**
- Related-Party Transactions Policy: **e-acknowledge only**
- Whistleblower and Complaint Policy: **e-acknowledge only, upload is optional**

For US Employees ONLY

- US Employee Handbook: **e-acknowledge only**
- Direct Deposit Authorization Form: **must upload within 2 days (Personal --> Documents --> Document Category/Personal Data)**
- Federal W4 Form: **must upload within 2 days (Personal --> Documents --> Document Category/Personal Data)**
- State Tax Website: **must upload within 2 days (Personal --> Documents --> Document Category/Personal Data)**

Documents

Document	 Infoblox Release of Claims for Activities
Instructions	Please read and acknowledge the attached document.
Signature Statement	I read and accept the terms of this agreement.
I Agree	<input type="checkbox"/>

SubmitSave for LaterCancel

via Electronic Media



Employee As Self

Maintain Emergency Contact

Information Needed

- Legal Name
- Relationship
- Primary Phone

Actions (4)Archive

Viewing: AllSort By: Newest

Benefit Change - New Hire : Anil Employee on 24 Apr, 2020
1 day(s) ago - Effective 24/04/2020

Onboarding for Anil Employee
1 day(s) ago - Due 24/04/2020; Effective 24/04/2020

Maintain Emergency Contacts: P804300 IT Business Systems Analyst 3 (Position Fill:24 Apr, 2020,Anil Employee)
1 day(s) ago - Due 24/04/2020

Change Emergency Contacts

Anil Employee

1 day(s) ago - Due 24/04/2020

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

Preferred Language

Preferred Language

Primary Address

SubmitSave for LaterCancel



Employee As Self

Add Photo

Information Needed

- Use a recent photo of yourself
- You should be the only subject in the photo
- Your face should be in focus and front facing
- Wear appropriate professional or business casual attire

Inbox

Actions (1)

Archive

Viewing: All

Sort By: Newest

Add Photo: Onboarding for Anil Employee

53 second(s) ago - Effective 24/04/2020

Complete To Do

Add Photo

Actions

53 second(s) ago - Effective 24/04/2020

Please be sure to click the 'Submit' button to remove this task from your inbox.

For

P804300 IT Test-1

Overall Process

Hire: Anil Employee

Overall Status

Successfully Completed

Due Date

01/05/2020

Instructions

Please add photo. Once complete be sure to click the Submit button to remove the task from your inbox.

Change My Photo

enter your comment

Submit

Save for Later

Close

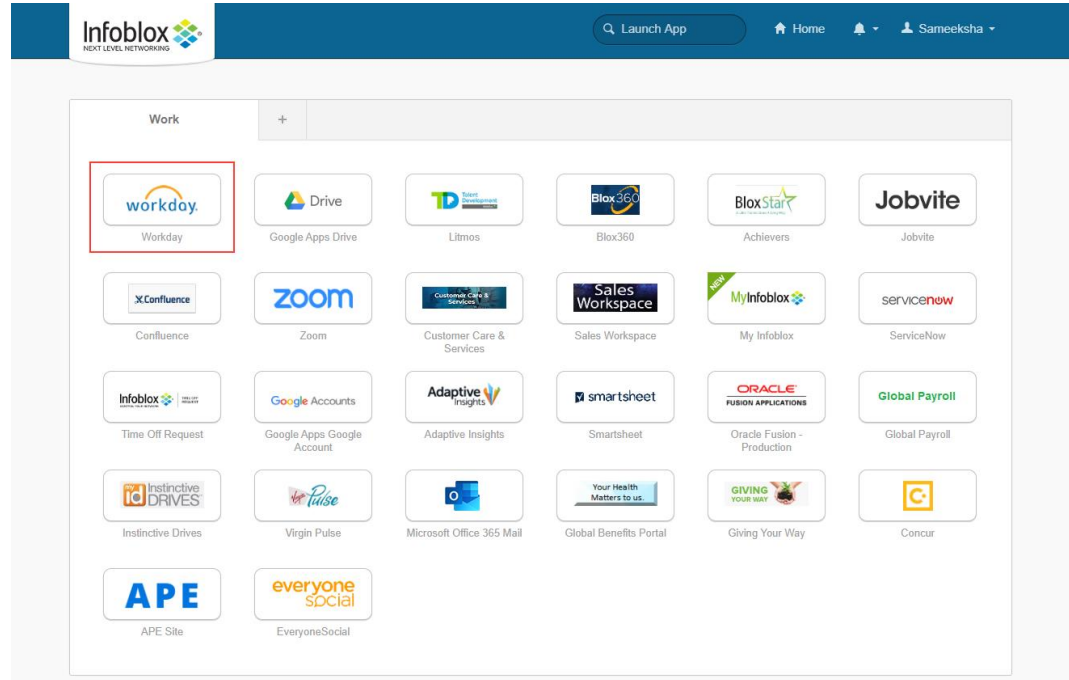


Okta – Single Sign-On (SSO)

Access to Applications in One Place

Information Available

- Workday
- Jobvite
- Concur
- Blox360
- ServiceNow
- Virgin Pulse
- BloxStar
- and more...



Questions?



Contact the HRIS team at dl-HRIS@infoblox.com

