Workday Onboarding User Guide

Welcome and congratulations on your new position with EchoStar!

EchoStar Corporation and its subsidiary companies of EchoStar Technologies, EchoStar Satellite Services, and Hughes Network Systems are committed to ensuring your onboarding experience is efficient and stress-free. As a new hire, you will have a few onboarding steps to complete before your first day via our online Human Resource Management System called Workday. Shortly after returning your signed offer letter your information will be entered into the Workday system and you will be prompted to begin the following steps.

1. You will be receiving two emails from Workday
    a. The first email will provide you with your username and the URL link to Workday
    b. The second email will provide you with your temporary password
2. Once you've received both emails please login to Workday
    a. TIP: do not copy and paste the user name or password
3. Once logged in you will be prompted to change your password. This will be your password until your first day of employment with the company.
4. The first screen to appear after your password has been changed is designed to get you familiar with Workday. Take a minute to read about the different components
5. To get started click the "Let's get started!" icon
6. The next screen is your Workday home page.
7. To start the onboarding process click the "Take Me There" icon located in the center of the page.
8. The next screen displays a few important things to read through before you get started
    a. Under the Getting Started section, click on each area to read through the notifications
        i. First Day Instructions – things you need to know for your first day i.e. what time to arrive, what building to go to and who to ask for once you've arrived.
        ii. A few reminders – things to remember before your first day.
        iii. If you need help – who to contact if you have issues with onboarding
9. Once you've reviewed the Getting Started information, click on the View Inbox under Your Onboarding Checklist
10. First up, Confirm your Personal Information
    a. If you need to make changes to your Home Contact Information, Legal Name, or Preferred Name, click on the paper and pen icon on the right side of the screen.
    b. Review Work Information and Personal Information for accuracy, if changes need to be made please email HRNewHire@echostar.com
    c. Once you've reviewed this information click the Submit icon at the bottom of the page.
11. Next, click the refresh icon in your inbox.
12. Next up, Change Emergency Contacts
    a. You will need to enter an Emergency contact under Primary Emergency Contact section
    b. Click on the paper and pen icon on the right side of the screen for each for the following:
        i. Legal Name
        ii. Relationship
        iii. Primary phone number

    c.   Once you've entered at least one Emergency Contact click the Submit icon at the bottom of the page.

13. Up Next, Review or Complete Documents

    a.   Click the Review Documents icon

14. In this section you will need to electronically fill out necessary new hire documents and upload them into Workday.

    a.   The first document is Federal Withholding W-4

        i.   Click the document link, a blank fillable pdf W-4 will appear for you to electronically fill out with your desired withholdings

        ii.   Once complete, save the W-4 to your computer and return to Workday

        iii.   Click the "I Agree" box to electronically sign your understanding and agreement. This is a legal and binding agreement.

        iv.   Attach the saved W-4 by clicking the Attach icon and selecting the saved document.

    b.   The following forms need to be filled out electronically and attached into Workday in order to move on. You can complete these by using the same instructions as the W-4.

        i.   State Tax Form (if required)

        ii.   Vehicle Info

        iii.   Employee Wage Authorization

        iv.   Automated Direct Deposit

            1.   If you do not wish to sign up for Direct Deposit there is an Opt Out option within the document. Please note, if you opt out of direct deposit your paychecks will be mailed to your home.

    c.   The last document on this page is a notice for the employee to read.

    d.   Once all documents are uploaded click the Submit icon at the bottom of the page

15. Click the Done icon to move on

16. Next you will need to complete the "Update State Tax Elections"

    a.   If your state requires different state tax elections you will complete those here

    b.   If your state does not require state tax elections click the Submit icon

17. Click the Refresh icon in your inbox to load the next step

18. The last step of the Onboarding process is to Complete Form I-9

    a.   Your contact information should pre-populate the top portion of this document

        i.   Review for accuracy and makes changes if necessary

    b.   Please fill out all of Section 1. Employee Information and Attestation with the necessary information

    c.   Once complete click the Submit icon at the bottom

19. Click the Done icon

You have now completed the Onboarding Process!!

If you have any questions please contact your HR Buddy or HRNewHire@echostar.com