

Workday for Travelers: Training Aid



Getting Started

Welcome to Workday! Login to Workday to get started.

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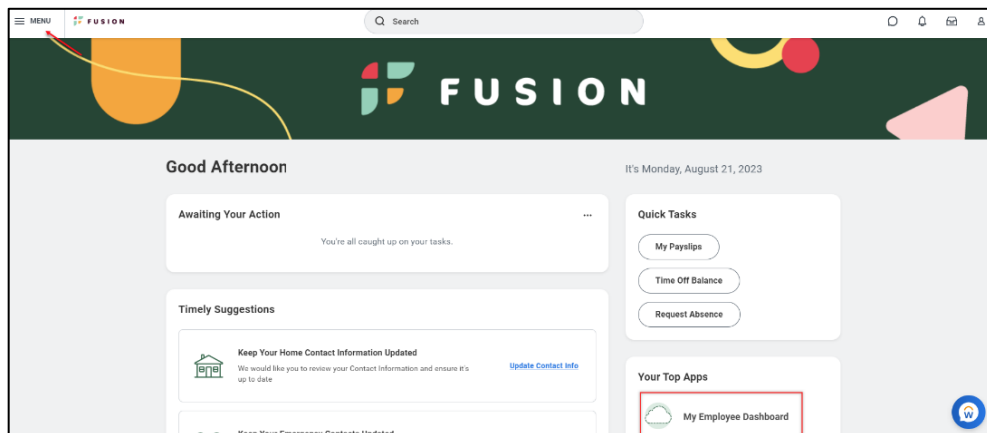
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Personal and Contact Information

View Personal and Contact Information

From the Home page:

- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.

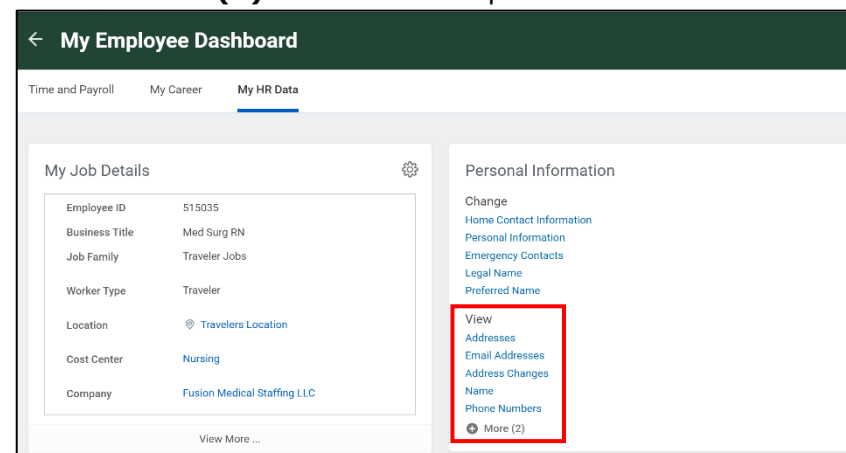


Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.



- 2) Under the **My HR Data** tab, find the *Personal Information* card. Select any of the blue clickable links to view the details.

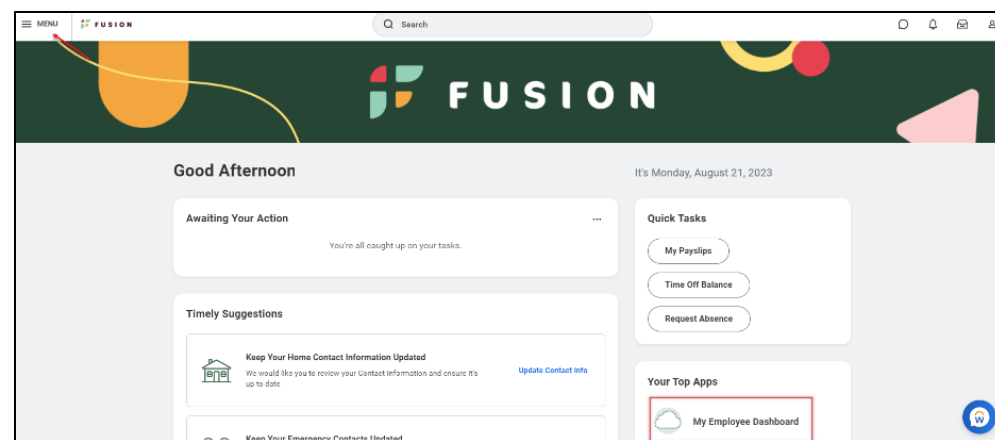
Note: Click **+More (#)** to see additional options.



Change Personal Information

From the Home page:

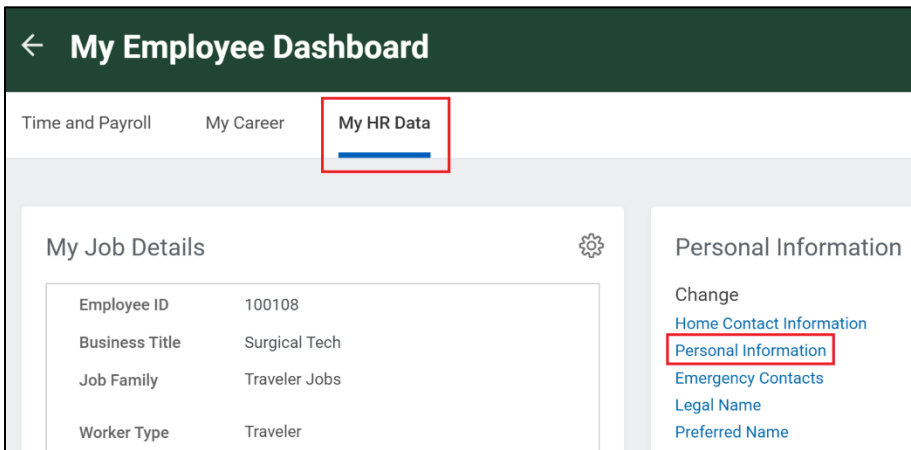
- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.



Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

2) Click the **My HR Data** tab.

3) Find the *Personal Information* card and select **Personal Information** under *Change*.



My Employee Dashboard

Time and Payroll My Career **My HR Data**

My Job Details

Employee ID	100108
Business Title	Surgical Tech
Job Family	Traveler Jobs
Worker Type	Traveler

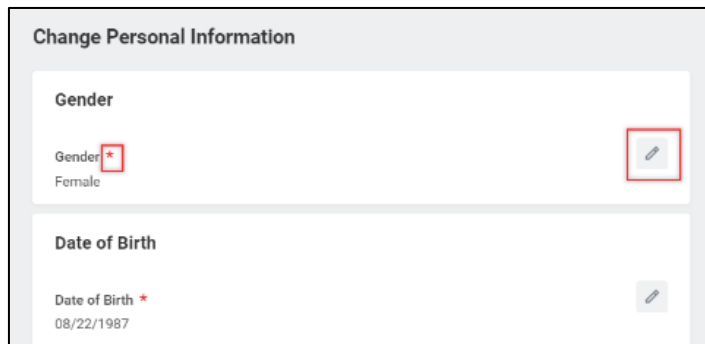
Personal Information

Change

- [Home Contact Information](#)
- [Personal Information](#)**
- [Emergency Contacts](#)
- [Legal Name](#)
- [Preferred Name](#)

4) Click the **Edit** (pencil icon) to make changes.

Note: Fields marked by a red asterisk (*) are required.



Change Personal Information

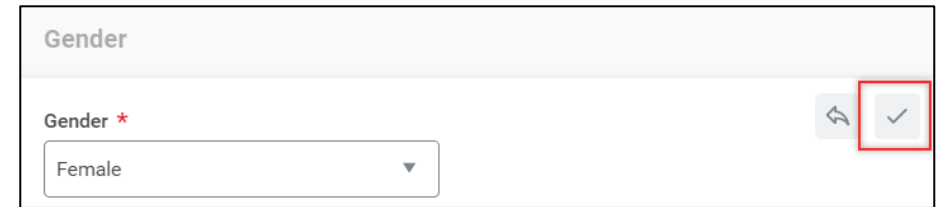
Gender

Gender *
Female

Date of Birth

Date of Birth *
08/22/1987

5) Update the fields as desired, then select **Save** (check mark icon).



Gender

Gender *
Female

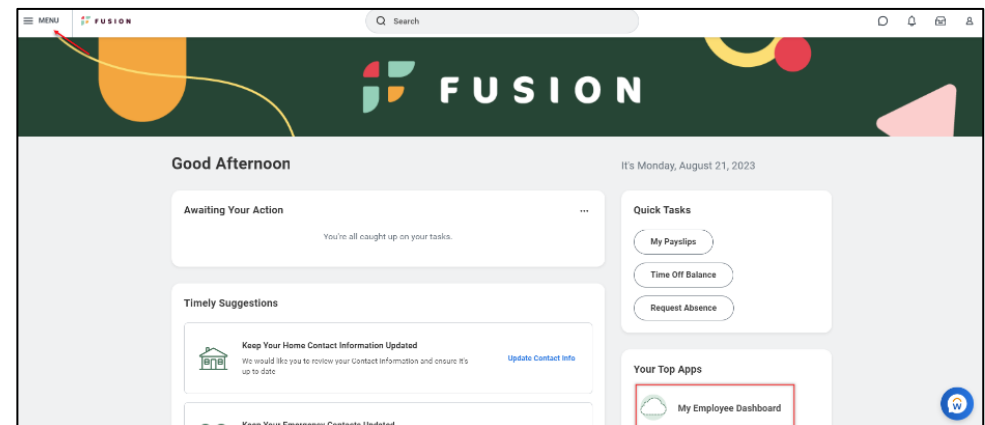
Save

6) When you are finished making changes, click **Submit**.

Change Contact Information

From the Home page:

1) Go to *Your Top Apps* and select **My Employee Dashboard**.



FUSION

Good Afternoon

It's Monday, August 21, 2023

Awaiting Your Action

You're all caught up on your tasks.

Quick Tasks

- My Payslips
- Time Off Balance
- Request Absence

Timely Suggestions

Keep Your Home Contact Information Updated
We would like you to review your Contact information and ensure it's up to date.

[Update Contact Info](#)

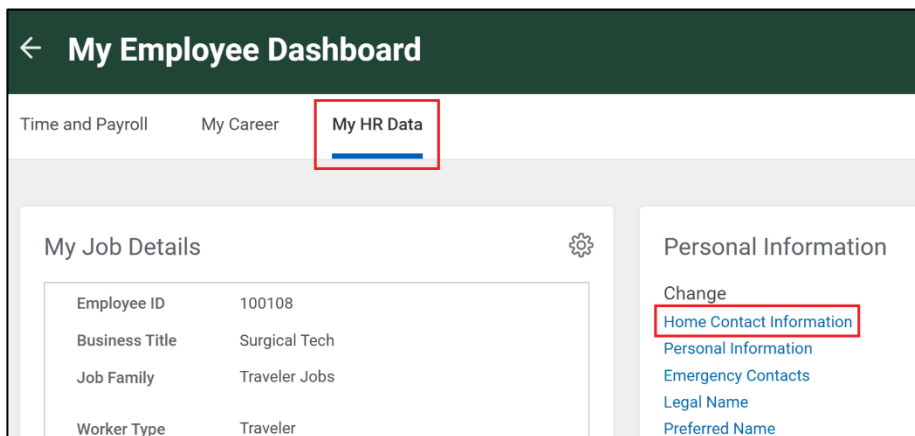
Your Top Apps

- My Employee Dashboard**

Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

2) Click the **My HR Data** tab.

- 3) Find the *Personal Information* card and select **Home Contact Information** under *Change*.



My Employee Dashboard

Time and Payroll My Career **My HR Data**

My Job Details

Employee ID	100108
Business Title	Surgical Tech
Job Family	Traveler Jobs
Worker Type	Traveler

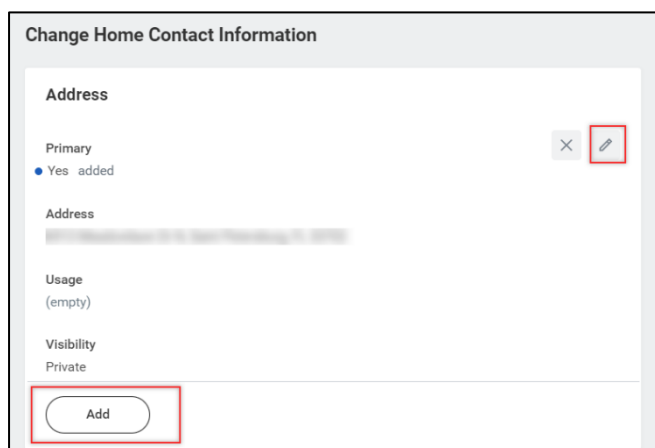
Personal Information

Change

- Home Contact Information**
- Personal Information
- Emergency Contacts
- Legal Name
- Preferred Name

- 4) To make any changes, select the **Edit** (pencil icon) and update the desired fields. To add an additional contact method, select the **Add**.

Note: You must enter a primary address, phone number, and email address.



Change Home Contact Information

Address

Primary
• Yes added

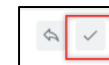
Address
[Redacted]

Usage
(empty)

Visibility
Private

Add

- 5) When you are finished, click **Save** (check mark icon).



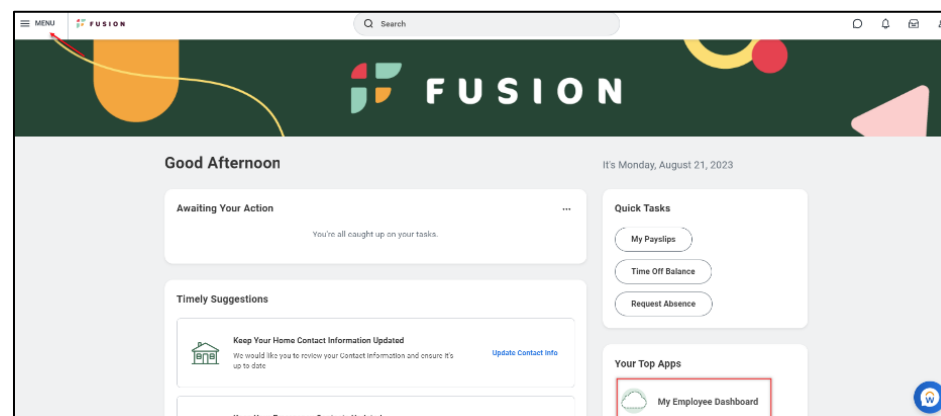
- 6) Click **Submit**.

Note: If you change your primary home address, you will need to navigate to your Workday Inbox to review and update your tax withholding forms.

Change Legal or Preferred Name

From the Home page:

- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.



FUSION

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Awaiting Your Action

Quick Tasks

- My Payslips
- Time Off Balance
- Request Absence

Timely Suggestions

Keep Your Home Contact Information Updated

Update Contact Info

Your Top Apps

- My Employee Dashboard**

Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

- 2) Click the **My HR Data** tab.

- 3) Find the *Personal Information* card and select **Legal Name** or **Preferred Name** under *Change*.

My Employee Dashboard

Time and Payroll | My Career | **My HR Data**

My Job Details

Employee ID	100108
Business Title	Surgical Tech
Job Family	Traveler Jobs
Worker Type	Traveler

Personal Information

Change

- Home Contact Information
- Personal Information
- Emergency Contacts
- Legal Name**
- Preferred Name**

- 4) Update the desired fields, first and last name are required.

Note: If changing Preferred Name, uncheck the **Use Legal Name as Preferred Name** checkbox. Your last name MUST match your Legal Last Name.

Change My Preferred Name

Use Legal Name As Preferred Name ☒

Country ✕ United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

Note: If changing Legal Name, you are required to attach a copy of your social security card. Under *Attachments*, click **Select Files** to upload.

Attachments

Drop files here

or

Select files

Submit | Save for Later | Cancel

- 5) Click **Submit**.

Note: All legal name changes will route for approval.

Change Emergency Contact(s)

From the Home page:

- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.

FUSION

Good Afternoon

It's Monday, August 21, 2023

Awaiting Your Action

You're all caught up on your tasks.

Quick Tasks

- My Payslips
- Time Off Balance
- Request Absence

Timely Suggestions

Keep Your Home Contact Information Updated

We would like you to review your Contact information and ensure it's up to date.

[Update Contact Info](#)

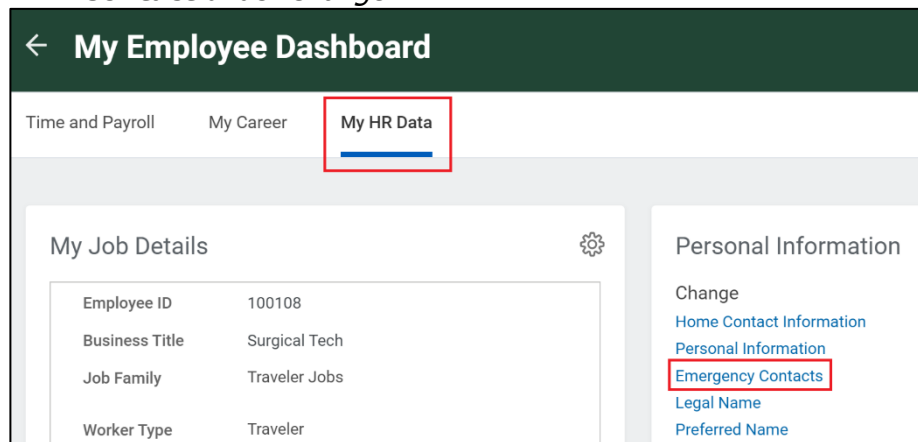
Your Top Apps

- My Employee Dashboard**

Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

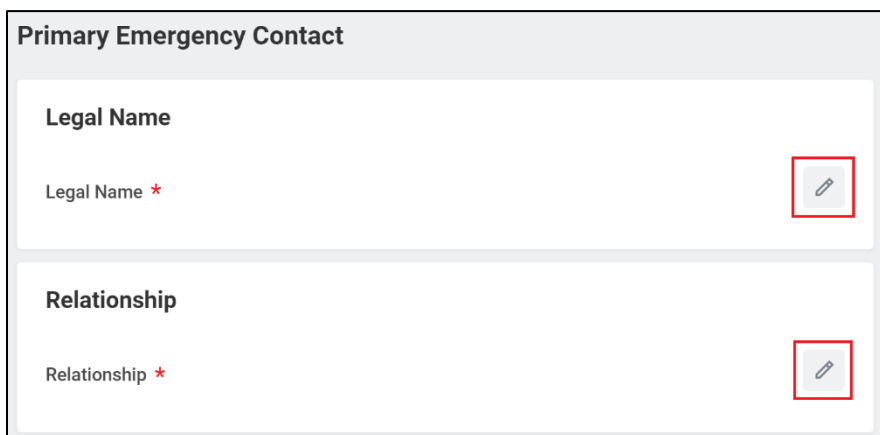
2) Click the **My HR Data** tab.

3) Find the *Personal Information* card and select **Emergency Contact** under *Change*.



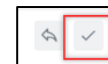
The screenshot shows the 'My Employee Dashboard' with a dark green header. Below the header are three tabs: 'Time and Payroll', 'My Career', and 'My HR Data' (which is highlighted with a red box). The main content area is divided into two columns. The left column is titled 'My Job Details' and contains a table with the following information: Employee ID (100108), Business Title (Surgical Tech), Job Family (Traveler Jobs), and Worker Type (Traveler). The right column is titled 'Personal Information' and contains a 'Change' section with four links: 'Home Contact Information', 'Personal Information', 'Emergency Contacts' (highlighted with a red box), 'Legal Name', and 'Preferred Name'.

4) Click the **Edit** (pencil icon) to make changes to the required fields: *Legal Name* and *Relationship*.



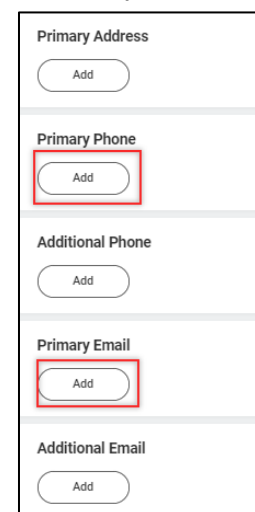
The screenshot shows the 'Primary Emergency Contact' form. It has two main sections. The first section is titled 'Legal Name' and contains a text input field labeled 'Legal Name *' (the asterisk indicates it is a required field). To the right of the input field is a pencil icon inside a red box, indicating the edit function. The second section is titled 'Relationship' and contains a text input field labeled 'Relationship *' (the asterisk indicates it is a required field). To the right of the input field is a pencil icon inside a red box, indicating the edit function.

5) When you are finished, click **Save** (check mark icon).



6) To add a Primary Address, or a Primary and/or Additional Phone number and email address, click **Add**.

Note: Primary emergency contacts must have at least one Primary Phone or Email Address. Fields marked by a red asterisk (*) are required.



The screenshot shows a vertical stack of five sections, each with an 'Add' button. The sections are: 'Primary Address', 'Primary Phone', 'Additional Phone', 'Primary Email', and 'Additional Email'. The 'Add' buttons for 'Primary Phone' and 'Primary Email' are highlighted with red boxes.

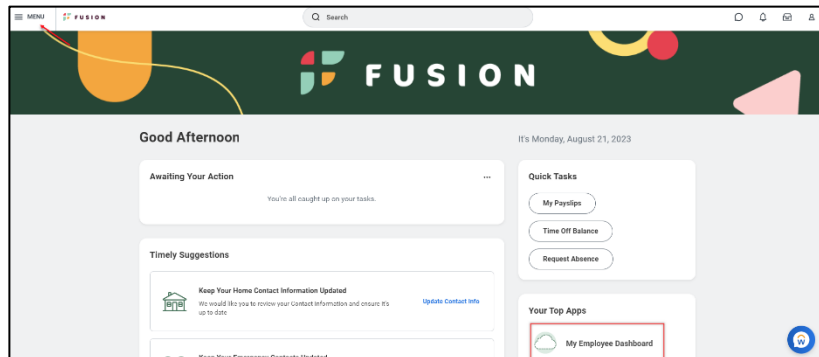
7) Click **Submit**.

Payroll

View/Print Payslip

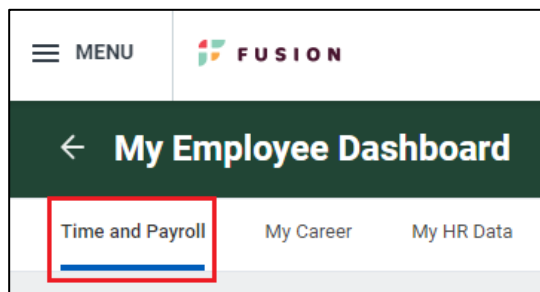
From the Home page:

- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.

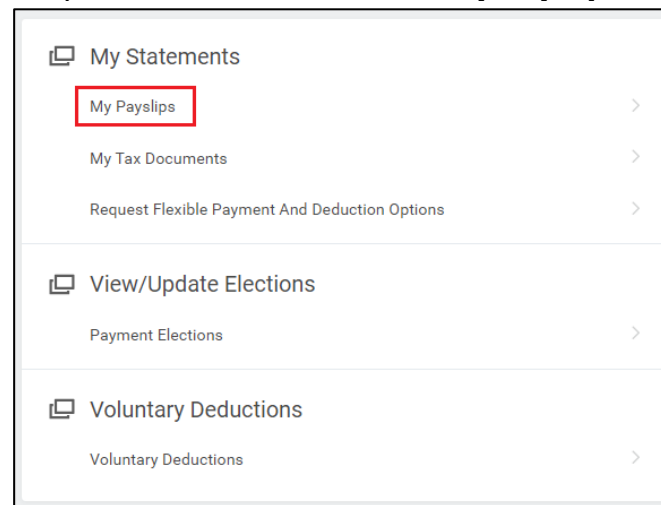


Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

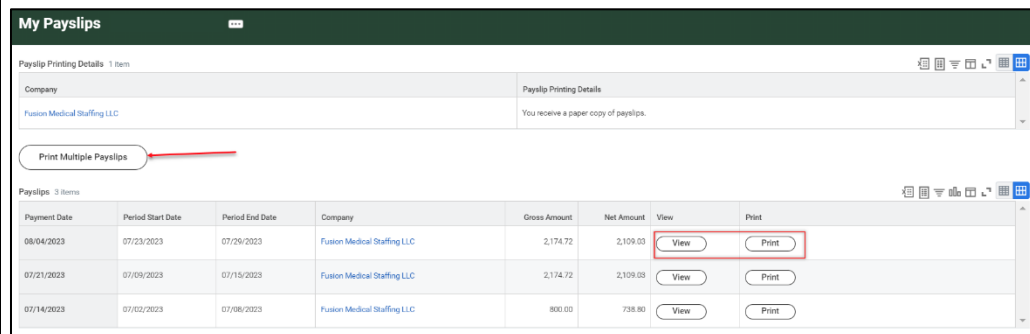
- 2) Click the **Time and Payroll** tab.



- 3) Find the *My Statements* card and select **My Payslips**.



- 4) Click **View** or **Print** on a single payslip. Or select **Print Multiple Payslips** to select multiple payments over a specific time period.



5) When you view your payslip, you can see a breakdown of your pay information and take additional action.

Payslip

Previous Payslip Return to My Payslips Print Payslip Image Print Multiple Payslips Model My Pay

Company Information 1 item

Name
Fusion Medical Staffing LLC

Payslip Information 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		07/23/2023	07/26/2023	08/04/2023	

Current and YTD Totals 2 items

Balance Period	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	35.78	2,174.72	0.00	65.69	0.00	2,109.03
YTD	111.56	5,149.44	0.00	192.38	0.00	4,956.86

Earnings 3 items

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Housing Stipend	07/23/2023 - 07/29/2023	0.00	0.00	868.00	0.00	1,736.00
Mobile Stipend	07/23/2023 - 07/29/2023	0.00	0.00	448.00	0.00	896.00

Employee Taxes 2 items

Description	Amount	YTD
OASDI	53.24	156.72
Medicare	12.45	37.35

Manage Payment Elections

From the Home page:

1) Go to *Your Top Apps* and select **My Employee Dashboard**.

My Employee Dashboard

Time and Payroll My Career My HR Data

My Job Details

Employee ID	515035
Business Title	Med Surg RN
Job Family	Traveler Jobs
Worker Type	Traveler
Location	Travelers Location
Cost Center	Nursing
Company	Fusion Medical Staffing LLC

View More ...

Personal Information

Change

- Home Contact Information
- Personal Information
- Emergency Contacts
- Legal Name
- Preferred Name

View

- Addresses
- Email Addresses
- Address Changes
- Name
- Phone Numbers

More (2)

Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.



2) Click the **Time and Payroll** tab.

MENU FUSION

My Employee Dashboard

Time and Payroll My Career My HR Data

3) Find the *View/Update Elections* card and select **Payment Elections**.

My Statements

- My Payslips
- My Tax Documents
- Request Flexible Payment And Deduction Options

View/Update Elections

Payment Elections

Voluntary Deductions

Voluntary Deductions

- 4) Under *Accounts* select **Edit** to change an existing account or to add a new account select **Add**. Select **Remove** to delete an account.

Payment Elections Fred Fusion (100108) ...

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Fred Fusion
 Default Country: United States of America
 Default Currency: USD
 Status: Successfully Completed
 Last Updated: 11/01/2023 10:05 AM

Accounts: 1 Item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank Name *****0000	United States of America	Bank Name	Checking	*****0000	Edit Remove View

Add

- 5) Enter or update the **Account Type**, **Routing Transit Number**, **Account Number**, and **Bank Name**. Ensure the information entered is correct and then click **OK**.

Sample Check

Jonathan Doe
 4201 Main St.
 Anytown, CA 94000

DATE:

YOUR BANK NAME
 5075 1st St.
 Anytown, CA 94000

DO NOT INCLUDE Check #

⑆ 23456789⑆ 0001234567890 ⑆ 00⑆ 1234

9 Digit Routing # Between the 12 symbols Account # Include all zeros

Account Information

Account Type * ☒ Checking ☐ Savings

Routing Transit Number *

Account Number *

Bank Name *

Bank Identification Code

Account Nickname (optional)

OK

Cancel

Note:

- For direct deposit, you must first set up accounts, refer to steps 1-5 to add account(s).
- For multiple elections, you must designate the order and distribution of payments. You can have up to 7 elections.
- To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

- 6) Under *Payment Elections* select **Edit** to manage payment distribution.

Payment Elections Fred Fusion (100108) ...

Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.

Person: Fred Fusion
 Default Country: United States of America
 Default Currency: USD
 Status: Successfully Completed
 Last Updated: 11/01/2023 10:05 AM

Accounts: 1 Item

Account Nickname	Country	Bank Name	Account Type	Account Number	
Bank Name *****0000	United States of America	Bank Name	Checking	*****0000	Edit Remove View

Add

Payment Elections: 1 Item

Pay Type	Payment Type	Account	Account Number	Distribution	
Payroll Payment	Direct Deposit	Bank Name *****0000	*****0000	Balance Yes	Edit

- 7) To add additional *Payment Elections*, select the + (plus sign). To remove an existing *Payment Election*, select the – (minus sign).

- 8) Enter or update the **Account** and **Balance/Amount/Percent**.

Note: The *Payment Election* can be the balance, a specific dollar amount or a desired percentage.

- 9) Click **OK**.

Note: Payment elections are effective the date they are entered into Workday. If they are entered by Wednesday at 10AM CST, they will be applied starting the Friday payday of that same week (2 days later). If entered after 10 AM CST on Wednesday, they will be applied the next week's payday (9 days later).

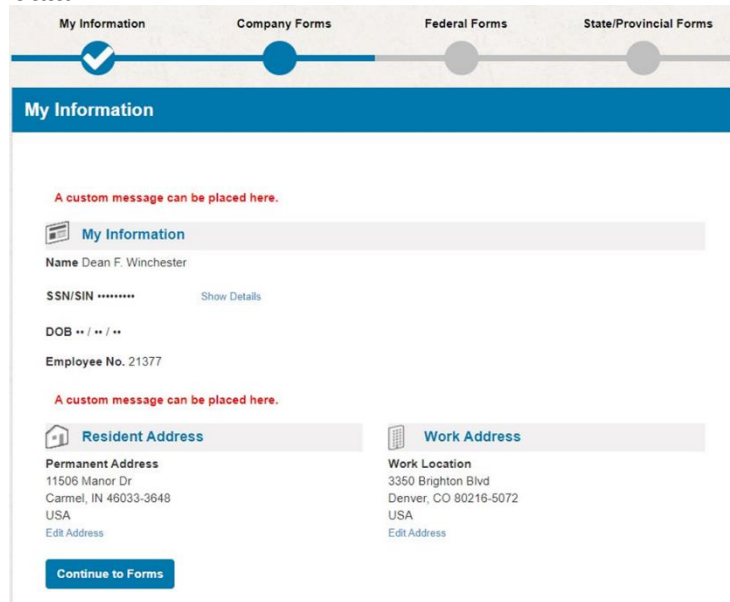
Update Tax Elections Through Experian

- 1) Home is the main page where you can view all options available such as **Submit Available EForms**, **View/Update Current EForms**, **View Historical EForms**, or **View My Information**. You will land on this page after account creation, an onboarding tool, or through SSO. Please use the **EForms Center** to work with EForms and begin to submit your tax withholding forms by clicking on **Submit Available EForms**.

My Information Page

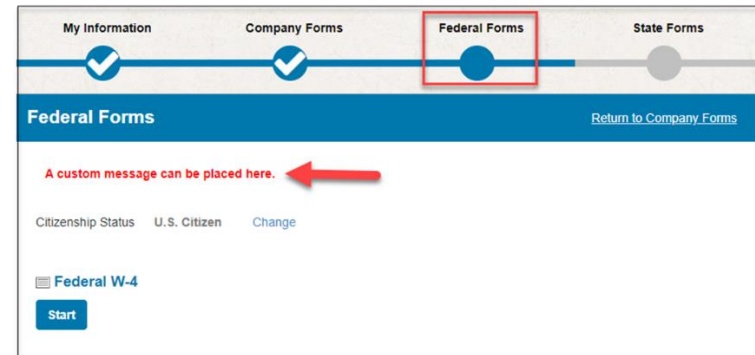
- 2) By clicking on **Submit Available EForms**, you will be directed to the **My Information Page**. Some integrations will take you directly to this page. You are required to review your personal information as well as your resident and work addresses to ensure all information presented is accurate. Forms are presented based on home and work

address. If any changes are needed, you will receive custom messaging to direct you on how to update your data.



Once you have verified all information is correct, click on the **Continue to Forms** button to move onto the next step.

- 3) You may be presented with prerequisite questions which will help determine which forms will be presented. Answer the question(s) then click on the **Save** button if necessary. You can review your answer to the prerequisite question(s) and change them if necessary by clicking on **Change**. Click on the **Start** button and the Federal W-4 form will be presented for completion.



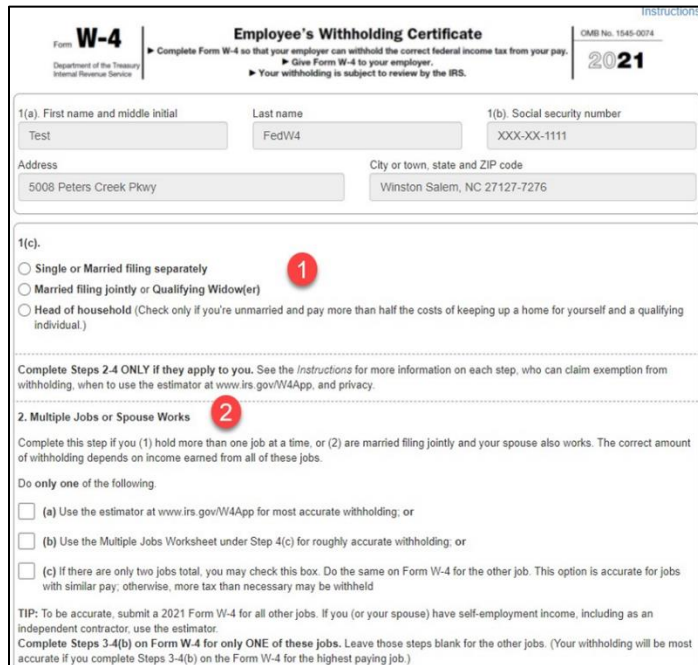
Federal Forms Page

The following fields will be completed for the Federal form:

- You must select a status (**Single or Married filing separately**, or **Married filing jointly or Qualifying Widow(er) or Head of household**)
- You can check any box(es) that apply under the Multiple Jobs or Spouse works section.
- You can enter values under the Claim Dependents section.
- You can enter values under the Other Adjustments section.
- Worksheets are available if you would like to fill them out. Worksheets can help determine additional deductions and additional withholding due to multiple jobs.
- If you choose to be exempt from the Federal taxes, check the **Exempt** box.
- **Finish Later** – This allows you to exit and return to the

form later as necessary.

- **Preview Form** – This allows you to preview the Draft version in PDF format before submitting to your employer.
- **Submit to Employer** – Once the form has been completed, you will click on this button to electronically sign the form and it will be filed in your **Current Forms**. Until you click on this button, the form will be considered a pending form.



Form W-4 Employee's Withholding Certificate 2021

OMB No. 1545-0074

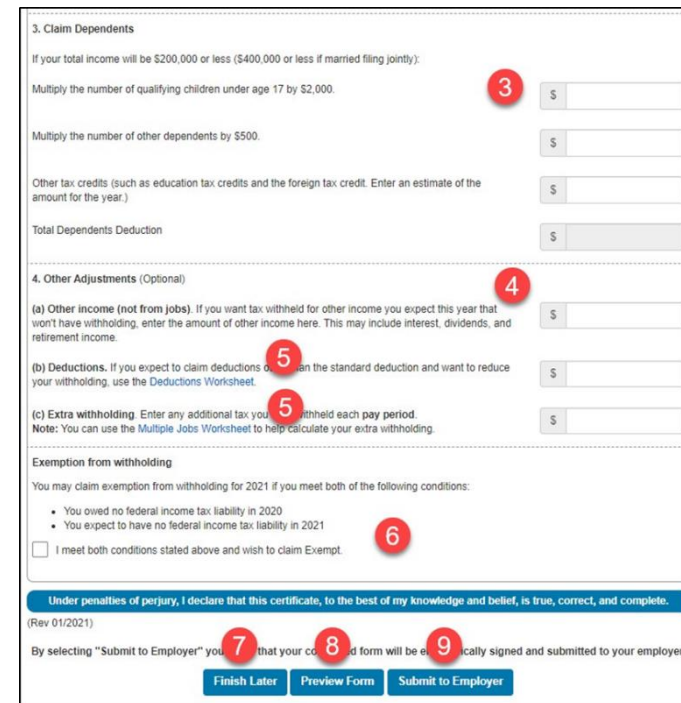
1(a) First name and middle initial: Test
Last name: FedW4
1(b) Social security number: XXX-XX-1111

Address: 5008 Peters Creek Pkwy
City or town, state and ZIP code: Winston Salem, NC 27127-7276

1(c).
☐ Single or Married filing separately
☐ Married filing jointly or Qualifying Widow(er)
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

2. Multiple Jobs or Spouse Works
 Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
 Do only one of the following:
☐ (a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or
☐ (b) Use the Multiple Jobs Worksheet under Step 4(c) for roughly accurate withholding; or
☐ (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.
 Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)



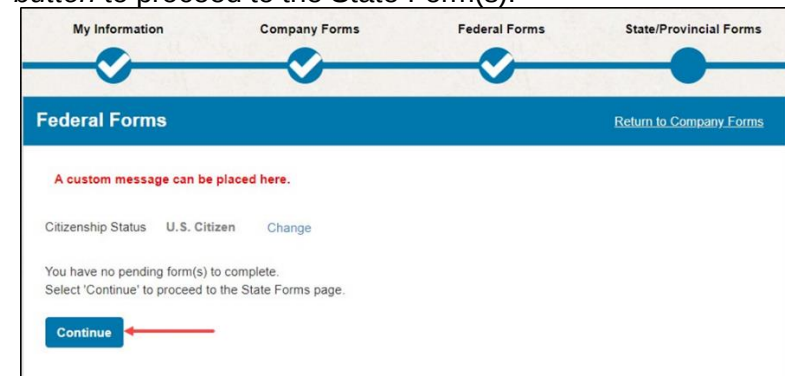
3. Claim Dependents
 If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):
 Multiply the number of qualifying children under age 17 by \$2,000.
 Multiply the number of other dependents by \$500.
 Other tax credits (such as education tax credits and the foreign tax credit. Enter an estimate of the amount for the year.)
 Total Dependents Deduction

4. Other Adjustments (Optional)
 (a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
 (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet.
 (c) Extra withholding. Enter any additional tax you want withheld each pay period.
 Note: You can use the Multiple Jobs Worksheet to help calculate your extra withholding.
 Exemption from withholding
 You may claim exemption from withholding for 2021 if you meet both of the following conditions:
 • You owed no federal income tax liability in 2020
 • You expect to have no federal income tax liability in 2021
☐ I meet both conditions stated above and wish to claim Exempt.

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
 (Rev 01/2021)
 By selecting "Submit to Employer" you agree that your completed form will be electronically signed and submitted to your employer.

Buttons: Finish Later, Preview Form, Submit to Employer

Once you have submitted your Federal form(s), you will get a checkmark at the top of the page showing completion. You will now need to click on the **Continue** button to proceed to the State Form(s).



Progress bar: My Information (checked), Company Forms (checked), Federal Forms (checked), State/Provincial Forms (not checked)

Federal Forms Return to Company Forms

A custom message can be placed here.

Citizenship Status: U.S. Citizen Change

You have no pending form(s) to complete.
 Select 'Continue' to proceed to the State Forms page.

Continue button with a red arrow pointing to it.

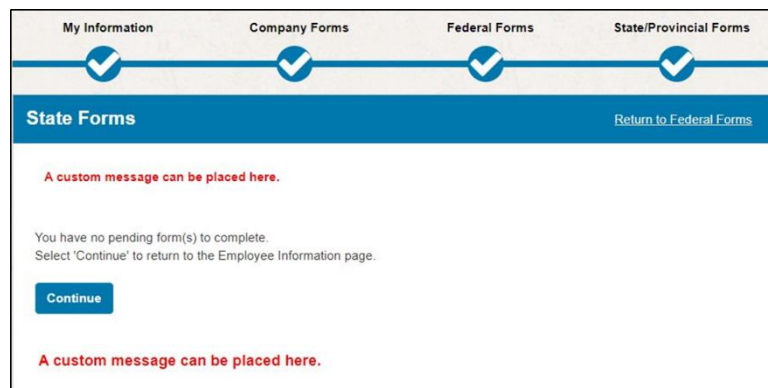
State Forms Page

In the next step, you will be presented with the appropriate State Form(s) based on your resident and work addresses.

The following fields will be completed for the State form(s):

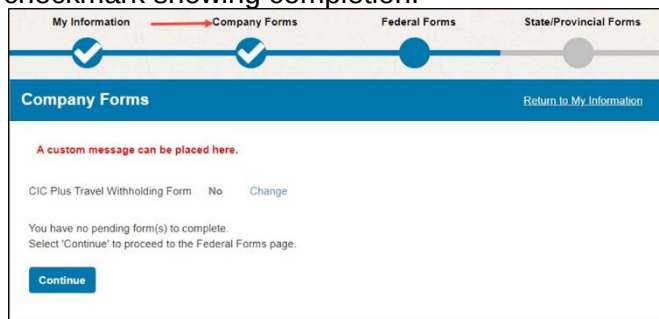
- You will complete the form to determine state withholdings.
- Finish Later** – This allows you to exit and return to the form later as necessary.
- Preview Form** – This allows you to preview the Draft version in PDF format before submitting to the employer.
- Submit to Employer** – Once the form has been completed, you will click on this button to electronically sign the form and it will be filed in your **Current Forms**. Until you click on this button, the form will be considered a pending form.

Once you have submitted your State form(s), you will get a checkmark at the top of the page showing completion. You will now need to click on the **Continue** button to proceed.



Company Forms Page

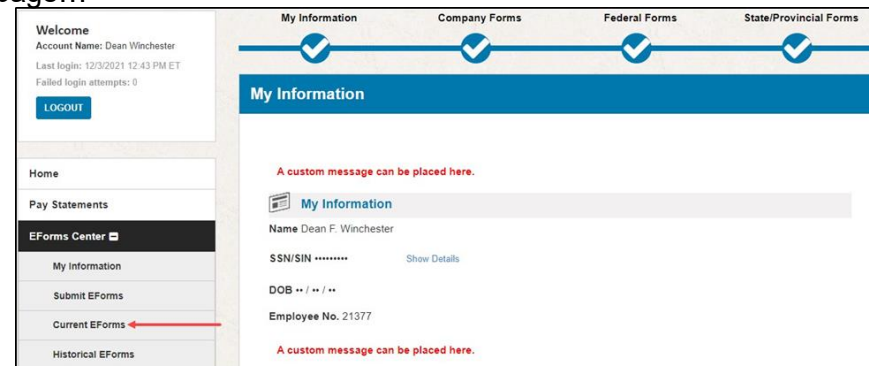
If your company has company specific forms, you will be required to complete those forms before you receive the **You have no pending form(s) to complete** message. The company forms can be placed before Federal Forms or after State Forms. There will be an additional position on the task bar at the top of the page. Once you have submitted your Company Forms, you will get a checkmark showing completion.



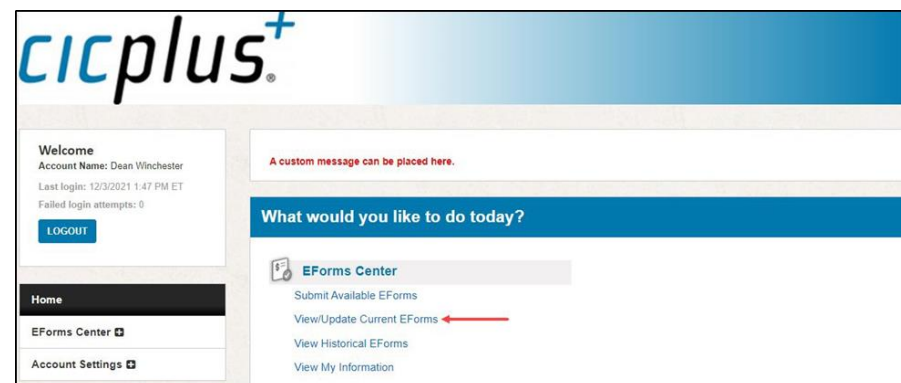
View/Update Current EForms

This function allows an employee to view or change his/her most recently completed and submitted forms. The **Current EForms** page will be displayed with all the current, active forms.

To access this feature, click on **Current EForms** on the left side of the page...



or click on **View/Update Current Eforms** on the **Home Page**.



To review the most recently submitted form, click on the **View** button. A PDF copy of the form will be displayed. You can save or print PDF versions.

To update the most recently submitted forms, click on the **Change** button. This action prompts the system to archive a previously completed form and will direct you to complete a new copy of the form. You will be asked to confirm you are ready to update a new form and will be notified that your previous form will be archived/moved to Historical EForms.

IMPORTANT NOTES:

- Do NOT click on the **Change** button unless form withholding information needs to be updated.
- If the Federal W-4 form is changed, any State and/or Local forms previously completed (that rely on the information included in the Federal W-4) will also have to be resubmitted.

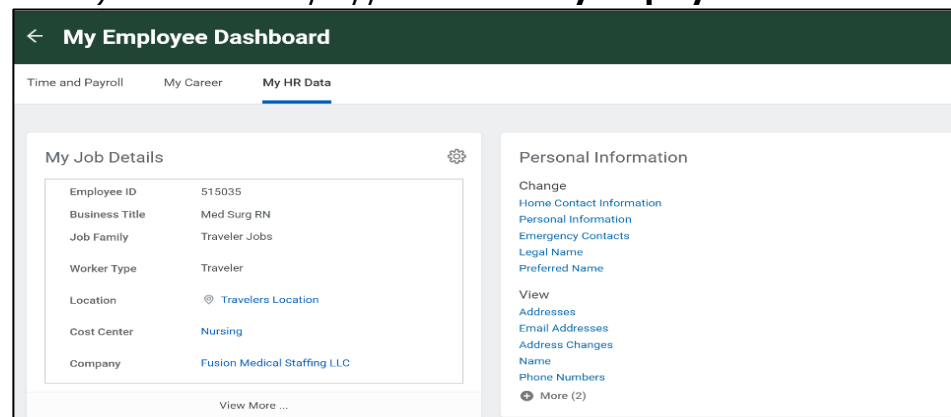
Current EForms		
Form Name	Completed Date	
Federal W-4	8/10/2021 4:56 PM	View Change
North Carolina NC-4	8/10/2021 5:03 PM	View Change

Update Tax Elections (No Address Change)

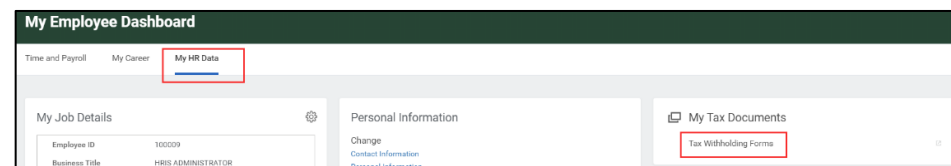
Tax elections are managed through Experian. Workday will link you directly to Experian to complete your tax elections.

From the Home page:

- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.



Withholding Forms.

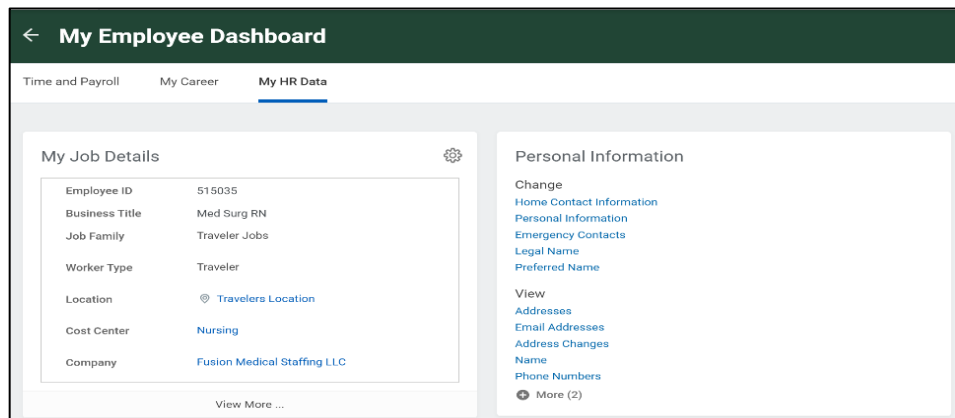


- 4) This will link you to the Experian dashboard where you can update tax elections.

Update Tax Elections (Address Change)

From the Home page:

- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.

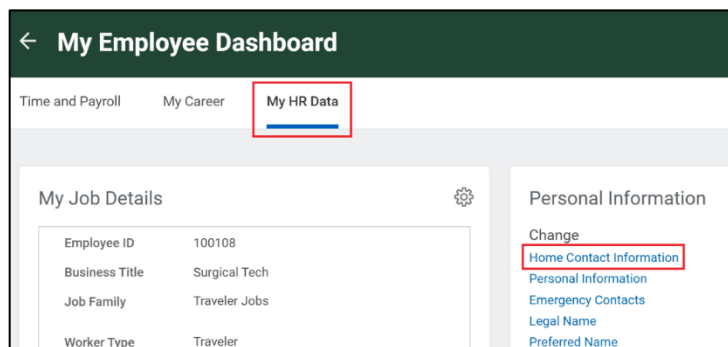


The screenshot shows the 'My Employee Dashboard' with the 'My HR Data' tab selected. The dashboard is divided into two main sections: 'My Job Details' and 'Personal Information'. The 'My Job Details' section includes fields for Employee ID (515035), Business Title (Med Surg RN), Job Family (Traveler Jobs), Worker Type (Traveler), Location (Travelers Location), Cost Center (Nursing), and Company (Fusion Medical Staffing LLC). The 'Personal Information' section includes links for Change, Home Contact Information, Personal Information, Emergency Contacts, Legal Name, Preferred Name, View, Addresses, Email Addresses, Address Changes, Name, and Phone Numbers. A 'More (2)' link is also present.

Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

- 2) Click the **My HR Data** tab.

- 3) Find the *Personal Information* card and select **Home Contact Information** under *Change*.



This screenshot is similar to the previous one, but with a red box highlighting the 'My HR Data' tab and another red box highlighting the 'Home Contact Information' link under the 'Change' section of the 'Personal Information' card. The 'My Job Details' section shows different values: Employee ID (100108), Business Title (Surgical Tech), Job Family (Traveler Jobs), and Worker Type (Traveler).

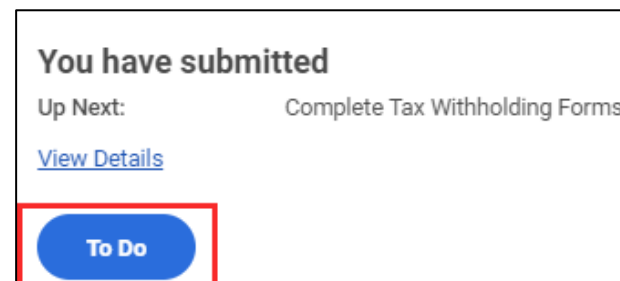
- 4) Select the **Edit** (pencil icon) and update your home address.



The screenshot shows the 'Change Home Contact Information' form. It has a 'Primary' section with a radio button labeled 'Yes added'. Below this is an 'Address' field with a blurred input area. There are 'Usage' and 'Visibility' sections, both currently empty. A red box highlights the pencil icon in the top right corner, which is used to edit the information.

- 5) A pop-up will appear to confirm your submission, click **To Do**.

Note: You can also find this task in your Workday Inbox.



The screenshot shows a confirmation pop-up titled 'You have submitted'. It indicates the next step is to 'Complete Tax Withholding Forms' and provides a 'View Details' link. A red box highlights a blue 'To Do' button at the bottom of the pop-up.

6) Click the Experian link under the instructions.

Complete To Do Complete Tax Withholding Forms

For

Overall Process [Home Contact Change:](#)

Overall Status Successfully Completed

Due Date 11/15/2023

Instructions **Please follow the link below to access Experian which will direct you to the appropriate state and federal withholding elections.**

Please do not leave any comments in the comments section.

[Tax Withholding Forms](#)

7) Follow the steps on the Experian website to update your tax elections.

8) After completing your Tax Withholding Forms return to the task in your Workday Inbox and click **Submit**.

Note: Tax Withholdings are effective the date they are entered into Workday. If they are entered by Wednesday at 10AM CST, they will be applied starting the Friday payday of that same week (2 days later). If entered after 10 AM CST on Wednesday, they will be applied the next week's payday (9 days later).

View W-2

From the Home page:

1) Go to *Your Top Apps* and select **My Employee Dashboard**.

← **My Employee Dashboard**

Time and Payroll My Career My HR Data

← **My Employee Dashboard**

Time and Payroll My Career **My HR Data**

My Job Details

Employee ID 515035
Business Title Med Surg RN
Job Family Traveler Jobs
Worker Type Traveler
Location Travelers Location
Cost Center Nursing
Company Fusion Medical Staffing LLC

Personal Information

Change
Home Contact Information
Personal Information
Emergency Contacts
Legal Name
Preferred Name

View
Addresses
Email Addresses
Address Changes
Name
Phone Numbers
More (2)

Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

2) Click the **Time and Payroll** tab.

3) Find the *My Statements* card and select **My Tax Documents** to view your W-2 statement.

My Statements

My Payslips

My Tax Documents

4) Click **View/Print** for a copy of your W-2 document.

My Tax Documents				
1 item				
Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2023	Fusion Medical Staffing LLC	W-2	10/03/2023	View/Print

Note: 2024 will be the first year of W-2s available in Workday.

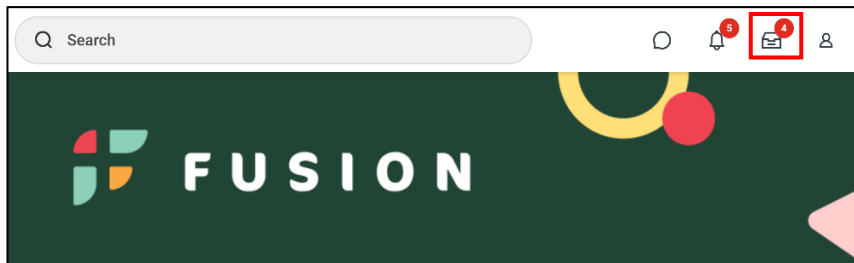
Benefits

If you have questions, please contact the Benefits Team at benefits@fusionmedstaff.com.

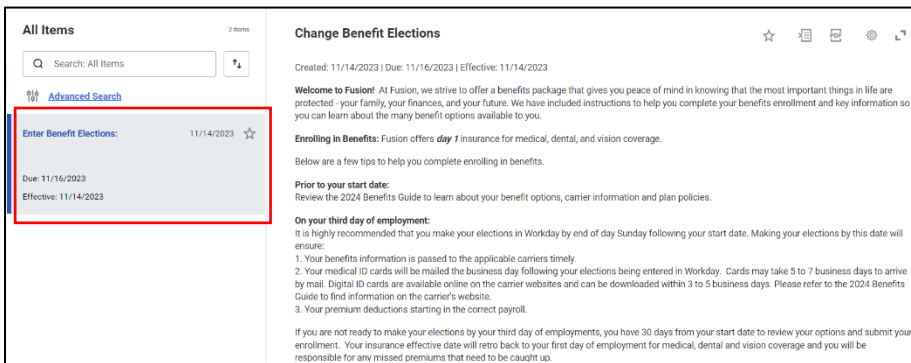
Enroll/Change Benefits

New Hire Enrollment: Opportunity to enroll in benefits at the time of joining Fusion.

- 1) Select **Inbox (My Tasks)**.



- 2) Find the *Change Benefit Elections* task.



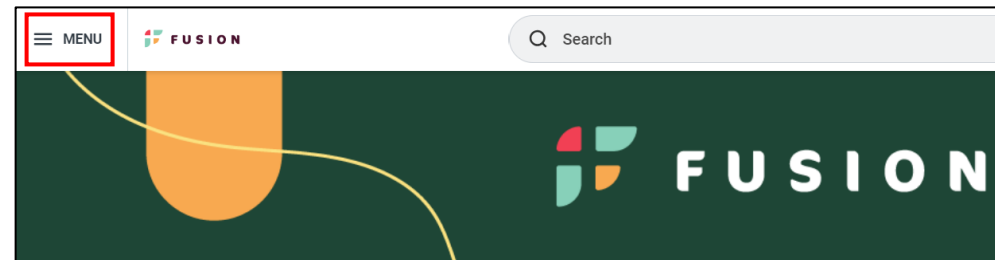
- 3) Review the instructions and click **Let's Get Started**. Now skip to step 12.

Qualified Life Event: Allows you the opportunity to change your benefit elections outside of open enrollment.

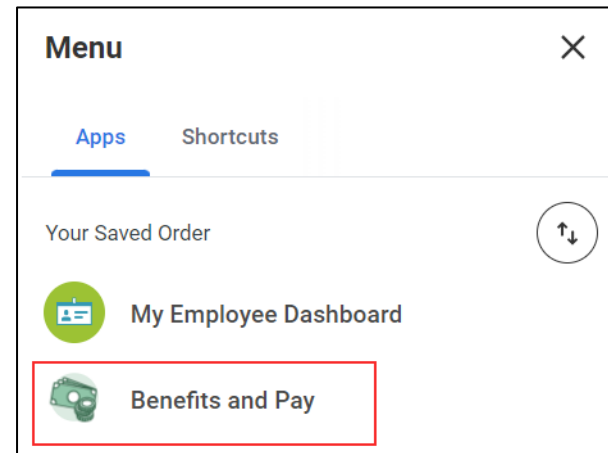
Note: If you are making changes to dependents due to a Qualifying Life Event, you must first add/edit dependent(s). Skip to page 18.

From the Home page:

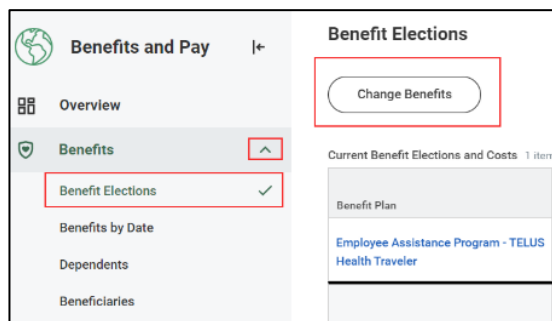
- 1) Click **Menu**.



- 2) Select the **Benefits and Pay** app.



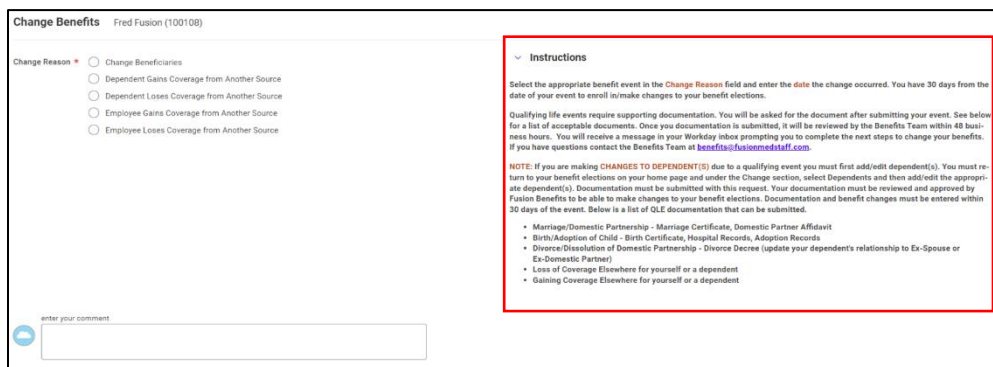
- 3) Select **Change Benefits** on the *Overview* tab. Or click the *Benefits* tab, then click *Benefit Elections* and select **Change Benefits**.



Note: Expand and collapse this menu by clicking the arrow with the line.



- 4) From the *Change Benefits* page, review the **Instructions** to assist with making your selections.

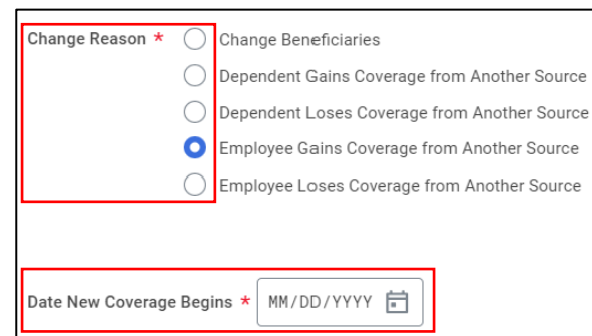


- 5) Select the appropriate **Change Reason**.

Note: You have 30 days from the date of your event to enroll in or make changes to your benefit elections.

- Change Beneficiaries
- Dependent Gains Coverage from Another Source
- Dependent Loses Coverage from Another Source
- Employee Gains Coverage from Another Source
- Employee Loses Coverage from Another Source

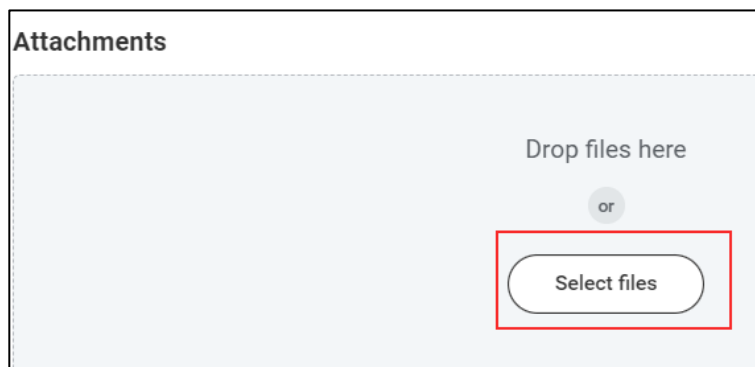
- 6) Depending on the *Change Reason* selected, enter the appropriate **Date** for the benefit change.



- 7) The **Submit Elections By** and **Benefits Offered** section will automatically populate.



- 8) If needed, provide the appropriate attachments by dropping the file in the grey box or click **Select Files** and upload from your device.



Note: For Qualifying Life Events, supporting documentation is required within 30 days of the event. Once your documentation is submitted, it will be reviewed by the Benefits Team within 48 business hours. You will receive a message in your Workday inbox prompting you to complete the next steps to change your benefits.

Below is a list of Qualifying Life Event documentation that can be submitted:

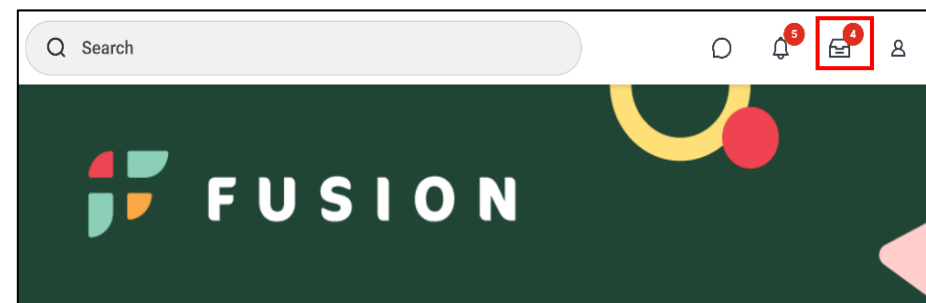
- Marriage/Domestic Partnership - Marriage Certificate, Domestic Partner Affidavit
- Birth/Adoption of Child - Birth Certificate, Hospital Records, Adoption Records
- Divorce/Dissolution of Domestic Partnership - Divorce Decree (update your dependent's relationship to Ex-Spouse or Ex-Domestic Partner)
- Loss of Coverage Elsewhere for yourself or a dependent
- Gaining Coverage Elsewhere for yourself or a dependent

- 9) Click **Submit**.

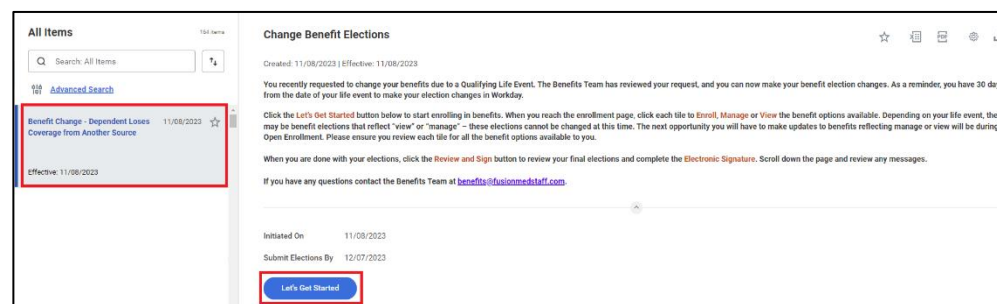
Up Next: The benefits change will route for review. This may take up to 48 hours for the Benefits Team to process the request. Once the processed, you must log into Workday to finish the change benefit event.

- 10) Once your change has been approved, login to Workday and select the **Inbox (My Tasks)**.

Note: You will have 30 days to make your election changes.



- 11) Find the **Change Benefit Elections** task and click the **Let's Get Started**.



- 12) Review benefit coverage options available for *Health Care, Insurance, and Additional Benefits*. Click **Enroll, Manage** or **View** on each benefit tile.

Note: For Qualifying Life Events, there may be benefit elections that reflect **View** or **Manage** – these elections cannot be changed at this time. The next opportunity you will have to make updates to these benefits will be during Open Enrollment. Please ensure you review each tile for all the benefit options available to you.

- 13) For the available plans listed, read the *General Instructions* and select either **Select** or **Waive** coverage.

Benefit Plan	*Selection
Ameritas PPO Traveler High Plan	☒ Select ☐ Waive
Ameritas PPO Traveler Low Plan	☐ Select ☒ Waive

- 14) Click **Confirm and Continue**.

- 15) Optionally, on available benefits, click **Add New Dependent** to create a new record or **check** the box next to an existing dependent record. Also, scroll down to enter each dependent's Social Security Number (SSN) or a reason if the SSN is not available.

Note: If you are adding a new dependent, legal name, relationship, date of birth, gender, and address are required.

Select	Dependent	Relationship	Date of Birth
☒		Child	01/01/2022

- 16) For benefits associated with beneficiaries, click **+** (plus sign) to add a single beneficiary or multiple beneficiaries. Select an **Existing Beneficiary Persons, Existing Trusts, or Add New Beneficiary or Trust**. Enter a **Percentage** allocation for each beneficiary.

Note: Optionally add *Secondary Beneficiaries*.

17) Click **Save** to confirm your selection.

18) A pop-up will appear regarding the update, continue to review, and manage your elections.

Note: Changes available are based on the type of life event.

Your Medical changes have been updated, but not submitted

Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

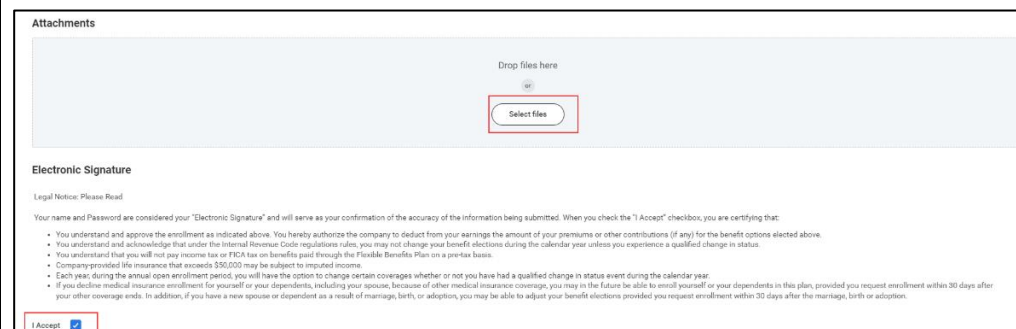
19) After reviewing and saving all your changes, finalize your benefit elections by selecting **Review and Sign**.

Note: Click **Save for Later** to keep your changes in your Workday Inbox to review and submit later.

20) Review the *Summary* to ensure your benefit selections are correct.

Note: If you find an error, click **Cancel** to go back and make changes.

21) Scroll down to the bottom of the page to attach any required documents and read the **Legal Notice**. Click the **I Accept** checkbox after reviewing.



Attachments

Drop files here

or

Select files

Electronic Signature

Legal Notice: Please Read

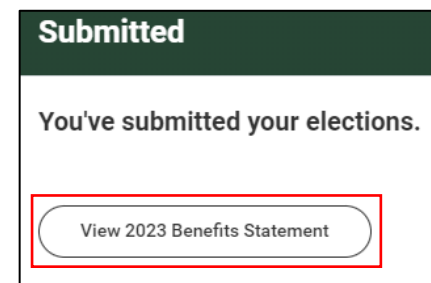
Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Accept" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand that you will not pay income tax or FICA tax on benefits paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual open enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 30 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to adjust your benefit elections provided you request enrollment within 30 days after the marriage, birth or adoption.

I Accept ☒

22) Click **Submit**.

23) After submission, you can view your statement by selecting **View Year Benefits Statement**.



Submitted

You've submitted your elections.

View 2023 Benefits Statement

24) Click **Print** to create a PDF of your benefit elections for your records.

View Summary

Projected Total Cost Per Paycheck
\$1.73

Review your elections below for accuracy and scroll to review any messages and errors as well as the **Total Benefits Cost** - both the company contribution and your cost. If your elections are subject to Evidence of Insurability, you will be required to submit additional documentation for your elections to be approved.

Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Short Term Disability (STD) Traveler	06/24/2023	06/24/2023	60% of Salary			\$1.73
Mutual of Omaha (Employee)						

Selected Benefits 1 item

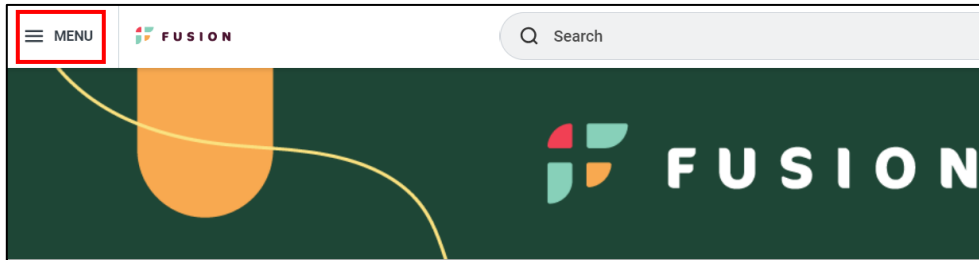
Waived Benefits 7 items

Medical	Waived
Dental	Waived
Vision	Waived

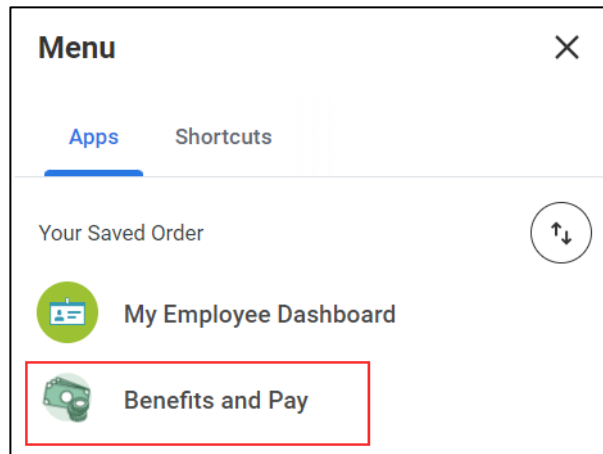
Add Dependents

From the Home page:

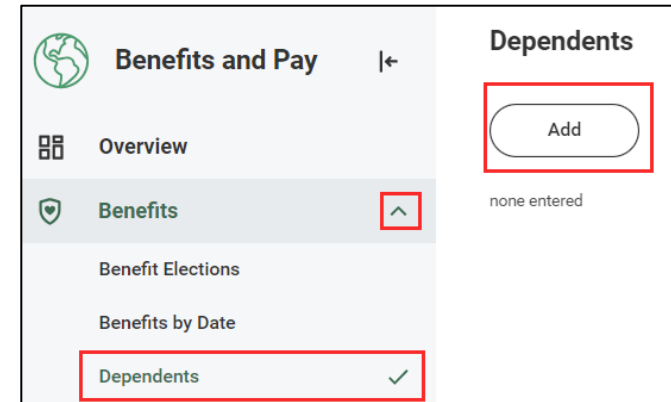
1) Click **Menu**.



2) Select the **Benefits and Pay** app.



3) Click the *Benefits* tab, then click *Dependents* and select **Add**.

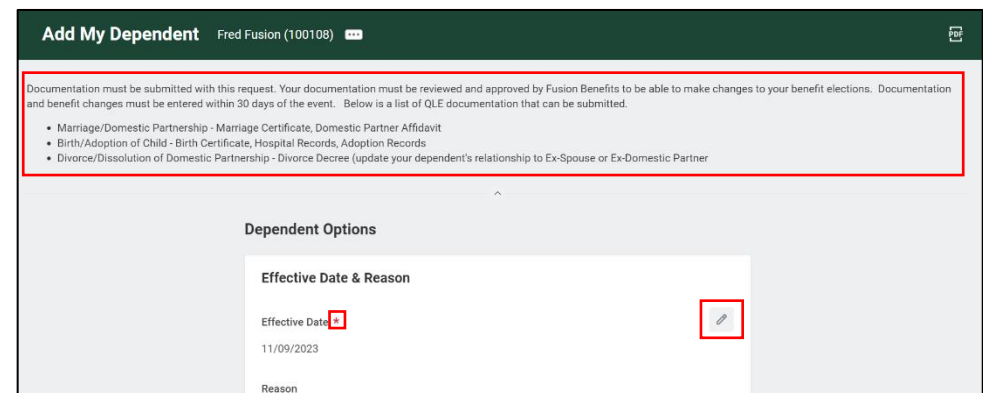


Note: Expand and collapse this menu by clicking the arrow with the line.



4) Review the instructional text for documentation requirements. Then click the **Edit** (pencil icon) to make edits to the fields.

Note: Fields marked with a red asterisk (*) are required.



Note: If you have existing beneficiaries or emergency contacts in Workday, the **Is your new dependent already a beneficiary or emergency contact?** field will display. If this applies, select their record here.

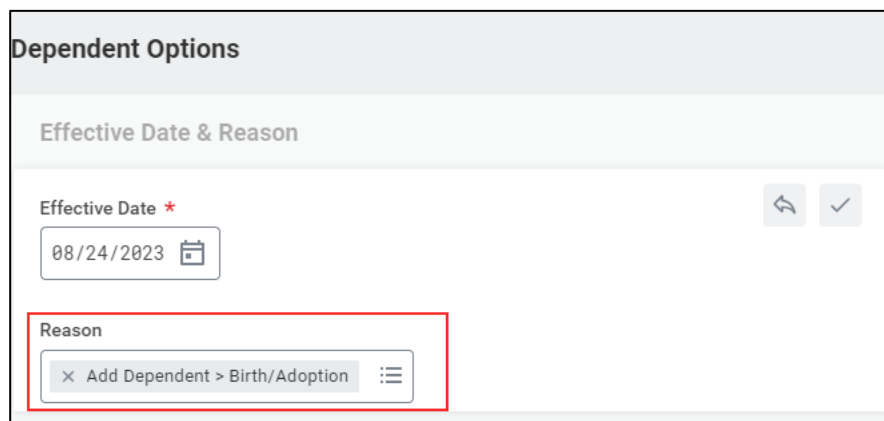
5) The **Effective Date** will populate with today's date.

Note: The effective date can be no longer than 30 days in the past and cannot be in the future.

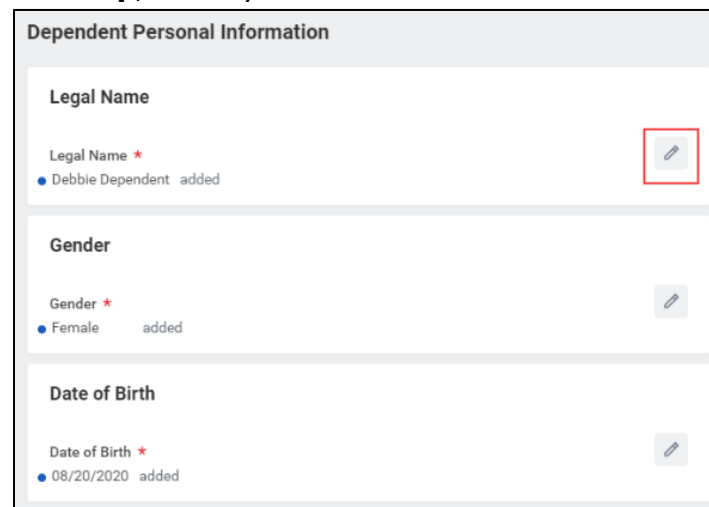
6) Select a **Reason**.

- **Add Dependent**
 - Birth/Adoption
 - Marriage/Domestic Partnership
 - Other

Note: If the **Reason** is a qualified life event, Workday will initiate a *Change Benefit* event. Navigate to your Workday Inbox to complete.



7) Enter the dependent's **Legal Name, Gender, Date of Birth, Relationship**, and any other additional information.

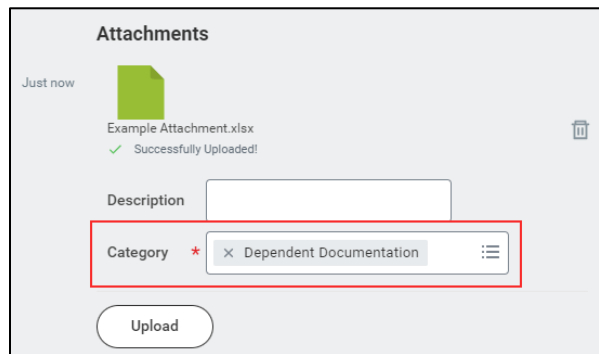


8) Optionally, provide any *Contact Information* or *Identifier Information* by selecting **Add**.

9) Provide the appropriate attachment by dropping the file in the grey box or click **Select Files** and upload from your device.

- Marriage/Domestic Partnership - Marriage Certificate, Domestic Partner Affidavit
- Birth/Adoption of Child - Birth Certificate, Hospital Records, Adoption Records

10) For *Category*, select **Dependent Documentation** or **Court Order Documentation**.



11) Once complete, select **Submit**.

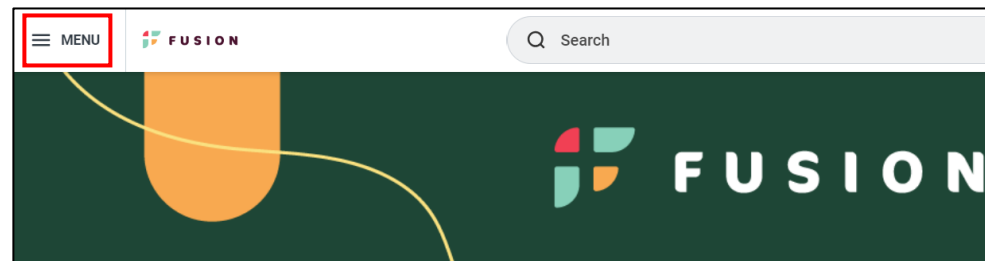
Up Next: The dependent add will route for review. This may take up to 48 hours for the Benefits Team to process the request. Once processed, you must log into Workday to submit the benefit change request.

Review [Update Benefit Coverage for Dependent](#) on page 22.

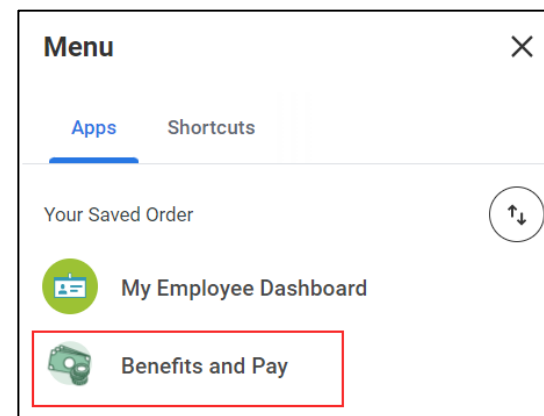
Edit or Delete Dependents

From the Home page:

1) Click **Menu**.



2) Select the **Benefits and Pay** app.



3) Click the *Benefits* tab, then click *Dependents*. Select **Edit** or **Delete**.

Note: **Delete** is only an option if the dependent does not have a current or historical benefit.

4) The **Effective Date** will populate with today's date.

5) Click the **Edit** (pencil icon) and select the **Reason**.

- **Change Dependent**

- Correct Information
- Divorce/Dissolution of Domestic Partnership (*In the Relationship field, please select Ex- Domestic Partner or Ex- Spouse*)
- Other

6) Click the **Edit** (pencil icon) to make changes to desired fields, any changes will be noted.

Note: For *Divorce/Dissolution of Domestic Partnership*, you must attach a divorce decree. Use the **Dependent Documentation** or **Court Order Documentation** for *Category*.

7) Click **Submit**.

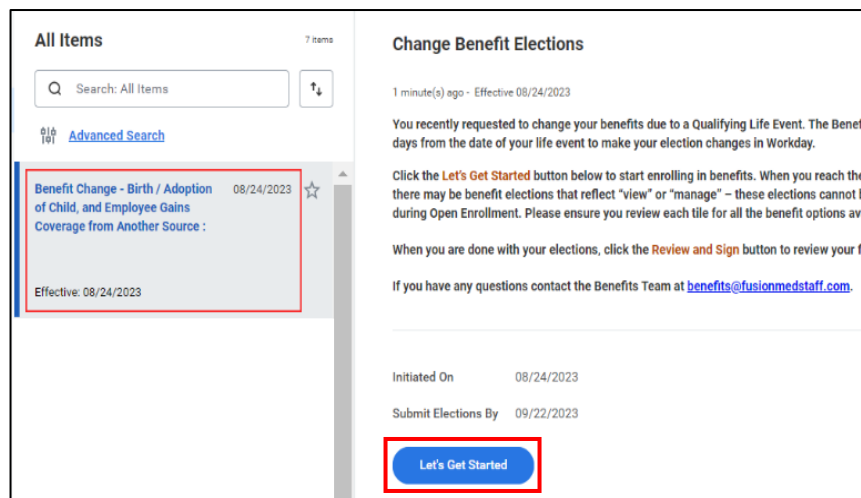
Note: This edits their record, you must process a Change Benefit event to update elections for the dependent.

*Up Next: If you selected **Change Dependent > Divorce/Dissolution of Domestic Partnership** as the reason for the dependent change, it will route for review. This may take up to 48 hours for the Benefits Team to process the request. Once processed, you must log into Workday to submit the benefit change request.*

Continue to [Update Benefit Coverage for Dependent](#) on the next page.

Update Benefit Coverage for Dependent

- 1) To complete the dependent benefit event, navigate to your *Workday Inbox* and find the **Change Benefit Elections** event.



All Items 7 items

Search: All Items

[Advanced Search](#)

Benefit Change - Birth / Adoption of Child, and Employee Gains Coverage from Another Source : 08/24/2023

Effective: 08/24/2023

Change Benefit Elections

1 minute(s) ago - Effective 08/24/2023

You recently requested to change your benefits due to a Qualifying Life Event. The Benefits days from the date of your life event to make your election changes in Workday.

Click the **Let's Get Started** button below to start enrolling in benefits. When you reach the there may be benefit elections that reflect "view" or "manage" – these elections cannot be during Open Enrollment. Please ensure you review each tile for all the benefit options available.

When you are done with your elections, click the **Review and Sign** button to review your elections.

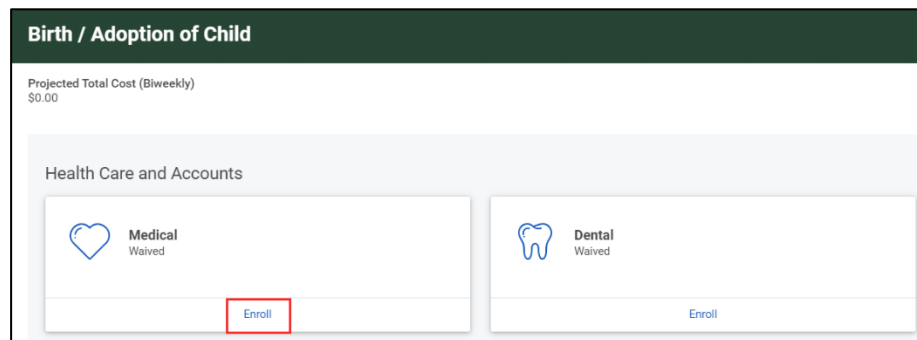
If you have any questions contact the Benefits Team at benefits@fusionmedstaff.com.

Initiated On 08/24/2023

Submit Elections By 09/22/2023

Let's Get Started

- 2) Read the instructions and click **Let's Get Started**.
- 3) Review each benefit tile and click **Enroll, Manage** or **View** on each.



Birth / Adoption of Child

Projected Total Cost (Biweekly)
\$0.00

Health Care and Accounts

Medical Waived

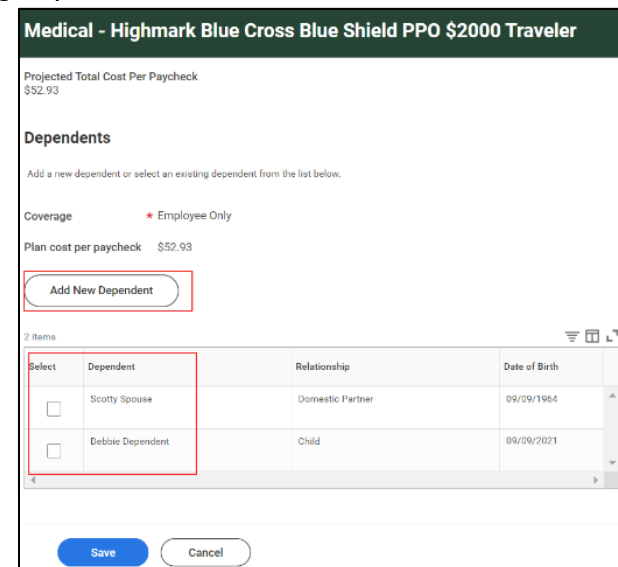
Enroll

Dental Waived

Enroll

Note: Depending on your life event, there may be benefit elections that reflect **View** or **Manage** – these elections cannot be changed at this time. The next opportunity you will have to make updates to these benefits will be during Open Enrollment. Please ensure you review each tile for all the benefit options available to you.

- 4) Select **Add New Dependent** to create a new dependent to enroll to your benefits or select the **checkbox(s)** next to the existing dependents.



Medical - Highmark Blue Cross Blue Shield PPO \$2000 Traveler

Projected Total Cost Per Paycheck
\$52.93

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$52.93

Add New Dependent

Select	Dependent	Relationship	Date of Birth
☐	Scotty Spouse	Domestic Partner	09/09/1964
☐	Debbie Dependent	Child	09/09/2021

Save **Cancel**

- 5) Click **Save**.

- 6) The benefit plan will now show coverage for your dependent(s).

Health Care

UPDATED



Medical
Highmark Blue Cross Blue Shield PPO \$2000 Traveler

Cost per paycheck \$102.54

Coverage Employee + Child(ren)

Dependents 1

[Manage](#)

- 7) Continue enrolling your dependent(s) into the desired plans and click **Review and Sign** to finalize your changes.

- 8) Review the *Summary* to ensure your benefit elections are correct.

Note: If you find an error, click **Cancel** to go back and make changes

View Summary						
Projected Total Cost Per Paycheck \$102.54						
Review your elections below for accuracy and scroll to review any messages and errors as well as the Total Benefits Cost – both the company contribution and your cost. If your elections are subject to Evidence of Insurability, you will be required to submit additional documentation for your elections to be approved.						
Selected Benefits 1 item						
Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical Highmark Blue Cross Blue Shield PPO \$2000 Traveler	01/01/2024	01/01/2024	Employee + Child(ren)	Debbie Dependent		\$102.54

- 9) Scroll down to the bottom of the page to attach any required documents and read the **Legal Notice**. Click the **I Accept** checkbox after reviewing.

Attachments

Drop files here

or

Select files

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Accept" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on benefits paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual open enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 30 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to adjust your benefit elections provided you request enrollment within 30 days after the marriage, birth or adoption.

☒ I Accept

- 10) Click **Submit**.

- 11) After submission, you can view your statement by selecting **View Year Benefits Statement**.

Submitted

You've submitted your elections.

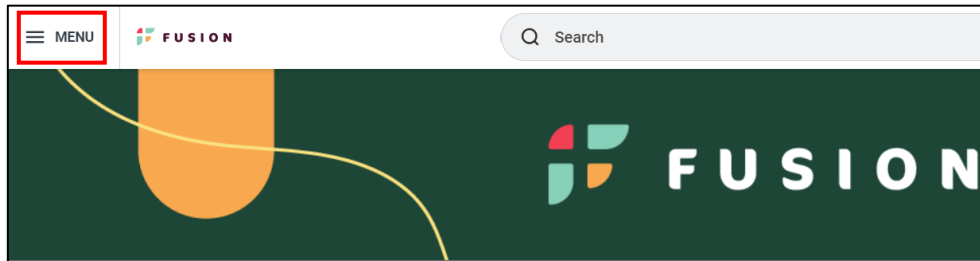
[View 2023 Benefits Statement](#)

- 12) Click **Print** to create a PDF of your benefit elections for your records.

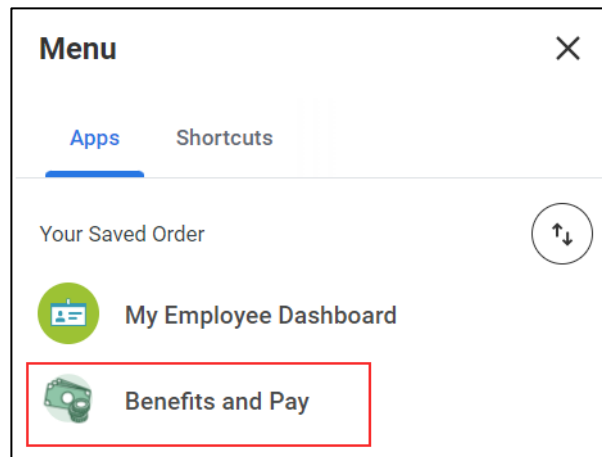
Add Beneficiaries

From the Home page:

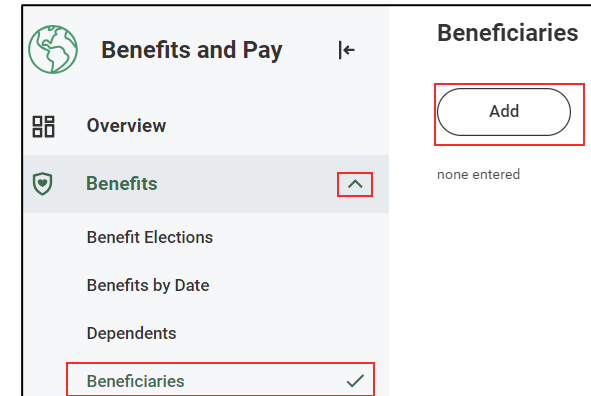
1) Click **Menu**.



2) Select the **Benefits and Pay** app.



3) Click the *Benefits* tab, then click *Beneficiaries* and select **Add**.

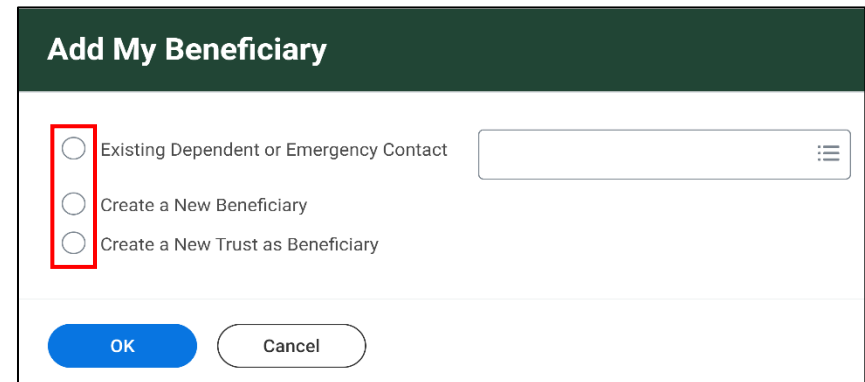


Note: Expand and collapse this menu by clicking the arrow with the line.



4) Select the desired action.

- **Existing Dependent or Emergency Contact**
(Use an existing dependent or emergency contact record)
- **Create a New Beneficiary**
- **Create a New Trust as Beneficiary**



5) Click **OK**.

6) Click the **Edit** (pencil icon) to make edits to the fields.

Note: Fields marked with a red asterisk (*) are required.

7) Enter the **Legal Name**, **Relationship**, and **Primary Address** of the beneficiary.

Beneficiary Personal Information

Legal Name

Legal Name *
(empty)

Relationship

Relationship *
(empty)

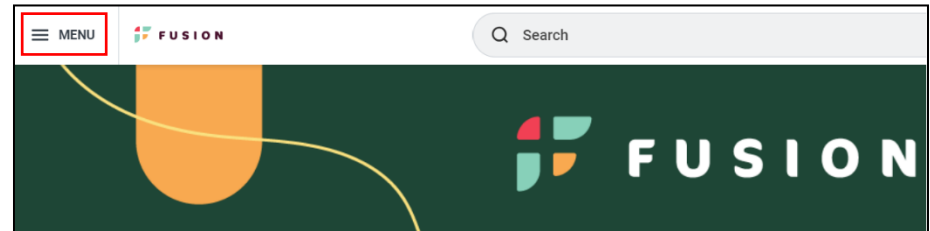
8) Click **Submit**.

Note: This will not add a beneficiary to your existing insurance elections, it only creates their record. You must process a Change Benefit event to update beneficiaries on your existing insurance elections.

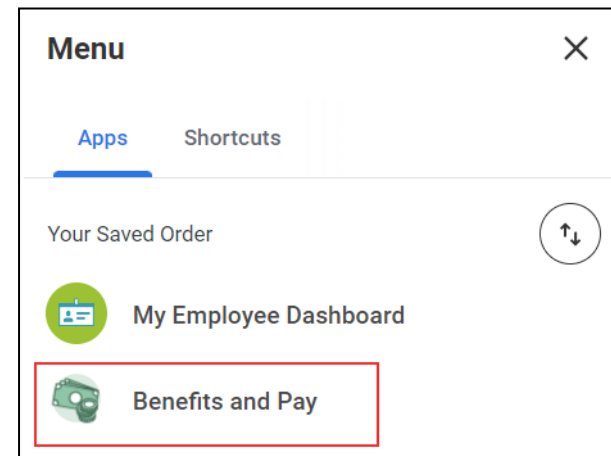
Change Beneficiaries on Benefit Elections

From the Home page:

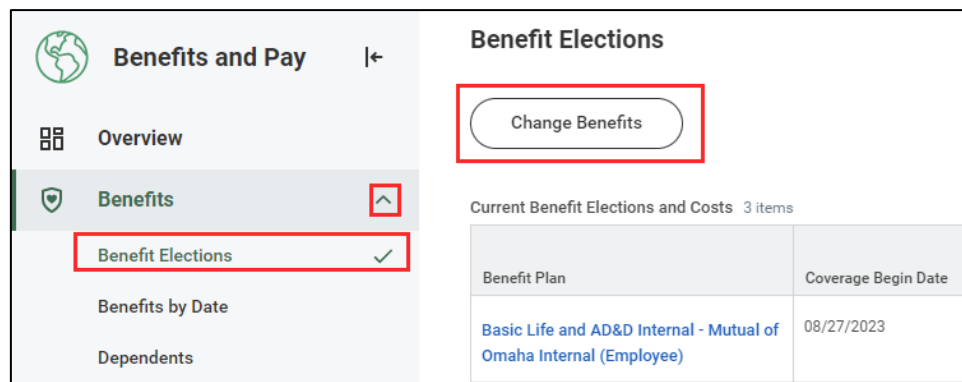
1) Click **Menu**.



2) Select the **Benefits and Pay** app.



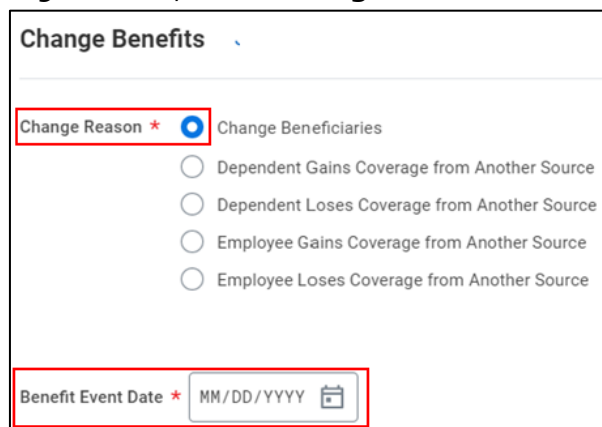
- 3) Select **Change Benefits** on the *Overview* tab. Or click the *Benefits* tab, then click *Benefit Elections* and select **Change Benefits**.



Note: Expand and collapse this menu by clicking the arrow with the line.

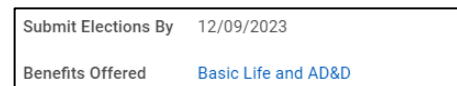


- 4) For *Change Reason*, select **Change Beneficiaries**.



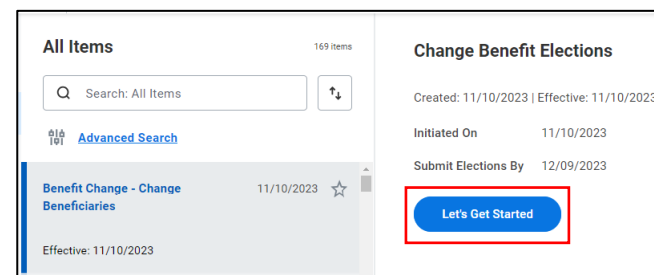
- 5) Enter the **Benefit Event Date**.

- 6) The **Submit Elections By** and **Benefits Offered** section will automatically populate.

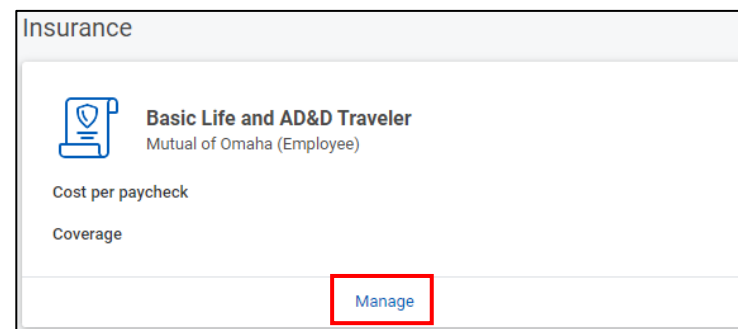


- 7) Click **Submit**.

- 8) Click **Open** on the associated pop-up. Or navigate to your *Workday Inbox* and click **Let's Get Started** on the *Change Benefit Elections* task.

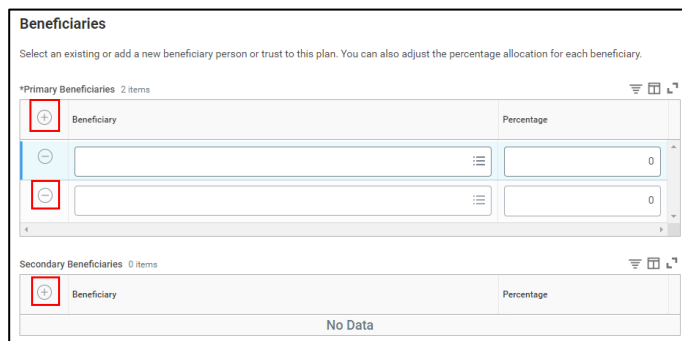


- 9) Review your current insurance elections and click **Manage** on the benefit tile.



10) Click **Confirm and Continue**.

11) Click **+** (plus sign) to add a beneficiary or click **-** (minus sign) to remove a beneficiary.

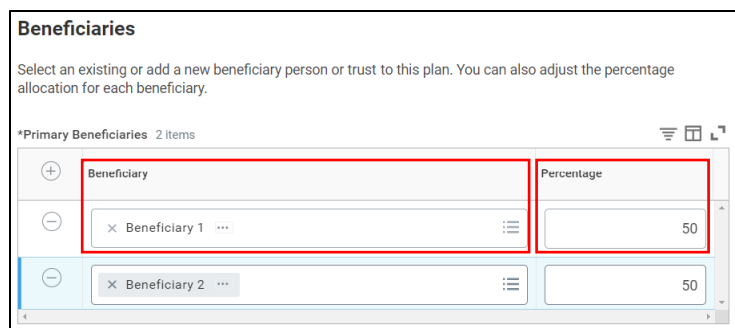


12) For *Primary Beneficiaries*, select an **Existing Beneficiary Persons** or **Existing Trusts**.

Note: You can add multiple beneficiaries to a single insurance plan.

13) Enter a **Percentage** allocation for each beneficiary.

Note: Beneficiary allocation percentages must equal 100%.



14) Optionally, add *Secondary Beneficiaries*.

15) Click **Save**.

16) A pop-up will appear regarding the update, continue to review, and manage your beneficiaries.

Your Basic Life and AD&D Traveler changes have been updated, but not submitted
Next steps: Update another plan, or click Review and Sign once you're ready to submit your changes.

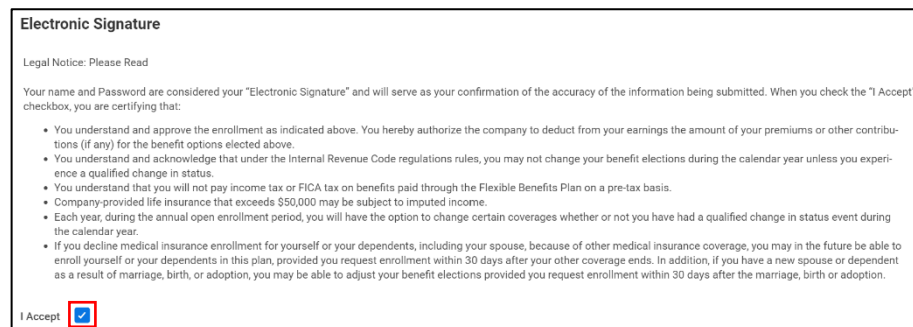
17) After reviewing and saving all your changes, finalize your beneficiary changes by selecting **Review and Sign**.

Note: Click **Save for Later** to keep your changes in your Workday Inbox to review and submit later.

18) Review the *Summary* to ensure your benefit selections are correct.

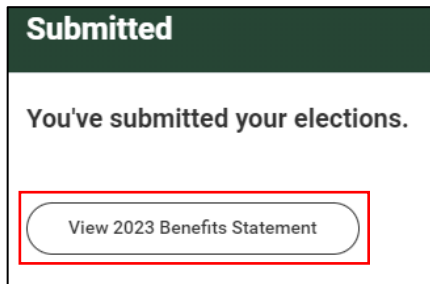
Note: If you find an error, click **Cancel** to go back and make changes.

19) Scroll down to the bottom of the page to read the **Legal Notice**, then click the **I Accept** checkbox after reviewing.



20) Click **Submit**.

21) After submission, you can view your statement by selecting **View Year Benefits Statement**.

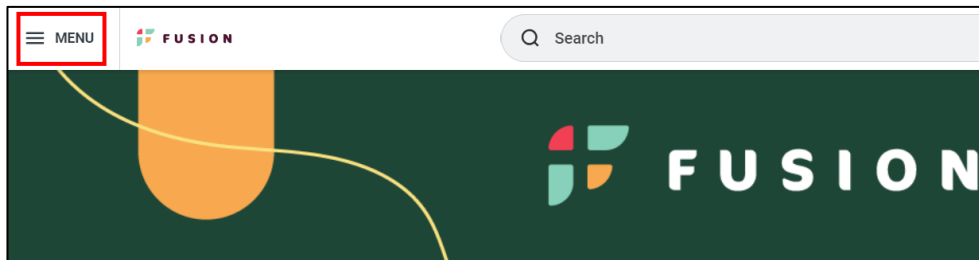


22) Click **Print** to create a PDF of your benefit elections for your records.

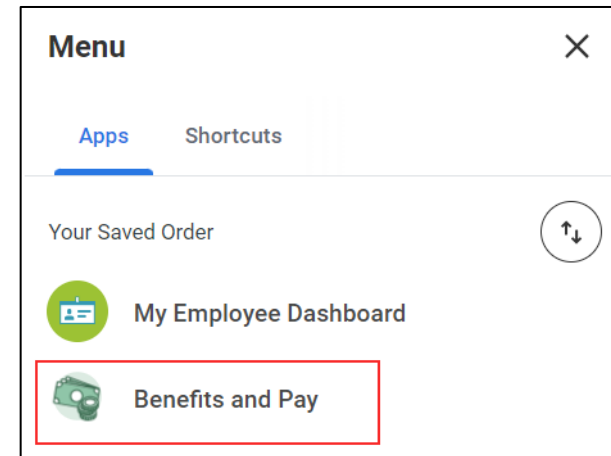
Edit or Delete Beneficiary Record

From the Home page:

1) Click **Menu**.

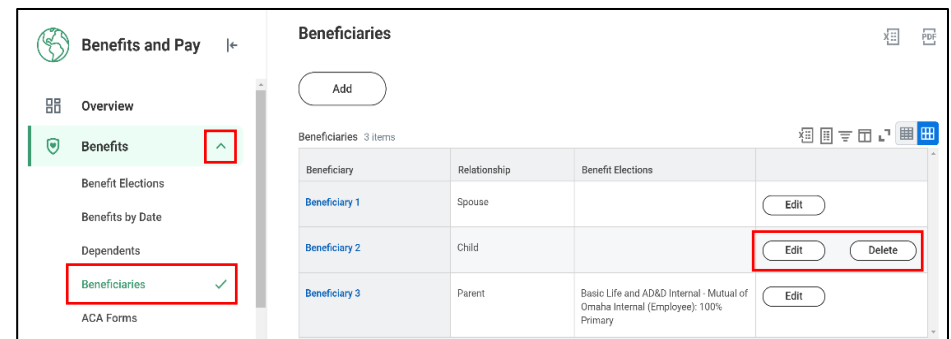


2) Select the **Benefits and Pay** app.



3) Click the *Benefits* tab, then click *Beneficiaries*. Select **Edit** or **Delete**.

Note: **Delete** is only an option if the beneficiary does not have a current or historical benefit allocations.



- 4) Click the **Edit** (pencil icon) to make changes to desired fields, any changes will be noted.

Beneficiary Personal Information

Legal Name

Legal Name *
Beneficiary 1

Relationship

Relationship *
☒ Ex-Spouse was Spouse

- 5) Click **Submit**.

Note: This will not change their benefit allocation, it only edits their record. You must process a Change Benefit event to update beneficiaries on your existing insurance elections, refer to page 25.

Absence

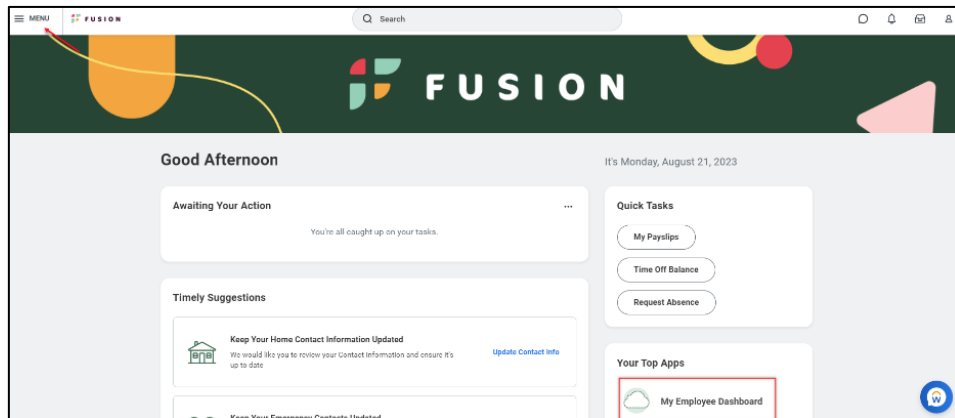
Requesting Personal Time-Off will be completed in Webtime and not in Workday.

If you have any questions contact the Leaves Team at leaves@fusionmedstaff.com.

View Absence Balances

From the Home page:

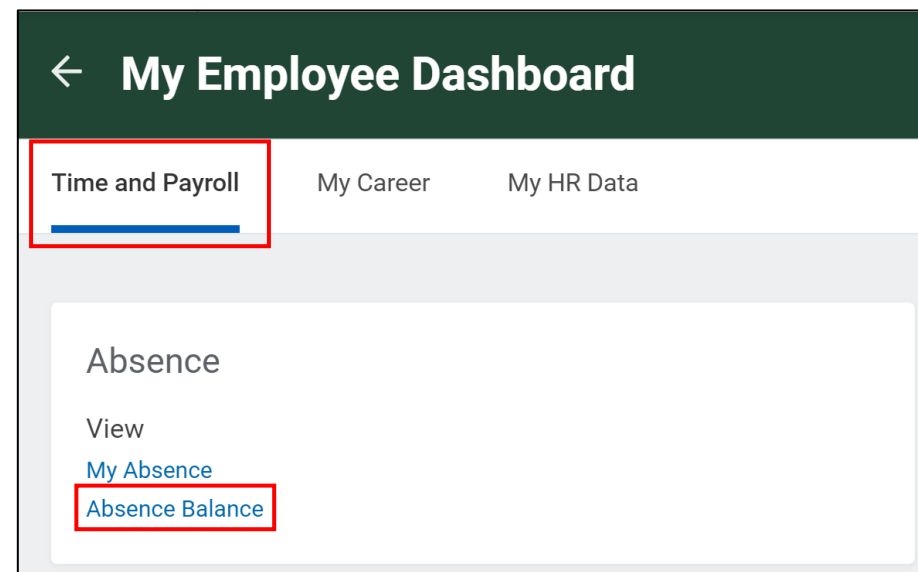
- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.



Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

- 2) Click the **Time and Payroll** tab.

- 3) Find the *Absence* card and under *View* click **My Absence**.



- 4) Under **Absence Balances as of Current Date** view the breakdown of accrued amount of hours you have per absence plan.

Note: Balances will remain 0 until accrued.

My Absence												
Organization Fusion												
Manager(s) Director of Nursing (000000)												
Absence Balances as of Current Date												
Balances Tracked in Hours: 2 items												
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Balance As Of Date	Balance As of Date (Includes Events Awaiting Approval)	As of Period	
Sick Time Off	Hours	0	13.36	0	39.4672	0	0	0	39.4672	39.4672	11/05/2023 - 11/11/2023 (Sunday - Saturday (Weekly))	
PTO	Hours	0	0	0	0	0	0	0	0	0	11/05/2023 - 11/11/2023 (Sunday - Saturday (Weekly))	
Total:									39.4672	39.4672		

Accrual Balance is the time off accumulated over time for the balance period.

- **Absence Plan:** The category or type of absence. They are used to record absences, such as PTO or Sick Time Off.
- **Unit of Time:** Hours recorded for each column of the table.
- **Beginning Year Balance:** Number of hours a worker has for the absence plan at the beginning of the year.
- **Accrued Year To Date:** How many hours a worker has accumulated for the year.
- **Absence Paid Year to Date:** How many hours a worker has taken off for the year.
- **Beginning Period Balance:** How many hours of time off a worker starts off with for the specified period.
- **Accrued in Period:** How many hours of time off a worker has accumulated for the specified period.
- **Absence Paid in Period:** How many hours a worker has taken off for the specified period.
- **Carryover Forfeited in Period:** Any amount that has been lost due to exceeding the maximum amount that can be carried over from one year to the next, or a carryover balance having expired after not being used within the specified timeframe.
- **Balance As of Date:** Total remaining number of hours of time off a worker has not including any requests for time off that does not include any future requests.

Note: Balance As of Date does take into account any past requests that have already been debited from the balance.

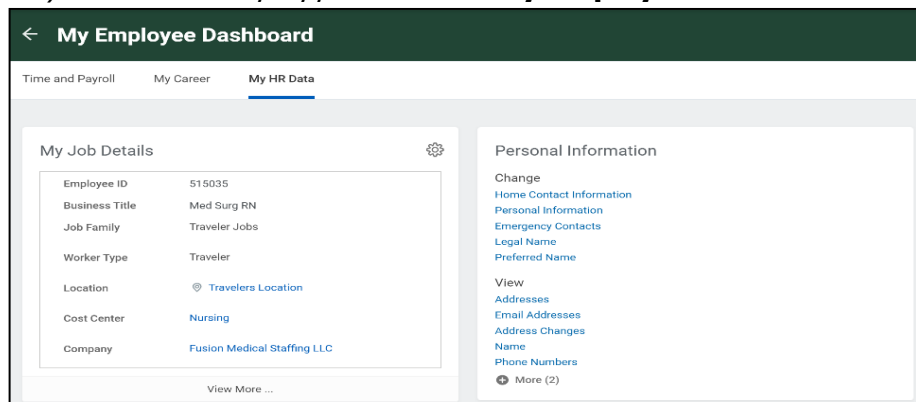
- **Balance As Of Date (Includes Events Awaiting Approval):** Total remaining number of hours of time off a worker has including any requests for time off that are awaiting approval.
- **As of Period:** The period of time that the table is referring to.

Corporate Recruiting

Jobs Hub Navigation

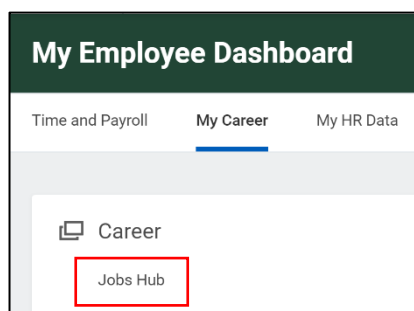
From the Home page:

- 1) Go to *Your Top Apps* and select **My Employee Dashboard**.



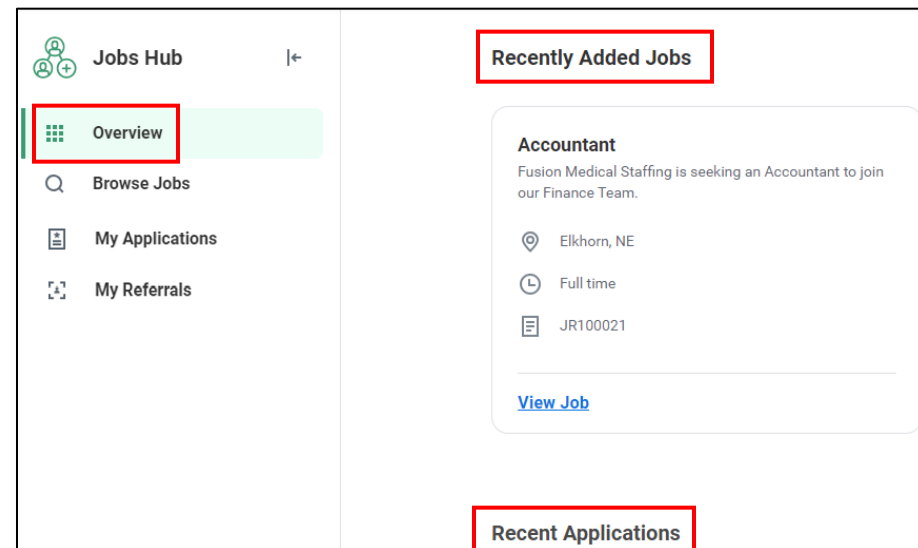
Note: You may also manually search for the employee dashboard or use the *Menu* drop-down to find the dashboard.

- 2) Click the **My Career** tab.
- 3) Select **Jobs Hub** from the *Career* card.



- 4) On the *Overview* tab, you can view:

- **Recently Added Jobs:** select **View Job** to open the job posting details.
- **Recent Applications:** to view your active and inactive applications.

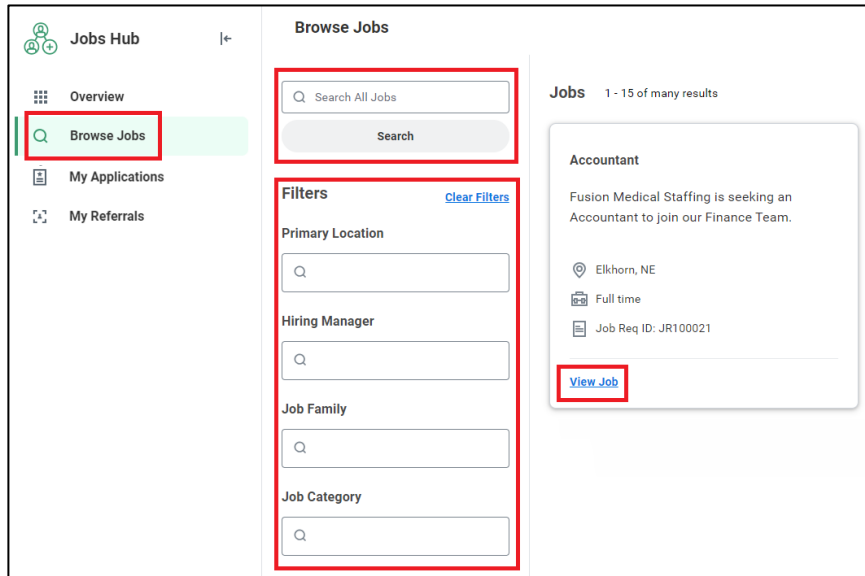


Note: Expand and collapse this menu by clicking the arrow with the line.

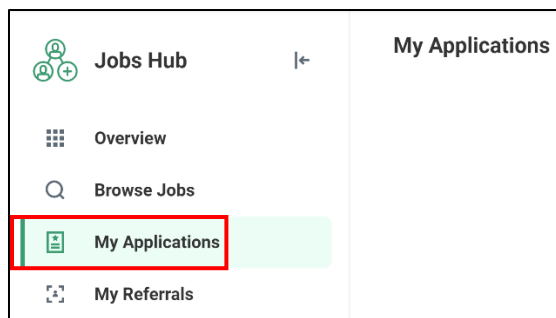


5) On the *Browse Jobs* tab, you can:

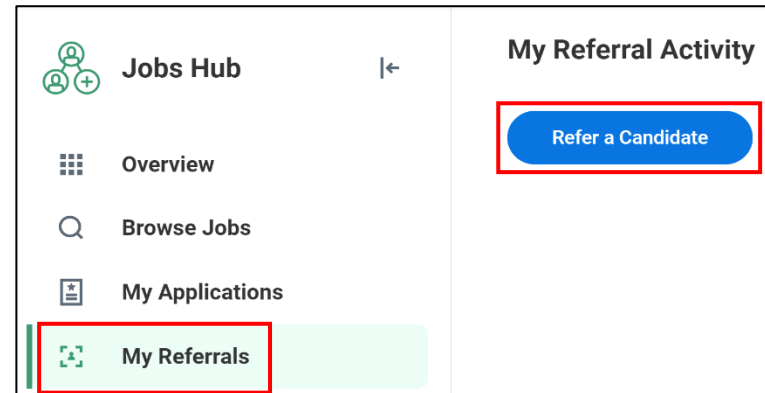
- Access all open corporate job postings. **Search** for specific details or use the **Filters** to narrow down results.
- Select **View Job** on the corporate posting you want to view, apply, or refer someone to.



6) On the *My Applications* tab, you can view all your active and inactive job applications.



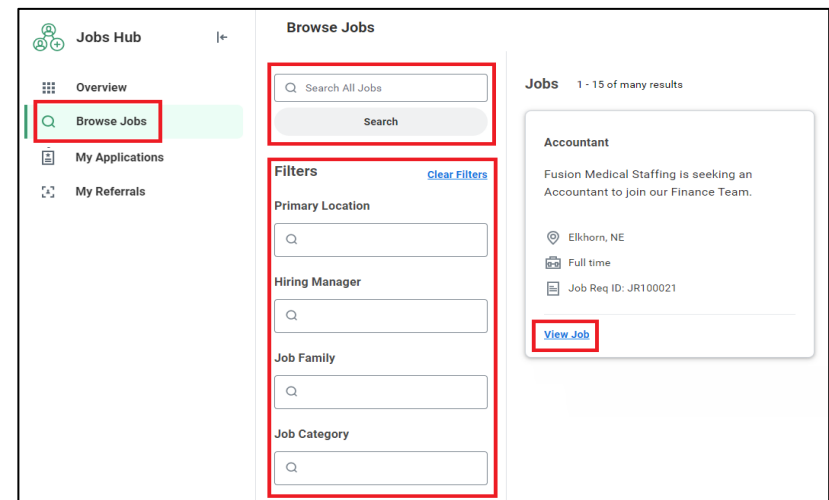
7) On the *My Referrals* tab, you can view your referrals and **Refer a Candidate**.



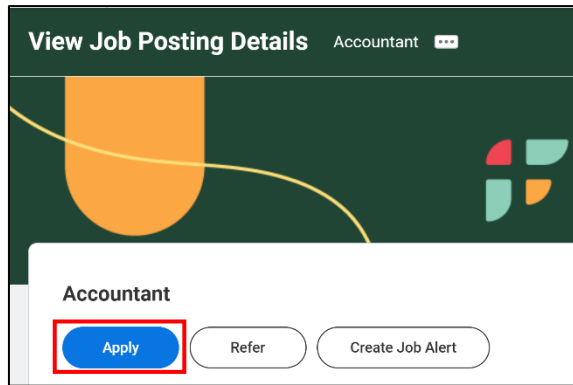
Applying to Corporate Jobs

From the **Browse Jobs** tab of the *Jobs Hub*:

1) Click **View Job** to review the job posting.



2) When you find a job posting you want to apply for, click **Apply**.

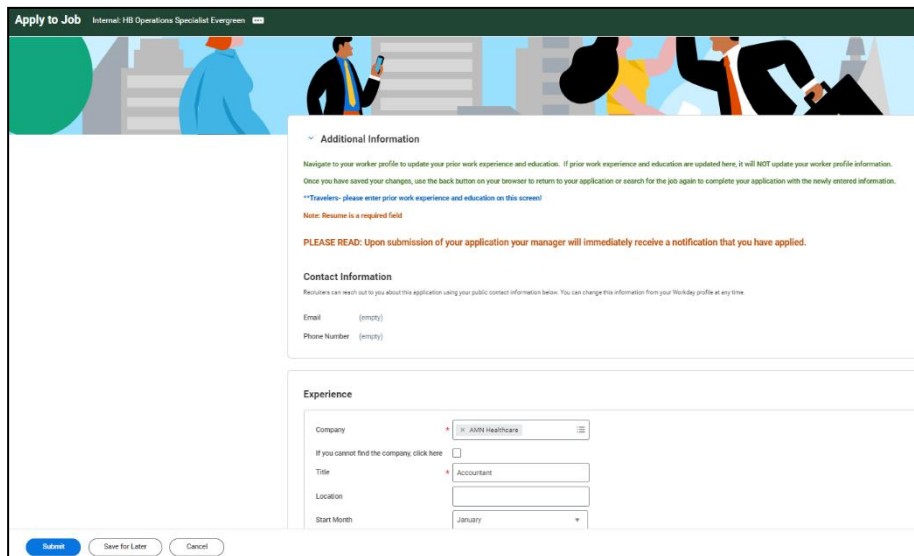


View Job Posting Details Accountant

Accountant

Apply Refer Create Job Alert

3) Enter the requested information on the application.



Apply to Job Internal: HB Operations Specialist Evergreen

Additional Information

Navigate to your worker profile to update your prior work experience and education. If prior work experience and education are updated here, it will NOT update your worker profile information. Once you have saved your changes, use the back button on your browser to return to your application or search for the job again to complete your application with the newly entered information.

***Travelers- please enter prior work experience and education on this screen!

Note: Resume is a required field

PLEASE READ: Upon submission of your application your manager will immediately receive a notification that you have applied.

Contact Information

Recruiters can reach out to you about this application using your public contact information below. You can change this information from your Workday profile at any time.

Email (required)

Phone Number (required)

Experience

Company (required) St. Ann's Healthcare

If you cannot find the company, click here

Title (required) Accountant

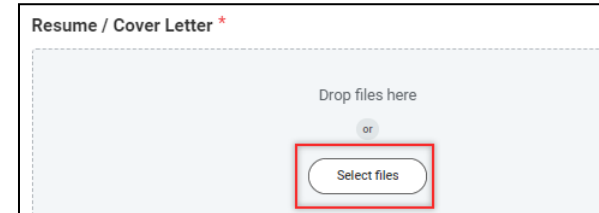
Location (required)

Start Month (required) January

Submit Save for Later Cancel

4) Attach *Resume* or *Cover Letter* by dropping the files in the grey box or click **Select Files** to upload from your device.

Note: This is required.



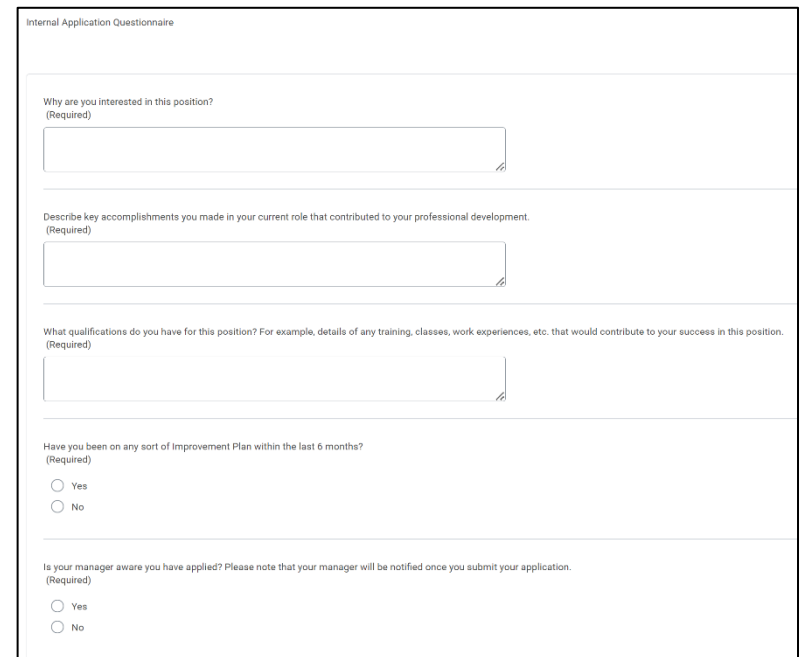
Resume / Cover Letter *

Drop files here

or

Select files

5) Answer the **Internal Application Questionnaire** questions.



Internal Application Questionnaire

Why are you interested in this position? (Required)

Describe key accomplishments you made in your current role that contributed to your professional development. (Required)

What qualifications do you have for this position? For example, details of any training, classes, work experiences, etc. that would contribute to your success in this position. (Required)

Have you been on any sort of improvement Plan within the last 6 months? (Required)

☐ Yes ☐ No

Is your manager aware you have applied? Please note that your manager will be notified once you submit your application. (Required)

☐ Yes ☐ No

6) Click **Submit** to complete the application.