

# Here's a checklist to keep you on track.

## All the below steps must be completed before your scheduled start date.

- Offer letter signed
- Workday sign-up completed
  - Workday welcome email includes username and temporary password
- Workday tasks
  - Review / complete Personal and Contact information
  - Edit Government ID
  - Review / complete Additional Data
  - NMLS account (if applicable)
  - Add Emergency Contacts
  - Review / complete Veteran Status Identification
  - Review / complete Self-identification of Disability
  - Complete Form I-9
  - Complete State and Local Withholding Elections
  - Manage Payment Elections
  - Work Opportunity Tax Credit (WOTC) Questionnaire
  - Review / complete Compliance document
  - Upload photo
- Background check initiated / completed
- Employment Agreement signed
- I-9 Completed