Welcome to the City and County of Denver. Now that you have been hired as a contingent worker, you are required to complete Workday onboarding tasks. These tasks are necessary to set up your Workday profile and complete required electronic paperwork.

**Complete Workday Tasks**

You will receive two emails with log in information for your pre-hire Workday account. The first email will include a username and link to the Workday redirect site. The second email will contain a temporary password. Log in to Workday using the emailed username and temporary password. You will be prompted to choose a new password.

1. Click your **inbox icon** with pending items

![inbox icon with pending items](image)

### Complete Personal Information Task

1. From your Workday inbox, click the **Personal Information** inbox item

2. Complete the **Personal Information Page**. Required fields are indicated with a red asterisk
   
   a. Name
   b. Gender
   c. Date of Birth
   d. Marital Status
   e. Race/Ethnicity
   f. Citizenship Status

3. Click **Submit**

4. Click **Done**

### Complete Contact Information Task

1. From your Workday inbox, click the **Contact Information** inbox item

2. Complete the **Contact Information**. Required fields are indicated with a red asterisk
   
   a. Primary Address
   b. Primary Phone Number
   c. Primary Email Address

3. Click **Submit**

4. Click **Done**
Complete Personal Information Task
1. From your Workday inbox, click the Contact Information inbox item
2. Complete the Emergency Contact Page. Required fields are indicated with a red asterisk
   a. Legal Name
   b. Relationship to you
   c. Primary Phone Number
3. Click Submit
4. Click Done

Review and Accept Documents
1. From your Workday inbox, click the Review Documents inbox item
2. Open the PDF to review the document
3. Once you have reviewed, click the I Agree checkbox
4. Click Submit
5. Click Done
6. Repeat steps 1-4 for all three documents. Once all items have been completed, your inbox will no longer have an orange circle with pending tasks

https://denvergov.org/workday

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