

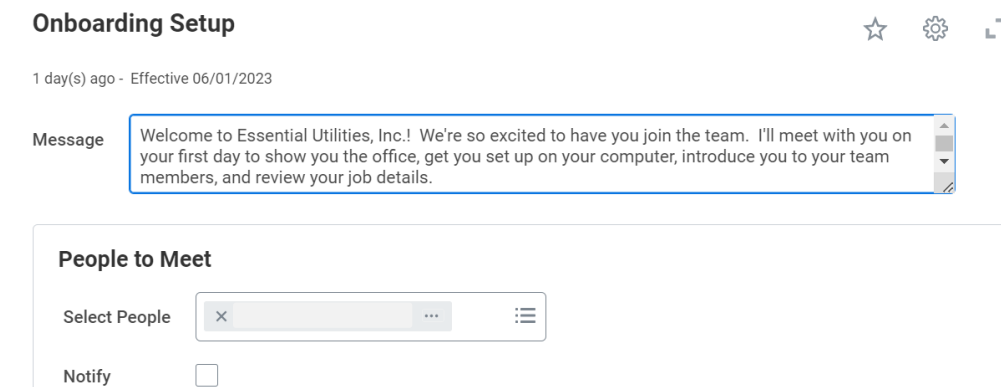
## Onboarding a New Employee in Workday Role: Hiring Manager

### ONBOARDING A NEW EMPLOYEE IN WORKDAY

This QRG outlines the Workday tasks a hiring manager has to complete as part of onboarding a new hire. These Workday tasks include **Onboarding Setup for Hire** and **Launch Onboarding for New Hire - Review Documents**. Both onboarding tasks contain several actions for the hiring manager to complete. These steps must be completed by the hiring manager before onboarding tasks will launch for the new hire.

1. The manager will receive a notification email and an action in Workday to complete the **Onboarding Setup for Hire**. In Workday, click this action.
  - a. In this process, the manager can create a message to be delivered to the new employee upon starting, connect the employee with other People to Meet, and provide a list of Helpful Contacts.

The opening message to the employee will pre-populate to say “Welcome to Essential Utilities, Inc!” This message can be edited to submit a customized message to the new hire.



**Onboarding Setup** ☆ ⚙️ 🔗

1 day(s) ago - Effective 06/01/2023

**Message** Welcome to Essential Utilities, Inc.! We're so excited to have you join the team. I'll meet with you on your first day to show you the office, get you set up on your computer, introduce you to your team members, and review your job details.

**People to Meet**

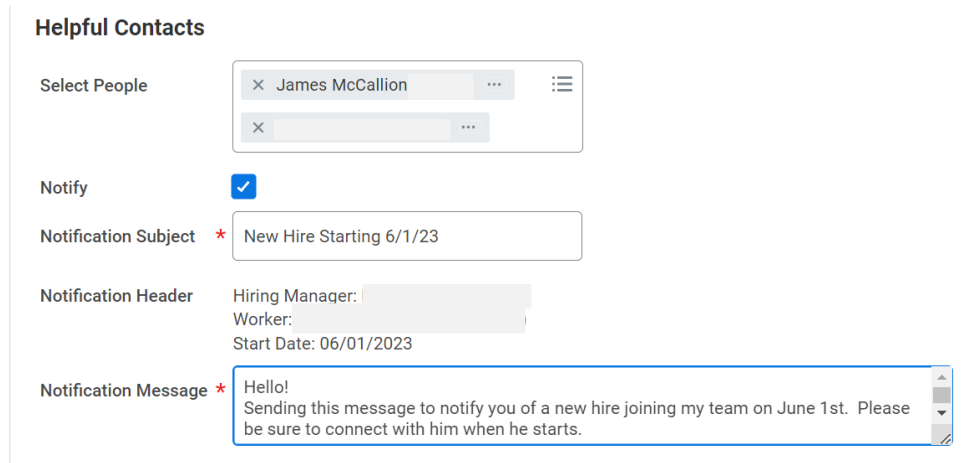
Select People  ... ☰

Notify

- b. Review People to Meet. This list will auto-populate with the new hire’s peers. The hiring manager can add People To Meet for the new hire to connect with once they start. To add People to Meet, click the ☰ icon and select additional names. To remove anyone from this list, click the “x” to the left of the individual’s name.
    - c. After adding People to Meet, click the ‘Notify’ checkbox to provide an email notification to those in the list. Enter a notification subject and message, which will be sent via email to everyone on the People to Meet list. The message will also be viewable under the Notifications section of the recipients’ Workday accounts.
    - d. Review and complete Helpful Contacts. This list will be made available in Workday to the new hire once they start. The list will populate with the names of the benefits team and HR business

partners. Add to this list by clicking the ☰ icon. Remove individuals by clicking the “x” to the left of their name.

- e. After updating the Helpful Contacts list, click the ‘Notify’ checkbox. Enter a notification subject and message. The message will be sent via email and will go to all individuals in the Select People list for Helpful Contacts. The message will also be viewable under the Notifications section of the recipients’ Workday accounts.



**Helpful Contacts**

Select People

Notify

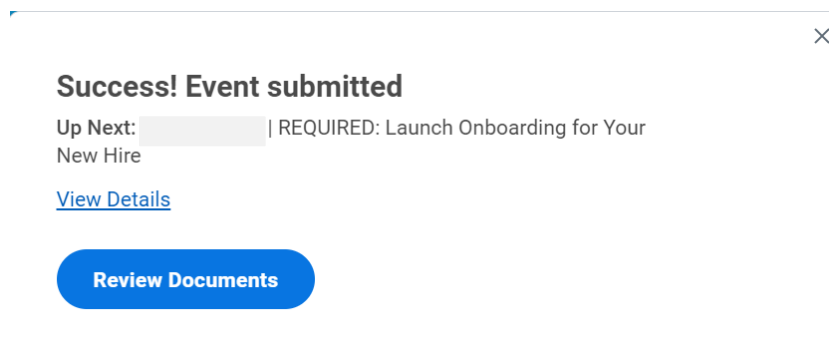
Notification Subject \*

Notification Header Hiring Manager:   
Worker:   
Start Date: 06/01/2023

Notification Message \*

- f. Click ‘Submit’ to complete this action and send notifications.

2. The next notification for onboarding will appear, with a prompt to **Launch Onboarding for New Hire**. Click the button ‘**Review Documents**’ on this notification to view the Leader Onboarding Guide, the Space Planning Request form, and the IVANTI user guide. Download and save these documents to review and action on for your new hire’s onboarding.



Success! Event submitted

Up Next:  | REQUIRED: Launch Onboarding for Your New Hire

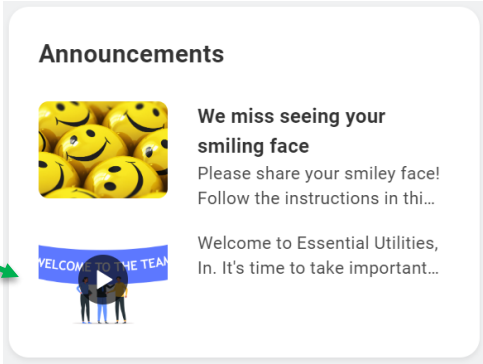
[View Details](#)

[Review Documents](#)

- a. After reviewing and saving these documents, click ‘Submit’ on the action. This will launch the new hire onboarding tasks to your new employee. **This step must be taken in order for your new hire to be fully hired in the system and to launch their onboarding tasks.**

- On your new hire's first day of employment, they will be able to view individuals included on the People to Meet and Helpful Contacts list in Workday.

The new hire will scroll down to the 'Announcements' section on their Workday homepage where they will see a 'Welcome to Essential Utilities, Inc.' message.



By clicking this message, the new hire will be able to access an Onboarding page, complete with welcome messages from Essential leadership, messages describing what to expect during their onboarding, and can view their progress of onboarding completion.

**Onboarding Messages**

- Christopher Franklin (9130) says:  
Welcome to Essential Utilities, Inc. and congratulations on your new position! As a new ...
- Christina Kelly (82132) says:  
As the premier water and natural gas utility in the nation, we offer exciting and challeng...
- About Essential Utilities**  
It's a natural fit. Essential Utilities is one of the largest publicly traded water, wastewate...
- Orientation**  
Starting a new job can be exciting but overwhelming as well. We want you to make a s...
- Before Your First Day**  
We know you want to begin contributing to Essential immediately. We are preparing for ...
- Your First Day**  
We are pleased to officially welcome you to Essential. You are now an important contri...
- Your First Month**  
During your first month here at Essential you will be immersing yourself more fully into ...
- Career Development**

**Getting Started**

0 Completed | 1 Ready

0% Your Progress

Go to Inbox

**From My Manager**

Welcome to Essential Utilities, Inc.!