After logging in to Workday, you will have several tasks to complete. The tasks will be assigned in three “waves.” It is crucial that the first wave be completed by the end of your first week of work. Some tasks can be skipped, and skipping a task will be seen by the system as completing it. See the steps below for information and instructions about how to complete and/or skip these tasks.

Steps

1. Upon logging in, you will see the Onboarding announcement, which you can click on to reach the Onboarding dashboard.

2. On the dashboard will be a record of the tasks you have completed, as well as helpful information, including a message from your manager, people to meet, and helpful links.

3. Under your progress indicator, you will click on “Go to Inbox” to see the tasks that are waiting to be completed in your inbox.
4. Once in your Inbox, you will see the list of Onboarding tasks. Of these, the most important is **Complete Form I-9**. Hopefully, your hiring process has begun early enough that you have plenty of time to complete this task. **It must be completed by the end of your first day of work.** This is vital for compliance.

5. All of the other tasks should be completed by the end of your first week of work. While most of the tasks are mandatory, some, like the Payment Election Enrollment Event (Direct Deposit) can be skipped. Don’t worry. If you wish to enroll in Direct Deposit in the future, you can. See the next section for information on how to skip a task.

**SKIPPING A TASK**

**Steps**

1. Select the task in the Inbox that you want to Skip.
2. Click on the gear icon in the upper right hand corner. In the drop-down box, select Skip This Task. If the task is mandatory, you will not see this option.

3. Click the OK button.

4. Again, it is vital that all your tasks get completed by the end of your first week at work. If you have questions, or need any help, call the HR Service Center at 213-821-8100 or uschr@usc.edu.