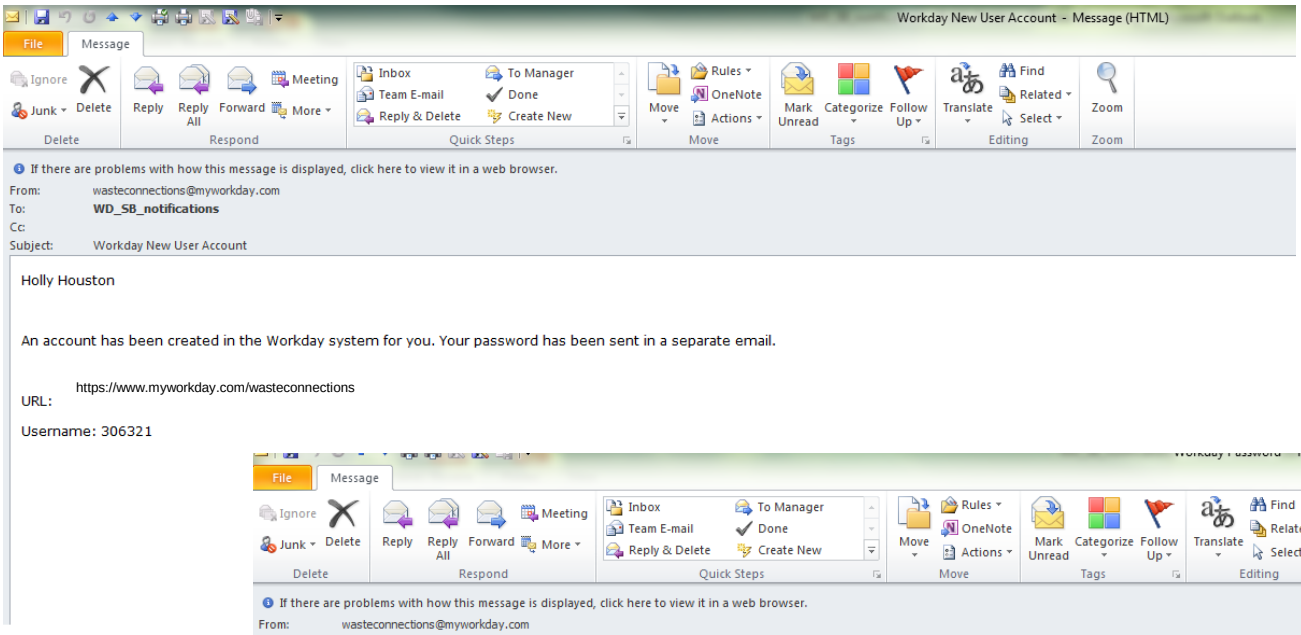
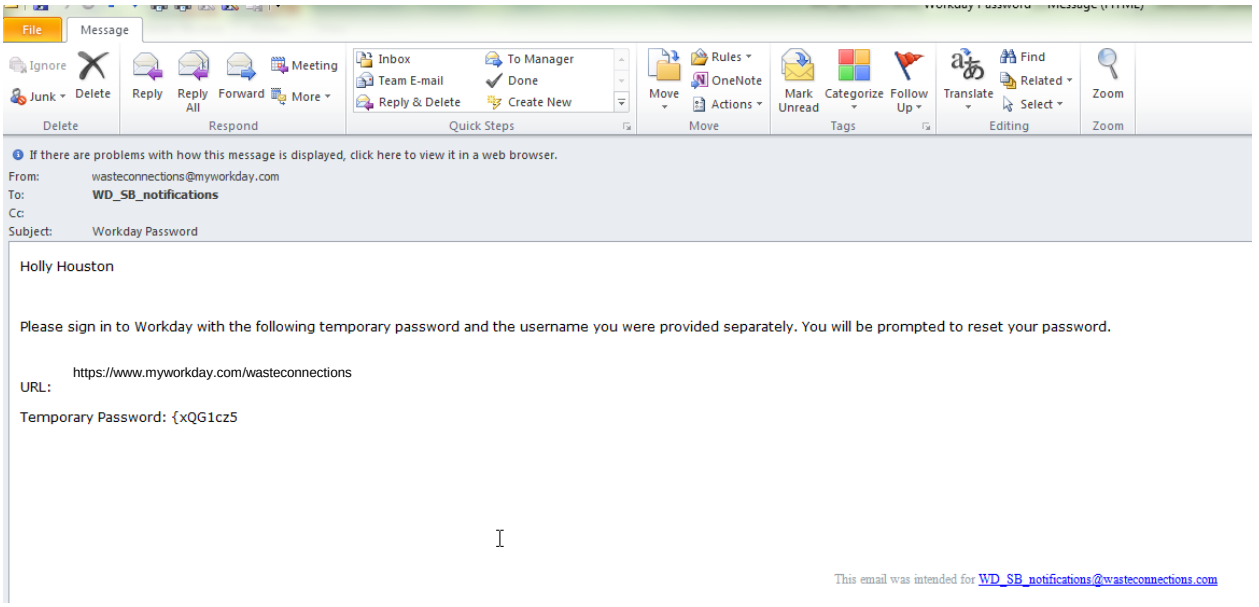
Employee Onboarding in Workday-United States

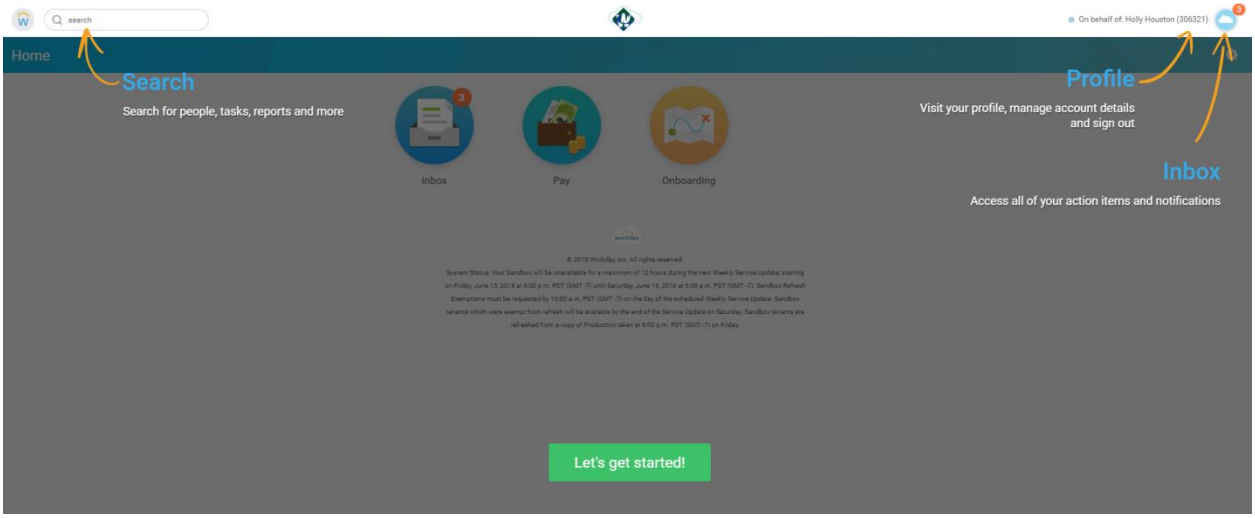
After you are hired, you will receive an email with information about your Workday user account. A second email is sent with your temporary password along with the link to login at https://www.myworkday.com/wasteconnections

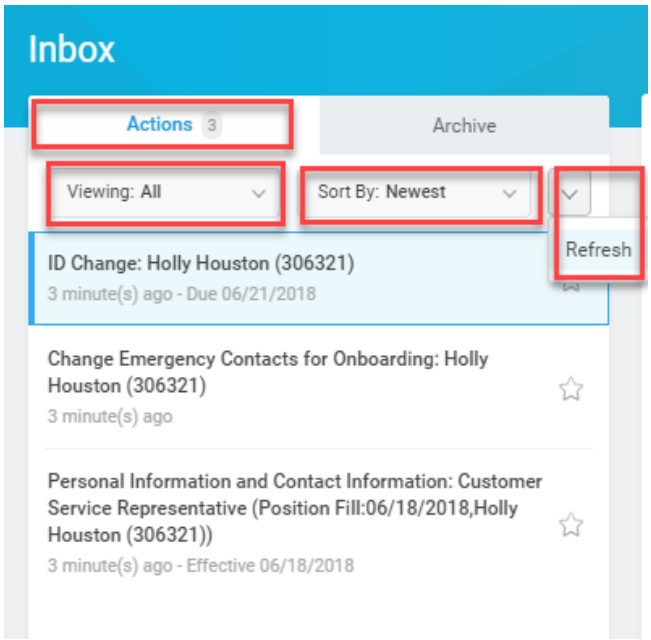
If you have any issues logging in or you did not receive your Workday account information, please call 855-929-6236 or email helpdesk@wcnx.org.





View the Required Onboarding Tasks in the Inbox





From the Home page:

1. At initial login, arrows are pointing to the Search bar as well as the My Account button to access the Employee Profile and Inbox. Click **Let's get started!**

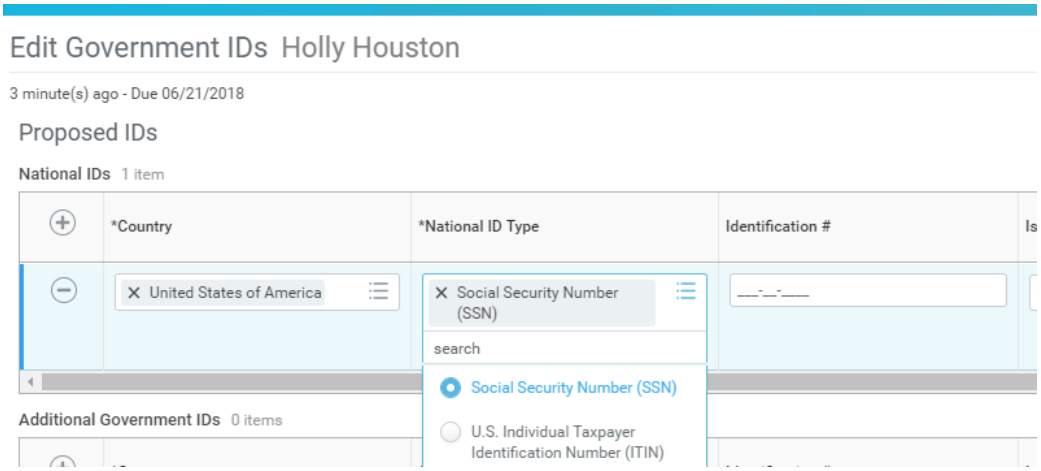
2. Access the inbox by clicking the **Inbox Worklet** or the **My Account** button in the upper right corner. Both will reflect the number of tasks currently in the inbox.

3. The inbox has two tabs: Actions tab and the Archive tab. The Actions tab shows all tasks in the inbox. It contains the Viewing filter which allows you to view all, favorite, overdue or special tasks and an Edit Filters button which can be used to make custom filters for your inbox. It also contains the Sort By filter which filters tasks from newest, oldest, or due date as well as a refresh button which can be used to manually update your inbox. The Archive tab houses completed tasks.

Edit Government IDs

From Inbox:

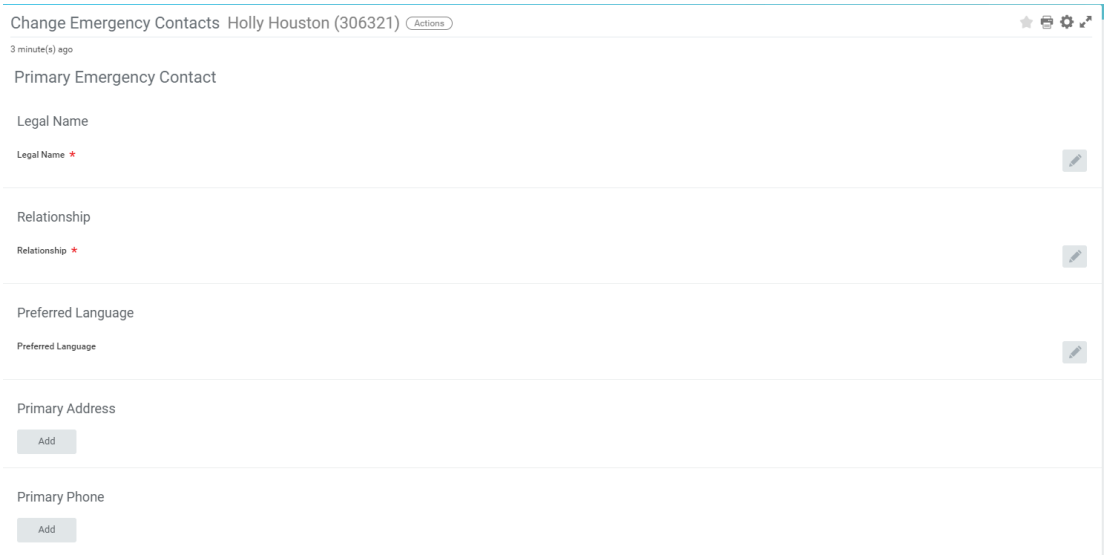
1. Click the **Edit Government IDs** task in the inbox. It may already appear on your screen.
2. Click to insert a new line (if needed) and complete all applicable fields.
3. Click the **prompt** icon to select United States and make a National ID Type selection. This field may already be populated due to an acquisition or if you are a re-hire. Once done or if pre-populated, click **Submit.**



Change Emergency Contacts

From the Inbox:

1. Click on the **Change Emergency Contacts To Do**.
2. Click the edit icon and complete all required and applicable fields. Once done, click **Submit.**



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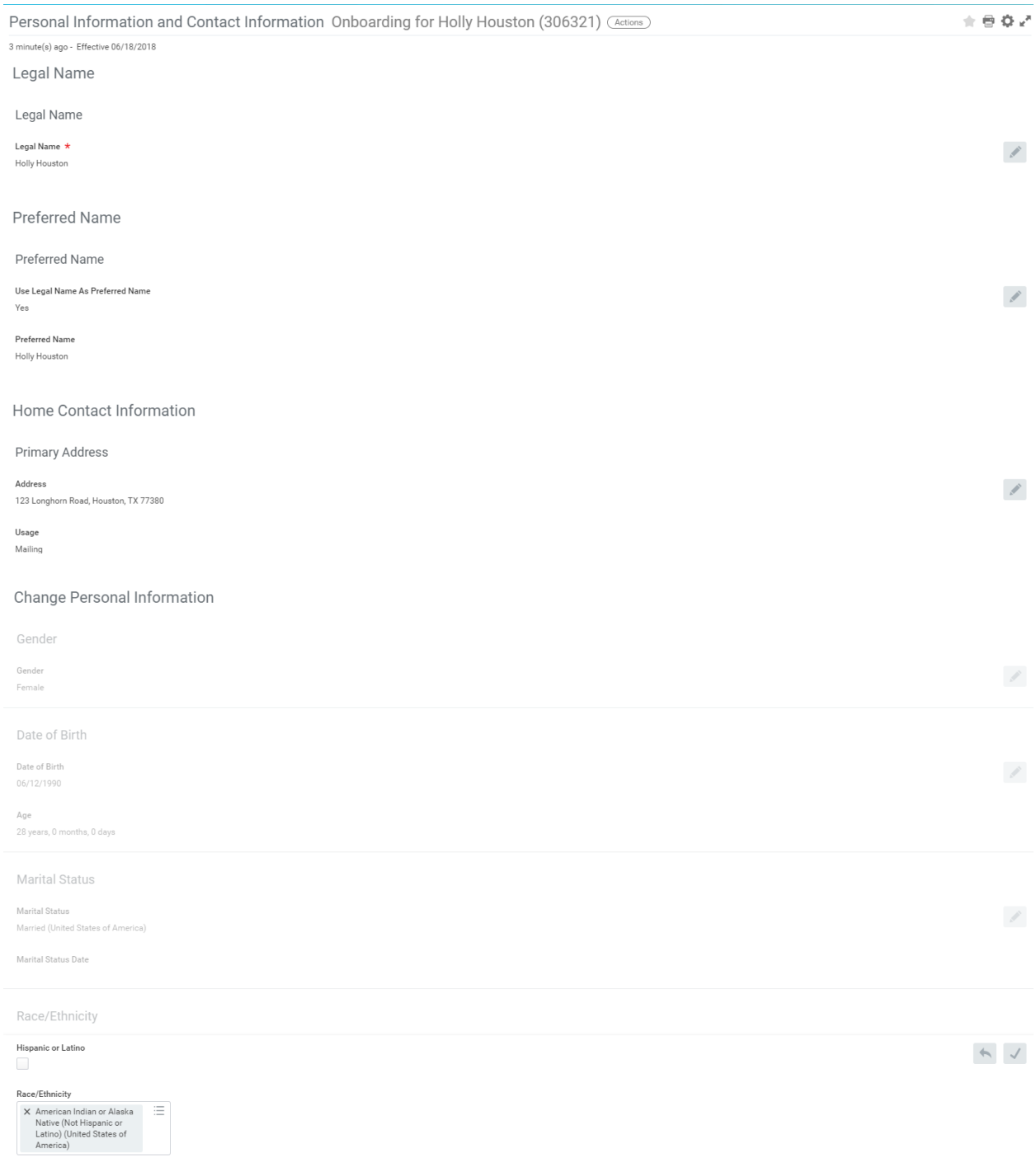
Personal Information and Contact Information

1. From the Inbox:
2. Click the **Personal Information and Contact Information task**.
3. Click the **edit** icon and complete all required and applicable fields**.** Once done click **Submit.**

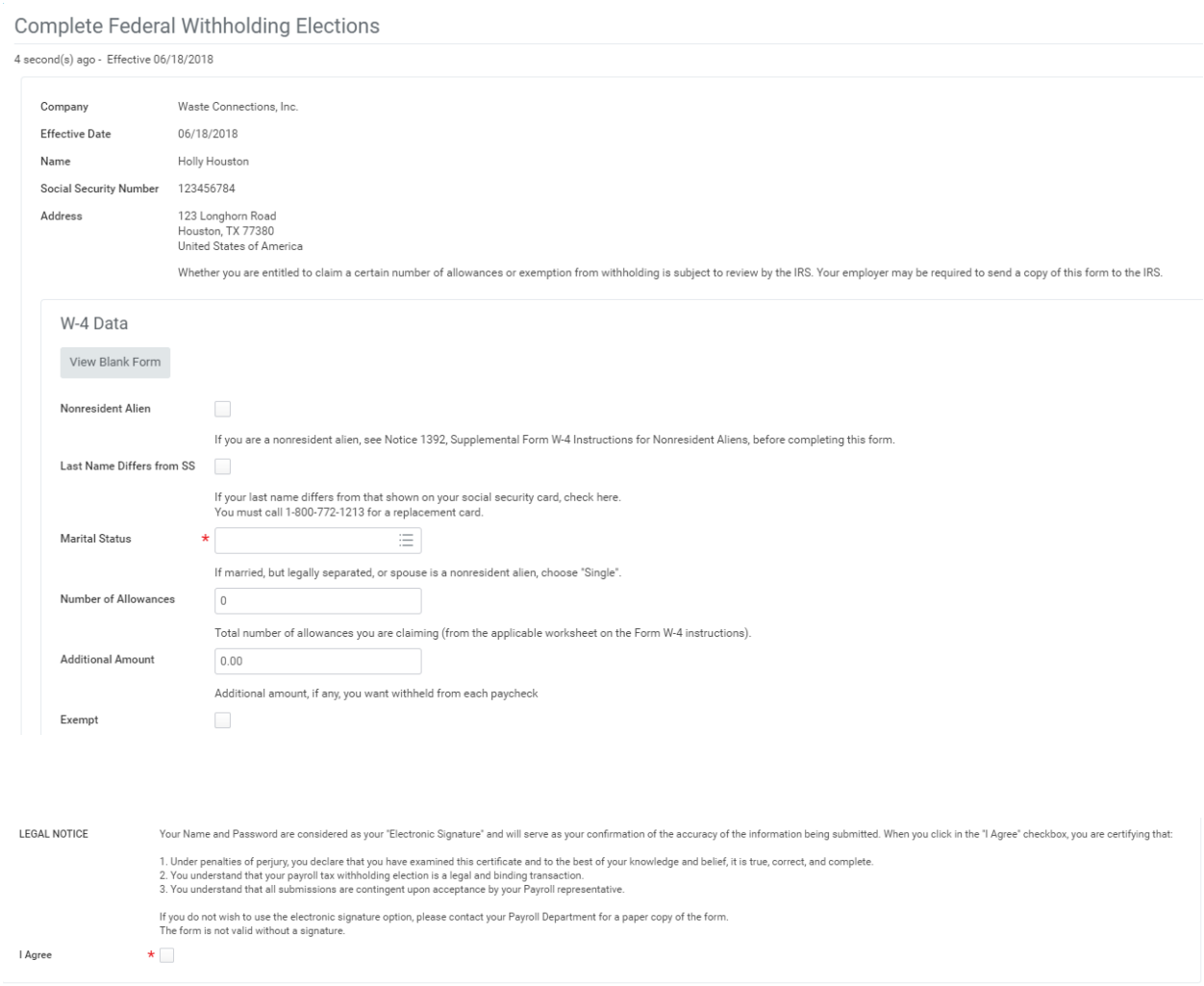


Note: ***Address, gender, and date of birth are required to receive benefits.***

Federal Tax Election

From the Inbox:

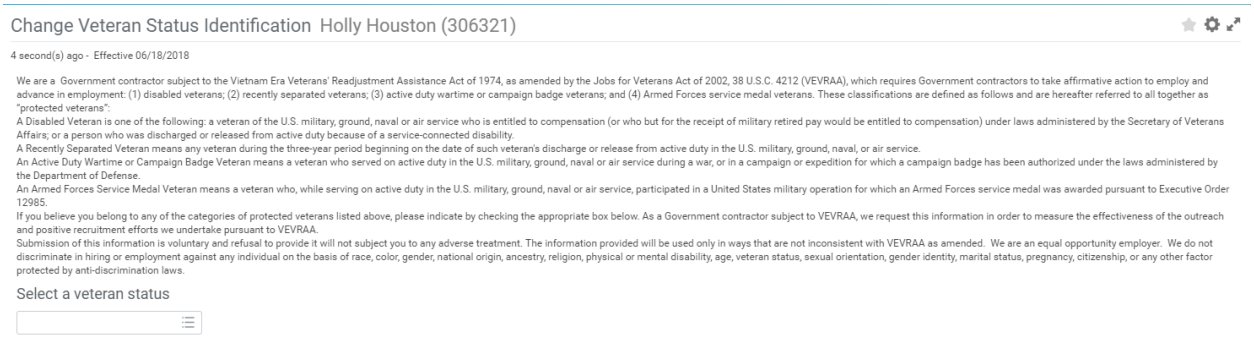
1. Click on the **Federal Tax Election.**
2. Enter all required and applicable information. Once done click **Submit.**



Veteran Status

From the Inbox:

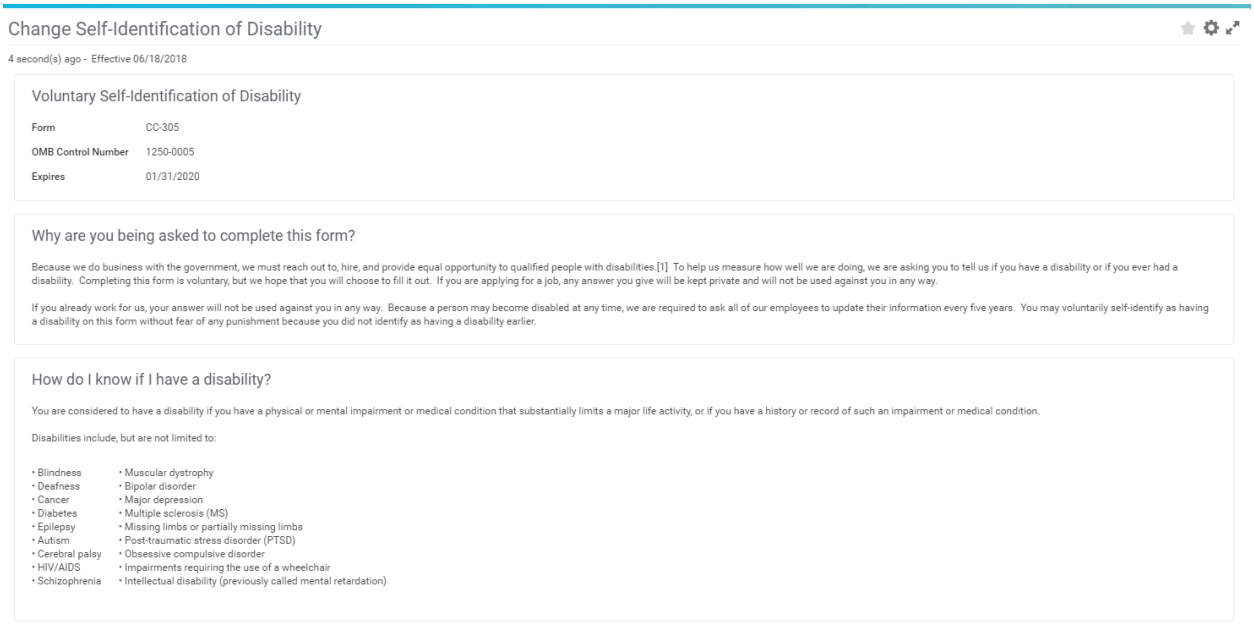
1. Click **Veteran Status**. Enter all required and applicable information.
2. Once done click **Submit**



Disability Self-Identification

From the Inbox:

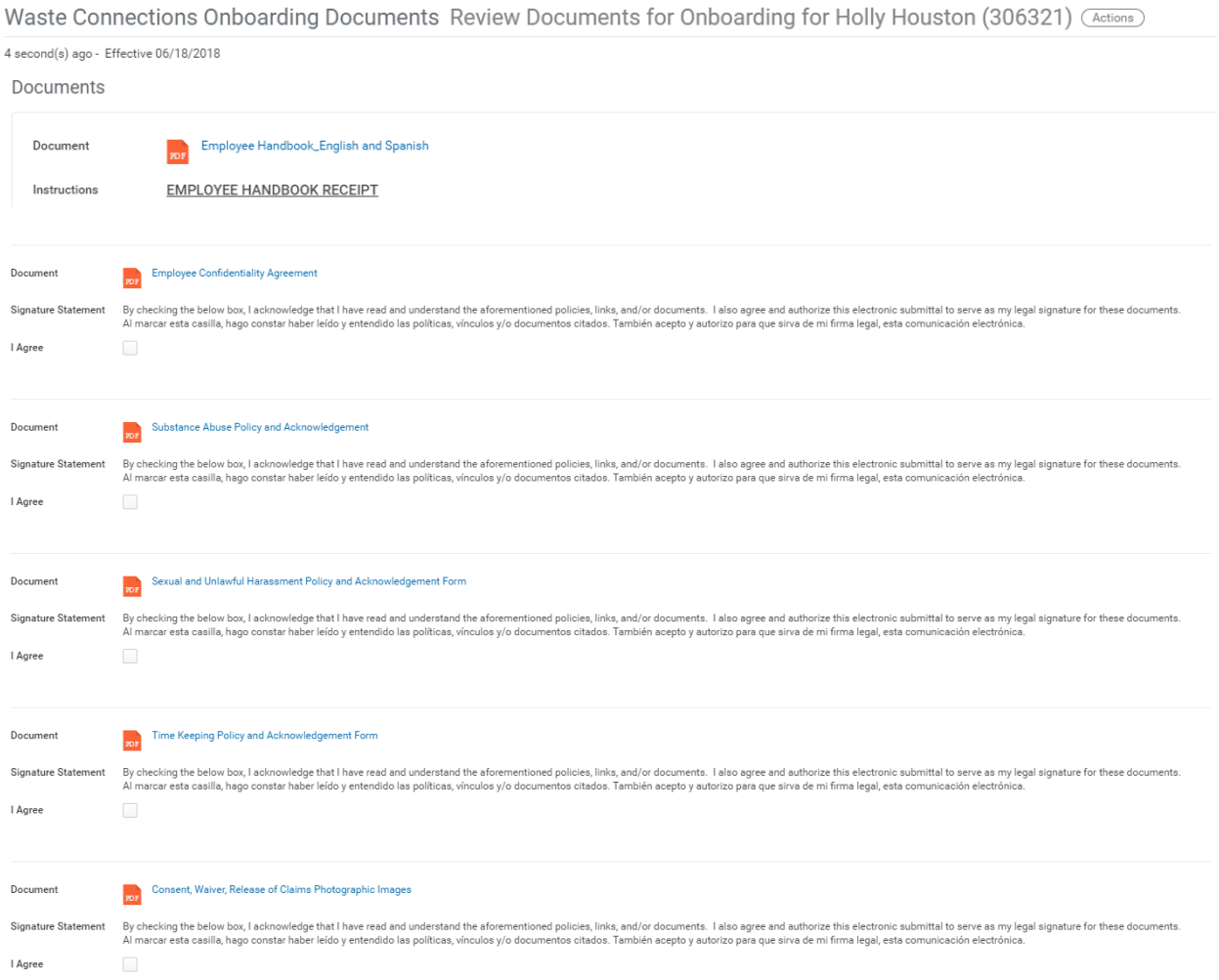
1. Click **Disability Self Identification** Task, Enter all applicable information.
2. Once done click **Submit**



Waste Connections Onboarding Documents

From the Inbox:

1. Click on the **Waste Connections Onboarding Documents To Do.**
2. Click on each of the document links to open each document. Thoroughly review the document and when done click on the **I Agree** checkbox.
3. Once all documents have been reviewed and agreement boxes have been checked, click **Submit.**



The Employment Center Onboarding documents (outside of Workday)

A few onboarding documents are completed outside of Workday in the Employment/Compliance Center. You will receive a separate email with the following information:

Welcome to Waste Connections!

Congratulations on joining our team. To make sure your new career gets off to a great start, we ask that you please provide us with information we need to establish your employment in our payroll system in advance of your first day of work.

Go to the:Employment Center

If you experience trouble with the hyperlink, you may copy and paste the following URL into your browser's address bar. _____

Use the following login id and password for authentication:

Login ID:

Password:10-Digit primary telephone number (xxxxxxxxxx) used on application. Please note that when you reset your password, your password must be 8-15 NUMBERS only.

Note: Please configure your web browser to **allow Pop-ups** for this site. You may need to turn your Pop-up Blocker off. If you experience technical issues please contact your recruiter or hiring manager.

The Employment Center is supported in the current versions of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.

Please plan on spending about 30 minutes to an hour to complete all of the new hire documents. Please make sure to complete the entire package. It is essential you complete these documents. Please read the instructions at the top of each page carefully. You will need to read and electronically initial each form, designating that you have read and/or agree with each of the documents. Your initials indicate that you accept each of the terms and conditions of employment.

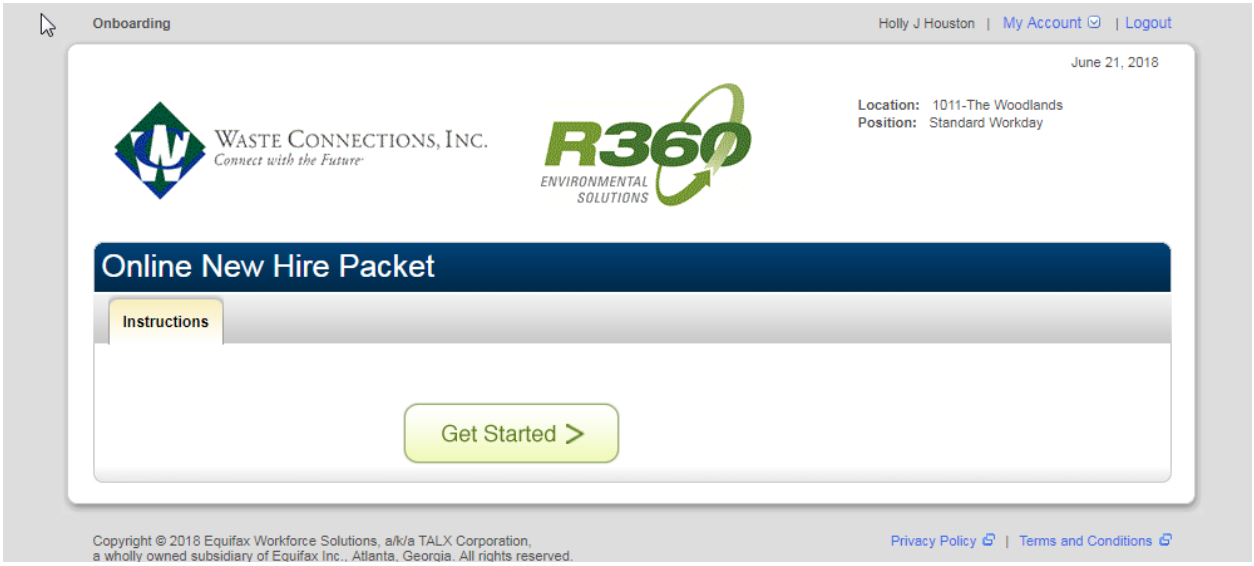
As part of your new hire paperwork you will be completing Section 1 of Form I-9. You will need to bring in documents that establish identity and employment authorization within your 1st three days of your 1st day of work for us to complete Section 2 of the form.

If you have any difficulty accessing the site or questions on the new hire documents, please contact your hiring manager. We look forward to seeing you on your first day!

Sincerely,

Human Resources

Once you login using your assigned Login ID and your 10 digit primary telephone number that you used on your employment application, click on the Get Started button:



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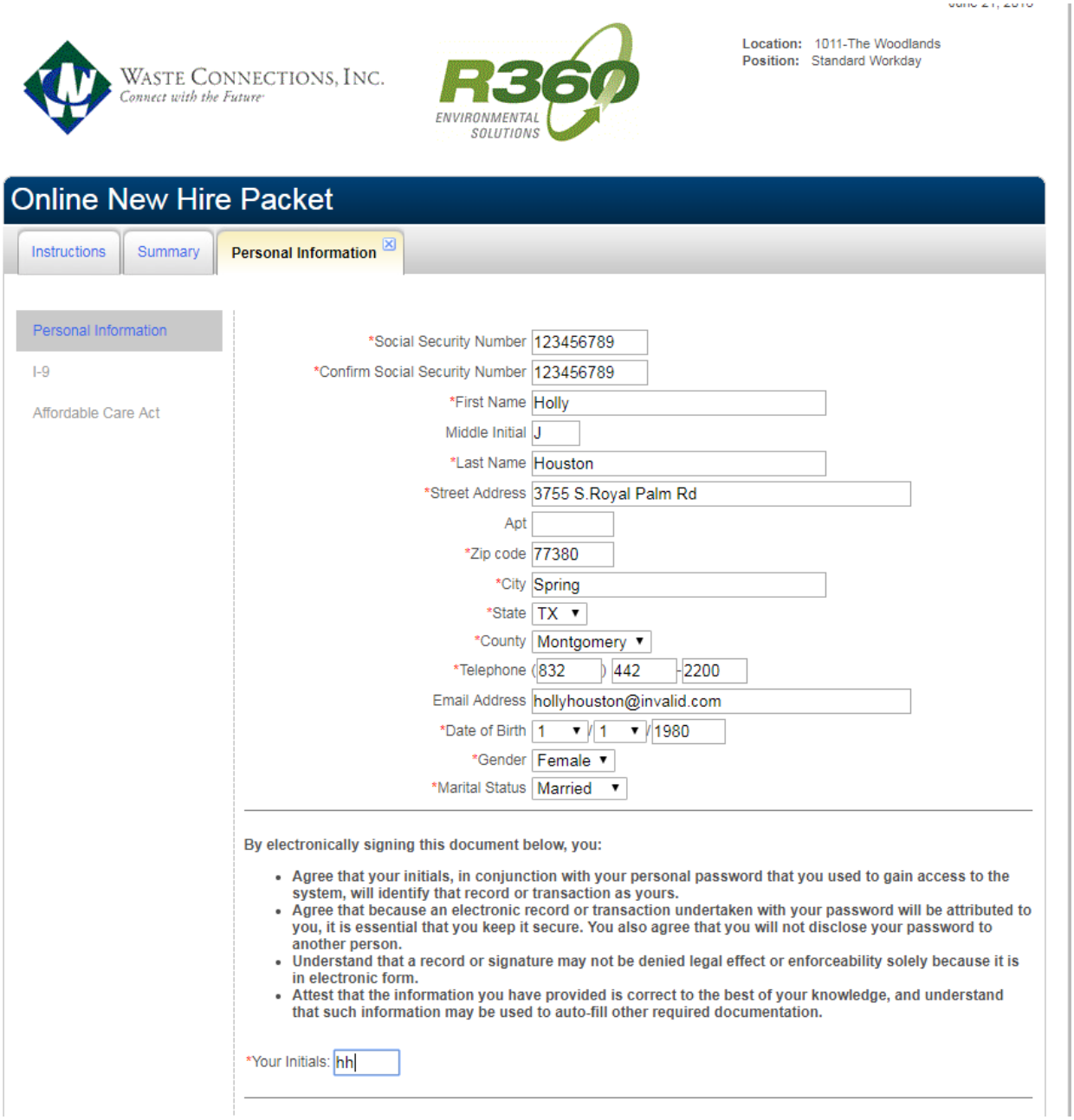
Complete all applicable personal information and add your initials, then click continue.



Employee Onboarding in Workday-United States

As part of your new hire paperwork you will be completing Section 1 of Form I-9. You will need to bring in documents that establish identity and employment authorization within your 1st three days of your 1st day of work for us to complete Section 2 of the form. Click on the Form I-9 instructions in the Employemt Center for more details on this form and to see a list of acceptable documents.

Enter all required information on the form, initial the attestation, and click the appropriate box if you did or did not use a preparer to complete the form. Click continue.

Review the Healthcare Marketplace Notice and select how you agree to receive this information. Enter initials and click continue.

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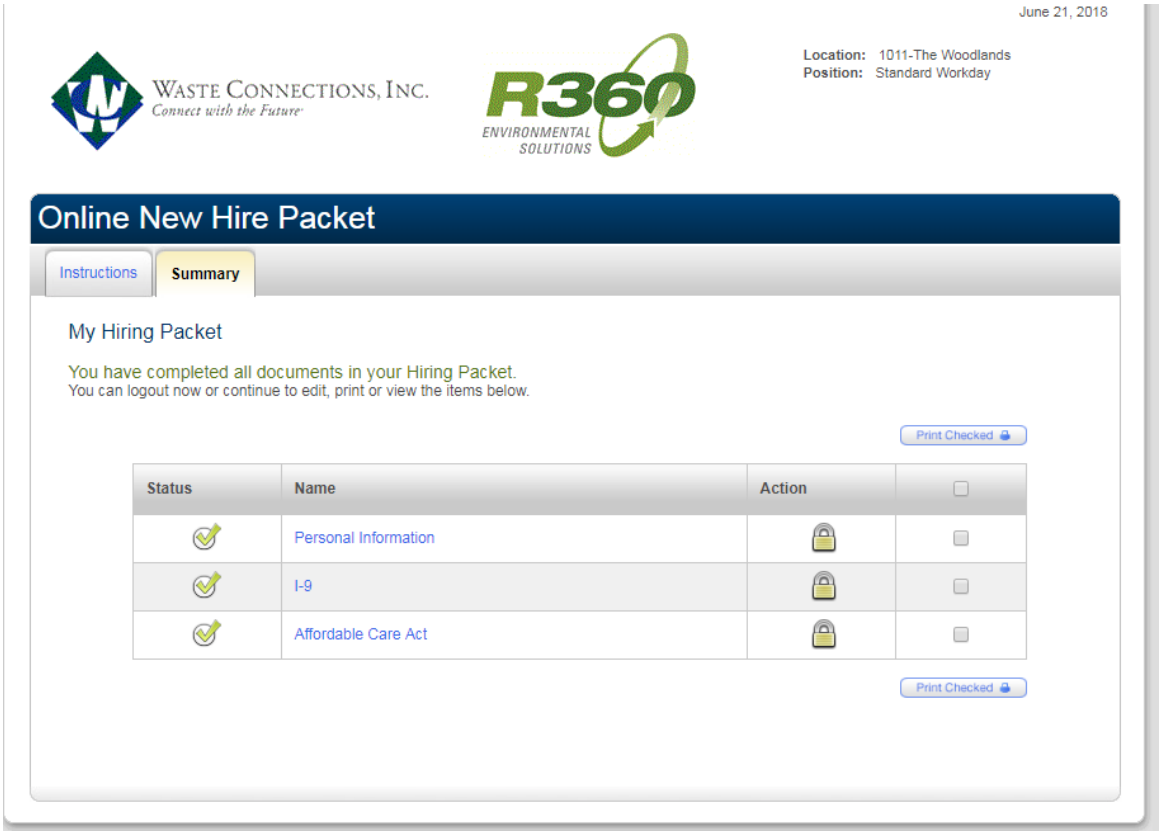
Once all documents (including any specific State documents, if applicable) are completed and submitted, you will receive the notification that your completed packet was successfully submitted.

If you want printed copies of the documents you completed, click on the Summary tab, select the documents you want, then click Print Checked.