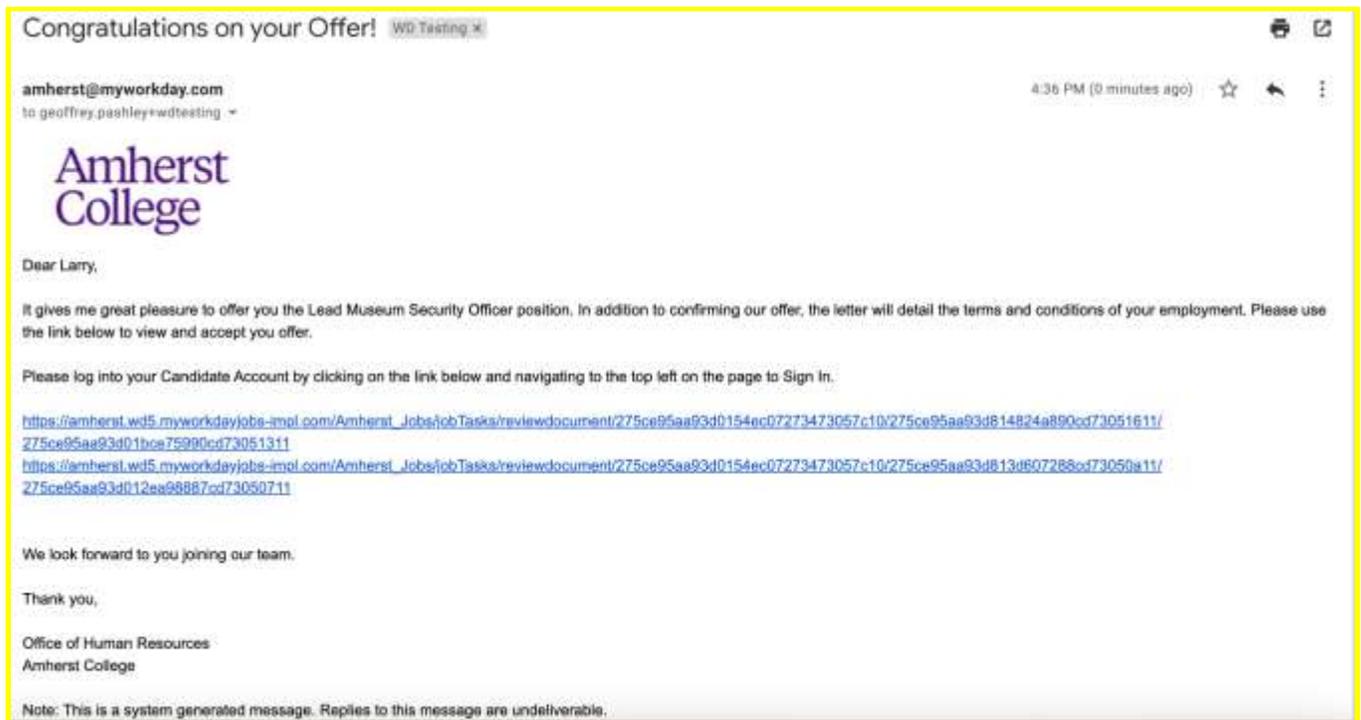# New Hire - Workday Sign In Process

Please see the information below on the updated process for onboarding of new hires through Workday.

There are three steps for the new process:

1. Step 1 ---------- ***The Finalist accepts their offer in Workday***
   The new hire will get a system generated email asking them to **Sign In** using their **candidate email and password to accept** the position.

- Go to the Amherst College Workday external career site: https://amherst.wd5.myworkdayjobs.com/Amherst_Jobs
- Click on Sign In in the upper right hand corner
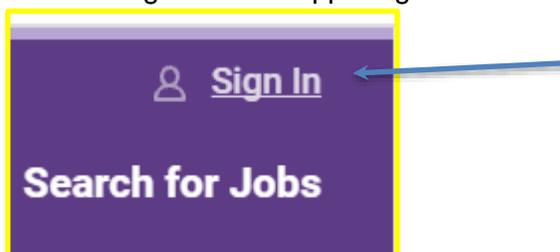
- Enter the personal email address and password that was used to apply for the position (if they do not remember their password, they should click on "Forgot your password?" They will get a reset notification sent to their personal email.)

- Click on Candidate Home in the upper right corner

Candidate Home

- Click the box next to "I Agree." There will be two documents for regular, non-casual employees. They should click "I Agree" for both. Casual employees will not have a document (they are sent an automated message through Workday), but will still have to click "I Agree."
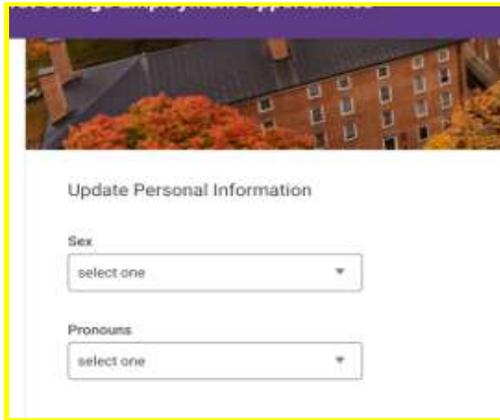
Review Document

Please review and submit acceptance of the offer letter.

Amherst Offer Letter 10/13/2021.pdf

Your electronic acceptance acknowledges that you have read the job description for the position you have accepted a ties required.

I Agree *

☐

- The new hire will also be asked to enter some personal information at this point.
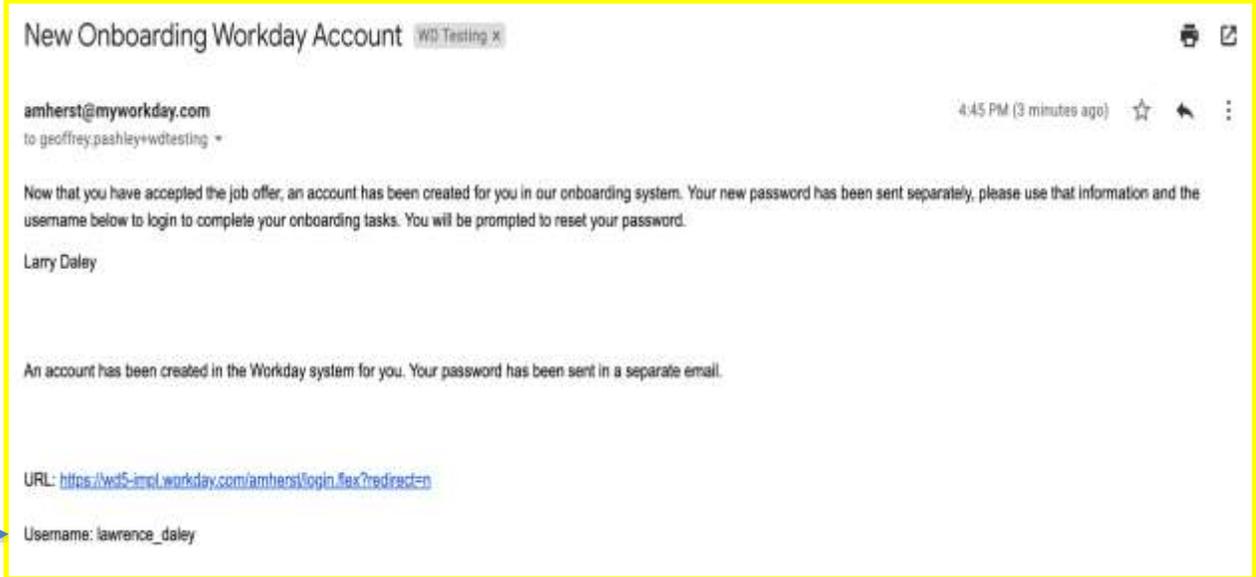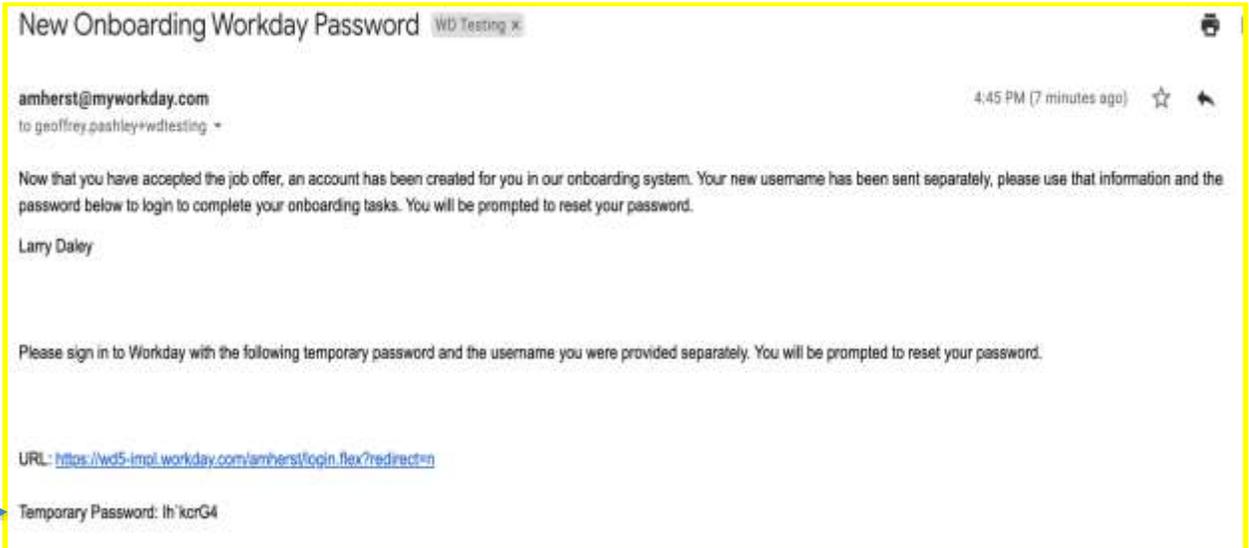
Important steps for the hiring manager to complete

The manager then needs to complete the **Cost Allocation** (this will be a task in Workday that, once completed, will start the onboarding process for the new hire), the **IT Checklist for New Employees** (online fillable form found here: https://www.amherst.edu/offices/it/services/accounts/amherst-account/it_checklist_for_new_employees), and **Onboarding** (this will also be a task in Workday) ASAP, to allow the new hire to get their **Temporary Sign In** (new Step 2 in the process.)

2. Step 2 ------------- *The new hire gets a Temporary Sign In (username and password)*
The New Hire will be issued a **Temporary Sign In** (username will be firstname_lastname, and password). These will be sent to their personal email address in **two separate messages.**

New Onboarding Workday Password WD Testing x

amherst@myworkday.com
to geoffrey.pashley+wdtesting

4:45 PM (7 minutes ago)

Now that you have accepted the job offer, an account has been created for you in our onboarding system. Your new username has been sent separately, please use that information and the password below to login to complete your onboarding tasks. You will be prompted to reset your password.

Larry Daley

Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.

URL: https://wd5-impl.workday.com/amherst/login.flex?redirect=n

Temporary Password: lh`kcrG4

They will use their **Temporary Sign In** to do various Onboarding steps including filling out the I9 document (verification of the IDs is done in-person separately), completing the tax withholding forms, etc.
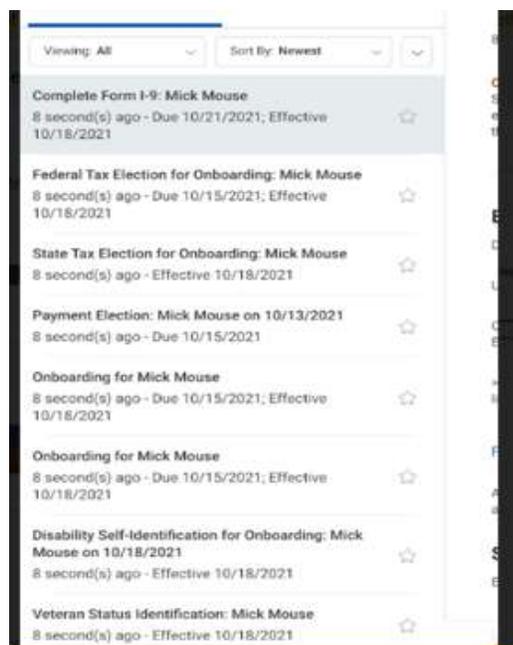

***There will be two sets of tasks for new hires to complete. First a set of three, then when those are completed they will get another set of 7-9 tasks.
***These tasks may be different for casual employees.

3. Step 3 ------------- *The new hire gets their Amherst email and Sign-on Information*

    The new employee will get their Amherst email (gmail account ending in @amherst.edu) and password. This is scheduled to be set up usually within **two days before the date of hire.**

- The new hire will get an automated message in Workday asking them to go to this link within **two days before their start date**: https://sysaccount.amherst.edu/sysaccount/PasswordReset2.asp
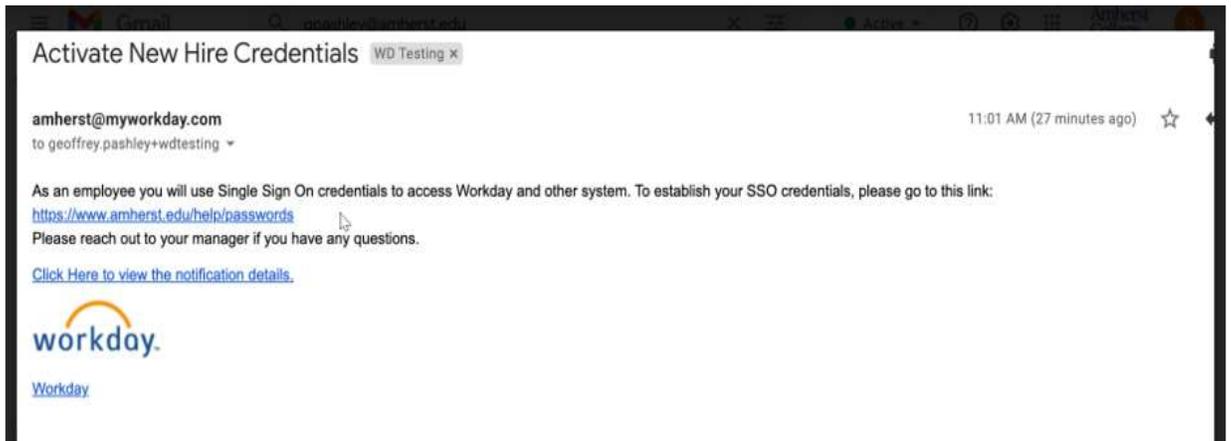
- They should enter their personal email address that was used to apply
- They will get prompted for steps on how to reset their Amherst College password

→ **If the new hire tries to sign in ON or AFTER their date of hire, they will need to contact IT (Askit@amherst.edu) for assistance.**

- Once they have their Amherst College email and password, they will be able to enter time, view pay stubs, request time off, etc.

Note: While new employees will be asked to set a new password **before** their hire date, we expect most will need to email Askit on their first day to reset their password.