

11 Tasks To-do in Workday Guide





Step 1

Register/ Log in to Workday Account:

Please go to the link in your email to register/ log in to your Workday account

Step 2

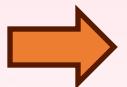
Complete 11 To-Do tasks:

After successful login in Workday, please follow the instructions to complete the tasks correctly for your personal particulars update





Step 1



Register/ Log in to
Workday account



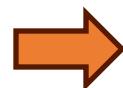
1.1 Upon receiving email from Workday, click on the link to access



Welcome to PwC! You will use our Workday application for any onboarding steps required. Please note, there are 2 separate instructions to log in: one for Contingent workers converted to employees that used Workday in your contingent worker role and one for all other New Joiners.

For all other New Joiners, To access Workday before your Start Date:

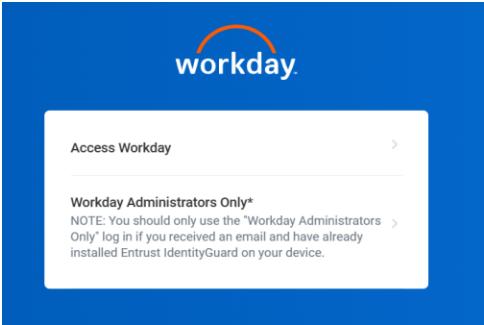
- Clear all cache and cookies from your computer. When possible, use a Windows computer, instead of your phone or tablet.
- Link to Workday: <https://wd3.myworkday.com/pwc/d/home.htmld>
- Select "Access Workday" link
- Use the email address at which you received this notification.
- If you haven't registered your Email Address as a PwC Account, click the "Register" link on the login page (link below the email address field) and step thru the registration process to register your Email Address and then choose a password. Please make sure to register with the email address at which you received this notification.
- If you already have a PwC Account registered for your Email Address, use your existing Email Address and Password to login.



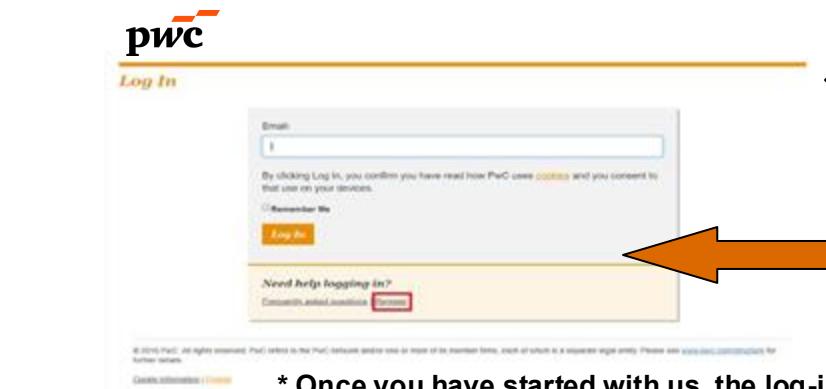
Please click this link if you did not receive the email
<https://wd3.myworkday.com/pwc/d/home.htmld>

1.2 Access Workday

Workday Sign In Error



If you encounter the error above, please clear your browser internet history & cookies first.



If you have registered for a Workday account before (when you applied for the job via our PwC Careers Portal), kindly login using your **existing email and password**.

If you do not have any Workday account, click **'Register'** to create one. The next few slides will guide you on the registration process.

* Once you have started with us, the log-in email address will be changed automatically to your PwC work email. You will no longer be able to login using your personal email thereafter.

1.3 Registration: Password

pwc

Welcome to PwC Self Registration

Please register your details below to access PwC content.
* Denotes a mandatory field.

Your email: *

First name: *

Last name: *

Organisation:

Country: *

Choose password: *

Confirm password: *

로봇이 아닙니다.

reCAPTCHA
개인정보 보호 - 韓國

Password requirements:

- ✖ Minimum of 8 characters in length
- ✖ Contains at least one uppercase letter
- ✖ Contains at least one lowercase letter
- ✖ Contains at least one numerical value or a special character
- ✖ Should not contain First name or Last name
- ✖ Choose and confirm passwords match

Privacy:
Our [Privacy Statement](#) explains how PwC treats your personal information

[Register](#) [Forgot your password?](#)

Please register with your email address when you receive the Workday notification.

1.4 Registration: Activate Workday

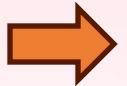
- Once you have registered, you will receive an email from Workday to activate your account. Please click the link provided in the email to log in.
- If you did not receive it in your inbox, please check your spam email folder.

The diagram illustrates the registration and activation process for a PwC account, divided into three main steps:

- 1. Your PwC User Name:** A screenshot of an email from PwC. The subject is "Welcome to PwC". The body of the email shows the user's registered email address: "pwc_it_comms@us.pwc.com". A red box highlights the "Activation Link" button at the bottom of the email.
- 2. Registration successful:** A screenshot of a confirmation message from PwC. It says "Registration successful" and provides instructions: "Your email address has been successfully registered with PwC. Please click [here](#) to login and continue." A red box highlights the "here" link.
- 3. Log In:** A screenshot of the PwC login page. It features the PwC logo and a "Log In" button. The "Clients and visitors" section contains fields for "Email" (with "test@gmail.com" entered) and "Password". Below the fields is a consent statement: "By clicking Log In, you confirm you have read how PwC uses [cookies](#) and you consent to that use on your devices." Two orange arrows point from the "here" link in step 2 to the "Email" field and the "Log In" button in step 3.



Step 2



Complete these
11 To-Do tasks



Workday Profile Homepage



Search



Menu

Apps

Shortcuts

Your Saved Order

Favorites

Anniversaries

PwC Reporting Catalogue

My Performance and Feedback

Add My Vaccination

Requests

Onboarding

Birthdays

Dashboards

Happening

Click the Menu button, scroll to Onboarding to learn more about PwC and your colleagues

Click Inbox icon to view your 11 To-Do Tasks

It's Tuesday, 19 August 2025

Announcements



Global Business Rules and User Support
(1) Global business rules are provided for users of Work...

Timely Suggestions

Here's where you'll get updates on your active items.

Your Top Apps

Learn about PwC Values & History

This page allows you to

- Understand more about PwC and your colleagues

Onboarding



Message From Mohamed Kan...

Welcome!
As Global Chairman of PwC, I want to welcome you to the...

[View More](#)

PwC History

Learn more about our history.

[View More](#)

PwC is a global network of fir...

Learn about how PwC is a network of firms.

[View More](#)

Your feedback is very importa...

You will receive a survey about your onboarding experience. Tell us how it's going.

[View More](#)

From My Manager

Welcome message from your Manager



Welcome! We are really excited to welcome you to our team and to PwC. There will be much to learn as you begin your career with us, so I have identified some people to support you along the way. If you nee...

People to Meet



Your assigned team members / buddy

Helpful Contacts



Your assigned team members / buddy

Getting Started

0

Completed

11

Ready

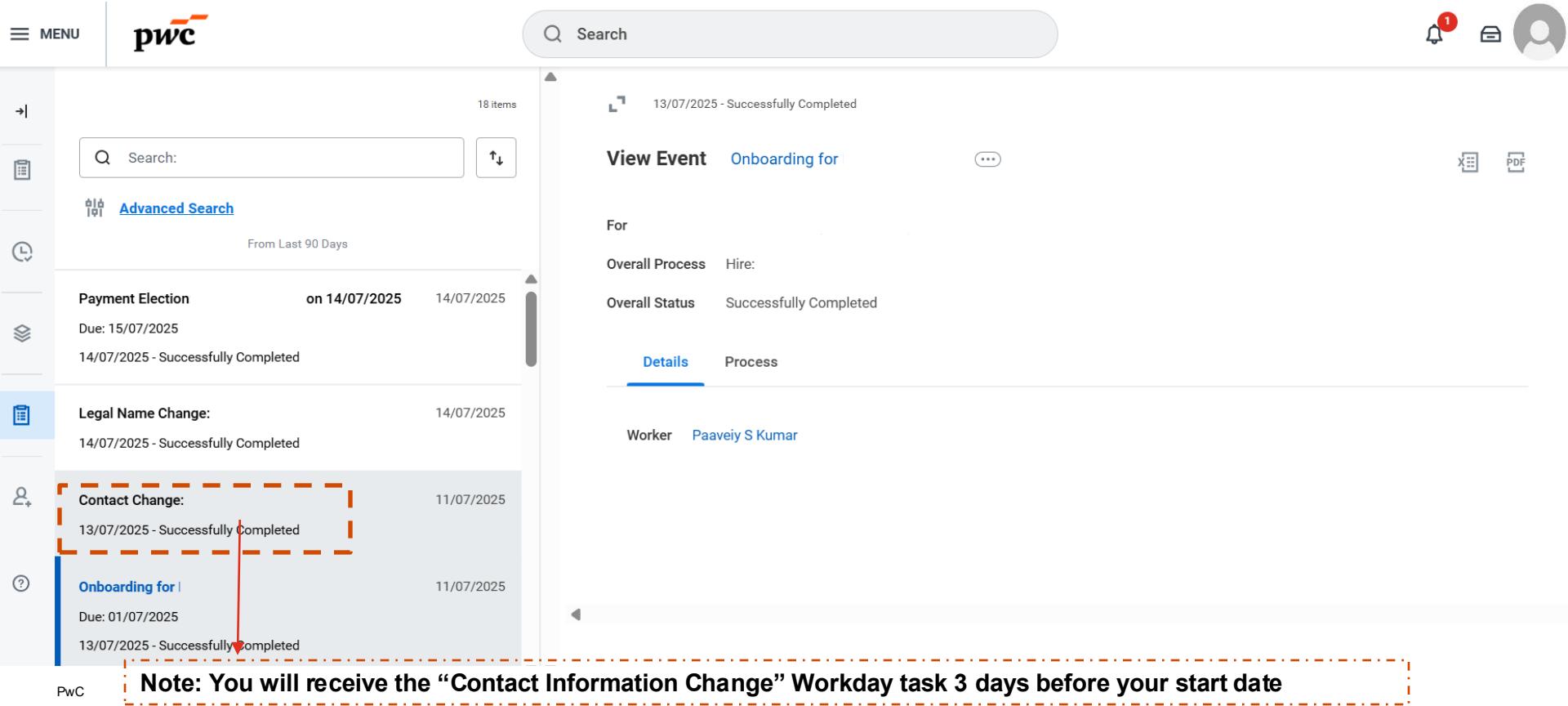


Outstanding 11 to-do tasks
before you join us



Where to complete your 11 To-Do tasks?

Please complete the **11 To-Do tasks** in your Workday inbox:



The image shows a Workday inbox interface with the following details:

- Left Sidebar:** Shows various icons for navigation: MENU, pwc logo, Search bar, Advanced Search (From Last 90 Days), Payment Election (Due: 15/07/2025), Legal Name Change (Due: 14/07/2025), Contact Change (Due: 13/07/2025), Onboarding for (Due: 01/07/2025), and a question mark icon.
- Top Bar:** Shows a search bar and notification icons (bell with 1, envelope, user profile).
- Main Area:** Shows 18 items in the inbox. One item is highlighted with a red dashed box: "Contact Change: 13/07/2025 - Successfully Completed". Another item, "Onboarding for", has a red arrow pointing from its list entry to its detailed view.
- Details View:** For the "Onboarding for" task:
 - Event:** 13/07/2025 - Successfully Completed
 - For:** Overall Process: Hire; Overall Status: Successfully Completed
 - Details Tab:** Selected. Shows Worker: Paaveiy S Kumar.
 - Process Tab:** Available but not selected.
- Bottom Note:** A red dashed box contains the text: "Note: You will receive the ‘Contact Information Change’ Workday task 3 days before your start date".

← Item 9 of 18 ↗

26/06/2025 - Successfully Completed

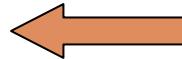
View Event Photo Change: ...

For

Overall Process Photo Change:

Overall Status Successfully Completed

Due Date 29/06/2025



Details Process

Current

No current photo.



Upload a passport-sized photo

- Dimension: 35mm (wide) by 45mm (high)
- Plain white background
- Full face with the upper shoulders visible

*If you wish to take a photograph using a mobile phone, we recommend that you download and use mobile apps that are specifically designed to take photographs for passport applications.

Full face with upper shoulders seen, facing forward with eyes open



In colour taken against plain white background without shadows



You should face the camera directly



Enter Legal Name – Example 1

It is imperative that the name entered here must be **identical to your Passport or NRIC** for salary crediting purposes. It must also be in **Proper Case** (for e.g. Hwee Yi)

← Item 4 of 10

Enter Legal Name Onboarding for Zhixuan Yao

27 second(s) ago - Effective 14/08/2023

Legal Name

Legal Name

Legal Name *

1

2

3

Enter Legal Name Onboarding for Zhixuan Yao

27 second(s) ago - Effective 14/08/2023

Legal Name

Legal Name

Legal Name *

2

3

Legal Name

Name

Zhixuan Yeo

Country / Territory *

Singapore

Select Singapore

Prefix

Mr.

Select Mr. / Ms.

Full Name

Yao Zhixuan Andy

Full Name sequence as per NRIC/ Passport e.g. Yao Zhixuan Andy

Given Name(s) - Western Script *

Zhixuan Andy

Given Name as per NRIC/ Passport, e.g. Zhixuan Andy

Family Name - Western Script *

Yao

Family Name as per NRIC/ Passport, e.g. Yao

Submit

Save for Later

Close

Enter Legal Name – Example 2

It is imperative that the name entered here must be **identical to your Passport or NRIC** for salary crediting purposes. It must also be in **Proper Case** (for e.g. Hwee Yi)

← Item 4 of 10

Enter Legal Name

27 second(s) ago - Effective 14/08/2023

Legal Name

Legal Name

Legal Name *

Aisyah D/O Shaik Mohamed Ali

2

Enter Legal Name

27 second(s) ago - Effective 14/08/2023

Legal Name

Legal Name

Name: Zhouxuan Yao

Country / Territory *

Singapore

Select Singapore

Prefix *

Mr.

Select Mr. / Ms.

Full Name

Aisyah D/O Mohamed Ali

Given Name(s) - Western Script *

Aisyah

Given Name as per NRIC/ Passport, e.g. Aisyah

Family Name - Western Script *

D/O Mohamed Ali

Family Name as per NRIC/ Passport, e.g. D/O Mohamed Ali

3

Submit

Save For Later

Close

Enter Legal Name – Example 2

It is imperative that the name entered here must be **identical to your Passport or NRIC** for salary crediting purposes. It must also be in **Proper Case** (for e.g. Hwee Yi)

← Item 4 of 10

Enter Legal Name

27 second(s) ago - Effective 14/08/2023

Legal Name

Legal Name

Legal Name *

Aisyah D/O Shaik Mohamed Ali

2

Enter Legal Name

27 second(s) ago - Effective 14/08/2023

Legal Name

Legal Name

Name: Zhouxuan Yao

Country / Territory *

Singapore

Select Singapore

Prefix: Mr.

Select Mr. / Ms.

Full Name: Paaveiy S Kumar

Full Name sequence as per NRIC/ Passport
e.g. Paaveiy S Kumar

Given Name(s) - Western Script *

Paaveiy

Given Name as per NRIC/ Passport,
e.g. Paaveiy

Family Name - Western Script *

S Kumar

Family Name as per NRIC/ Passport,
e.g. S Kumar

3

Submit

Save For Later

Close

3 Enter Preferred Name - Example 1

← Item 5 of 10

Enter Preferred Name Onboarding for Zhixuan Yao ...

27 second(s) ago - Effective 14/08/2023

Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Zhixuan Yao

← Item 5 of 10

Preferred Name

Use Legal Name As Preferred Name

2

Name

Zhixuan Yao

Country / Territory *

Must be Singapore

Prefix

Mr. / Ms.

Full Name

Given Name(s) - Western Script *

Your Preferred First Name, e.g. Andy

Family Name - Western Script *

Your Preferred Last Name, e.g. Yao

enter your comment

3

Note:

- Your Preferred Name will be referred to upon creation of your PwC email address, e.g. andy.z.yao@pwc.com
- PwC Singapore will have the full discretion to create your email address according to our business rules

3 Enter Preferred Name - Example 2

← Item 5 of 10

Enter Preferred Name

27 second(s) ago - Effective 14/08/2023

Preferred Name

Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Zhixuan Yao

← Item 5 of 10

Preferred Name

Use Legal Name As Preferred Name 2

Name
Zhixuan Yao

Country / Territory * Must be Singapore
Singapore

Prefix Mr. / Ms.
Mr.

Full Name

Given Name(s) - Western Script * Your Preferred First Name, e.g. Aisyah
Aisyah

Surname - Western Script * Your Preferred Last Name, e.g. Mohamed Ali
Mohamed Ali

enter your comment

3

Note:

- Your Preferred Name will be referred to upon creation of your PwC email address, e.g. aisyah.m.ali@pwc.com
- PwC Singapore will have the full discretion to create your email address according to our business rules

4 Enter Emergency Contacts

1 Legal Name

← Item 7 of 10

Change Emergency Contacts · Zhixuan Yao · ...

27 second(s) ago

Primary Emergency Contact

Legal Name

Name
(empty)

Country / Territory *

Search

Select Singapore

Prefix

Mr. / Ms.

Full Name

Full name as per NRIC/ Passport, e.g. Yao Jun Shi Dave

Given Name(s) - Western Script *

Given name as per NRIC/ Passport, e.g. Jun Shi Dave

Family Name - Western Script *

Family name as per NRIC/ Passport, e.g. Yao

2 Relationship

← Item 7 of 10

Change Emergency Contacts · Zhixuan Yao · ...

27 second(s) ago

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

Search

Click to select from dropdown list

3 Primary Phone

Phone

(empty)

Phone Device *

Country / Territory Phone Code *

Select country code of the mobile

Phone Number *

Do not include country code

Enter Personal Information

You are required to complete **all the fields** stated below. Click on  to edit.

Click on the dropdown list () , and **select the option with Singapore for all fields**. For e.g. Non-citizen (Singapore), Single (Singapore)

← Item 8 of 10

Marital Status

Marital Status *

Marital Status Date

Race/Ethnicity

Race/Ethnicity

Chinese (Singapore)

Religion

Religion

Free Thinker (Singapore)

Citizenship Status

Citizenship Status *

Nationality

Primary Nationality

China

1

2

3

Submit

Save for Later

Close

Religion

← Recommended

Citizen (Singapore)

Non-citizen (Singapore)

Permanent Resident (Singapore)

Search



Enter Personal Information

1 Gender

2 Date of Birth

3 Place of Birth

4 Marital Status

5 Race/ Ethnicity

6 Religion

7 Citizenship Status

8 Nationality

For 4,5,6 & 7,
ensure
selection
contains
(Singapore)

- Input your 'Primary Nationality'.
- If you have a secondary nationality, you may input in 'Additional Nationalities'

Note:

- Do not include more than one citizenship status. **All citizenship status options must end in a “(Singapore)” e.g. Citizen (Singapore), Non-Citizen (Singapore), or Permanent Resident (Singapore)**

Upon completion this is how it should look like in your profile:

Personal

Gender	Male
Date of Birth	08/09/1989
Age	30 years, 2 months,
Country / Territory of Birth	Singapore
Marital Status	Single (Singapore)
Race/Ethnicity	Malay (Singapore)
Religion	Islam (Singapore)
Citizenship Status	Citizen (Singapore)
Primary Nationality	Singapore

Update Skills and Experience

You are required to ensure and review that your information stated is most updated.

Complete To Do [Update your Skills and Experience](#) ...



1 minute(s) ago - Effective 22/08/2023

For

Overall Process [Hire:](#)

Overall Status [Successfully Completed](#)

Instructions It's time to reflect and share your skills and experience. Click the Skills and Experience button below to make your updates. Updates are not required for each field and you can click through any fields you do not need to update. Once you have made your updates or if you do not believe any updates are necessary, click the Submit button below.

[Skills and Experience](#)

enter your comment



Update Skills and Experience

Skills and Experience

Position

- 1 Skills
- 2 Job History
- 3 Education
- 4 Languages
- 5 Certifications
- 6 Achievements

1. Skills

Enter skills you want to be known for and found for. It's recommended that you select skills from the drop down list, but if you cannot find what you're looking for, you can manually enter in your desired skill.

2. Job History

Include both your external and internal PwC project experience in this section.

External should be prefixed with '(External)'. Include that same '(External)' prefix for any external entries added directly to Workday; if you forget, Workday will prompt you to add it based on your hire date and the date of the experience entry you are adding.

3. Education (this is a mandatory field to be completed)

If not found in the drop down list, you can check the applicable box and manually add in your school name.

4. Languages

List your languages (including your native language) and related proficiency

5. Certifications

Certifications have to be supported with a document from the accrediting organisation. These documents should be uploaded and will be verified by HR before they will be reflected in your Talent Profile

6. Achievements

Share your Accomplishments, Awards, Publications and any Community, Company, PwC Group, Professional Group or School affiliations.

Note:

Please ensure that your **highest Education and/or Professional Certification** are the **most updated**.

For work pass holders, this information is crucial as the Ministry of Manpower (MOM) reviews education qualifications as part of the renewal process, and completing this will ensure that your work pass renewal process is smooth and efficient.

Update Skills and Experience

3

Education

Country / Territory *

School *

If you cannot find the school, click here

Degree

Degree Received

select one

Field of Study

Please choose from the dropdown list first. To only tick the checkbox unless your school is not listed in the dropdown list.

Please choose the most relevant qualification. i.e. Doctorate, Master Degree, Bachelor Degree, Diploma, Primary/Secondary Education, Certificate

Please choose the most relevant Field of Study.

First Year Attended

Last Year Attended

Grade Average

» Attachments

Please input the year(s) as indicated on the graduation certificate.
For interns, please indicate your expected graduation year in the Last Year Attended field

Edit Government and/or National IDs

National IDs (All employees)

National IDs 1 item

PRs need to input both National IDs and Government IDs. Refer to next slide for instructions on 'Government IDs'

	*Country / Territory	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
	<input data-bbox="192 426 336 448" type="button" value="X Singapore"/> 	<input data-bbox="489 426 739 448" type="button" value="X National Registration Identification Number (NRIC)"/> 	XXXXXXXXXX	<input data-bbox="912 426 1180 469" type="text"/>	<input data-bbox="1219 426 1372 469" type="text"/>	<input data-bbox="1411 426 1564 469" type="text"/>	
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Click to add a row</div>							

Category	Country/ Territory	National ID Type	Identification #	Issued Date	Expiry date
Singaporean	Singapore	NRIC	NRIC Number	Found behind NRIC	-
Permanent resident	Singapore	NRIC	NRIC Number	Found behind NRIC	Can be found on re-entry permit
Non - citizen	Singapore	FIN	FIN Number* (can be found in your IPA**)	As indicated on your card/ notification letter***	As indicated on your card/ notification letter***

* FIN number or Foreign Identification Number can be found in your IPA, or digital Student Pass for Student Pass holders

** IPA: In-Principle Approval, the document that you received upon approval of your Employment Pass / SPass / Work Permit / Work Holiday Pass

*** For Employment Pass / S Pass / Work Permit, your notification letter will be issued to you on your first day of work

Edit Government and/or National IDs

Government IDs (Permanent Residents only)

Please add 2 rows, 1 for Entry Permit and the other for Re-Entry Permit. If you don't have Entry Permit, just add you Re-Entry Permit

Government IDs 1 item

*Country / Territory		Entry Permit	Identification #	Issued Date	Expiration Date
<input style="width: 20px; height: 20px;" type="button" value="+"/>	<input style="width: 20px; height: 20px;" type="button" value="X"/> Singapore	<input type="radio"/> Entry Permit	<input type="text"/>	<input type="text"/> DD/MM/YYYY	<input type="text"/> DD/MM/YYYY
		<input type="radio"/> Re-Entry Permit	<input type="text"/>	<input type="text"/> DD/MM/YYYY	<input type="text"/> DD/MM/YYYY
<input type="button" value="Search"/> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>					

Click to add a row

Category	Country/ Territory	National ID Type	Identification #	Issued Date	Expiry date
Permanent resident	Singapore	Entry permit	Entry permit number (E.g. 1597868)	Found on entry permit	-
Permanent resident	Singapore	Re-entry permit	Re-entry permit number* (E.g.REP/EN/XXXXXX/XX)	Found on re-entry permit	Can be found on re-entry permit

* Refer to next slide on where to find the Re-entry permit number

Edit Government and/or National IDs

Government IDs entry (Permanent Residents only)

FORM 7 Regulation 6(2) and (3A)

Immigration Act 1959
Immigration Regulations

RE-ENTRY PERMIT

1. This permit —

- (a) is not a travel document and will not be accepted as such;
- (b) is valid for MULTIPLE re-entry / re-entries until 01/09/2023, provided that the travel document is valid;
- (c) shall, upon request, be produced to the Immigration Officer on arrival and departure; and
- (d) may be cancelled if the holder —
 - (i) is held by a court or other competent authority to have contravened any law; or
 - (ii) in the opinion of the Controller of Immigration, has behaved or is behaving in an undesirable manner (including but not limited to behaviour that is contrary to national or public interests, threatens a breach of peace, or is prejudicial to public order or public welfare).

2. The holder of this permit is authorised to re-enter Singapore for permanent residence so long as this permit is valid.

for Controller of Immigration,
Singapore.

This is a system-generated document. No signature is required. (This document does not establish the nationality or citizenship of the holder.)

Description of holder:

UIN/NRIC No.: Sex: MALE
Name:

Alias:

Date of Birth:
Country/Place of Birth: INDONESIA

Passport/Travel Document:

Type: INTERNATIONAL PASSPORT
Country/Place of Issue: INDONESIA
Number:
Issue Date:
Expiry Date:

Re-Entry Permit

Number: REP/EN/
Issue Date:
Valid Till:
Country/Place of Issue: SINGAPORE

**Re-Entry Permit No.
Must include REP/EN/**

Passport and Visa entry (Non-Citizens only)

Mandatory for Non-Locals to input Passport details.

Optional for Locals/ PRs (need to click  at the bottom to complete this task without adding anything)

Passports 1 item							
*Country / Territory		*Passport ID Type	Identification #	Issued Date	Expiration Date	Set Verification To Current User	Verification Date
<input data-bbox="297 405 336 426" type="button" value="+"/> <input data-bbox="355 405 393 426" type="button" value="X"/> Singapore <input data-bbox="412 405 451 426" type="button" value="..."/>		<input data-bbox="489 405 528 426" type="button" value="X"/> Regular (Red Cover) <input data-bbox="547 405 585 426" type="button" value="..."/>	<input data-bbox="604 405 816 426" type="text"/>	<input data-bbox="835 405 1046 426" type="text"/> 23/08/2023	<input data-bbox="1065 405 1276 426" type="text"/> 23/08/2033	<input type="checkbox"/>	<input data-bbox="1296 405 1507 426" type="text"/> 26/06/2025
<input data-bbox="1526 405 1699 426" type="text"/> Paaveiy S Kumar							

Click to add a row 

Visas 0 items							
*Country / Territory		*Visa ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Click to add a row 

Passports	Country/ Territory	Passport ID Type	Identification #	Issued Date	Expiry date
	Select passport country of origin	Select relevant option	<input data-bbox="988 793 1200 815" type="text"/>	<input data-bbox="1219 793 1430 815" type="text"/>	<input data-bbox="1449 793 1660 815" type="text"/>

Visas	Country/ Territory	Visa ID Type	Identification #	Issued Date	Expiry date
	Select 'Singapore'	Select relevant visa type (e.g. Employment Pass / S Pass / Student Pass / Work Holiday Pass)	<input data-bbox="1008 966 1219 988" type="text"/>	<input data-bbox="1238 966 1449 988" type="text"/>	<input data-bbox="1468 966 1680 988" type="text"/>

Singapore Bank account entry (only Singapore bank account is permitted for salary crediting)

Preferred Payment Method

Salary (One Bank Account Allowed) Direct Deposit

Account Information

Account Nickname (optional)

Bank Code *

Bank Name *

Branch Code *

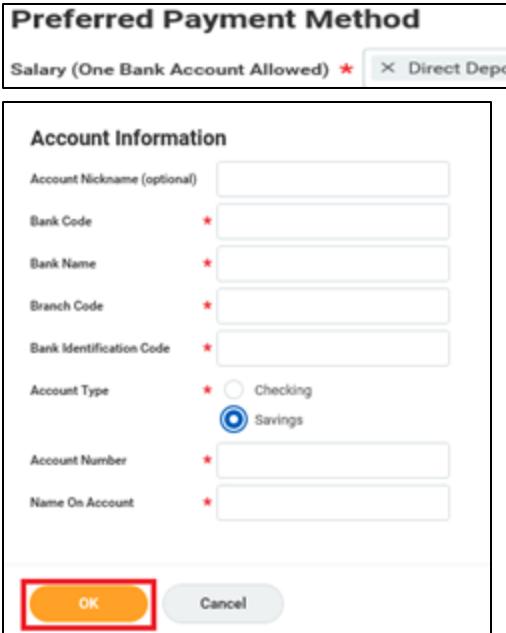
Bank Identification Code *

Account Type Checking Savings

Account Number *

Name On Account *

OK **Cancel**



Fields	Instructions
Salary	Must select Direct Deposit
Bank Code	
Branch code	Please refer to the next page on the various bank related codes for the common banks in Singapore
Bank identification code	
Account Type	Select Savings / Checking (Current)
Account Number	Bank account number *No spaces or special characters
Name on Account	Your Legal Name

Manage Payment Elections

List of common banks in Singapore

*Your Salary will only be credited to a Singapore Bank Account.

If your bank is not in this list, please contact the bank to acquire the details.

Bank Code	Bank Name	Bank Identification Code
7931	Australia and New Zealand Banking Group	ANZBSGSXXXX
7083	Bank of China Limited	BKCHSGSGXXX
7986	CIMB Bank Berhad	CIBBSGSGXXX
9201	Citibank Singapore Limited	CITISGSLXXX
7171	DBS Bank Ltd	DBSSSGSGXXX
9548	HSBC Bank (Singapore) Ltd	HSBCSGS2XXX
8712	Industrial & Commercial Bank Of China	ICBKSGSGXXX
7302	Maybank Singapore Limited	MBBESGS2XXX
7339	Oversea-Chinese Banking Corporation Ltd	OCBCSGSGXXX
9496	Standard Chartered Bank, (Singapore) Limited	SCBLSG22XXX
7375	United Overseas Bank Ltd	UOVBSGSGXXX

Opening of Bank Account for Work Visa Holders

If a **Letter of Employment** is needed for the opening of bank account, employees can self-generate the letter through Workday on their **second day of work**.

The guide for reference letter generation will be shared during your Day 1 Onboarding induction session.

Note:

Do ensure that you have updated your legal name, identification number, contact details and residential address, in your profile prior to generating the letter. These information will be used to populate the letter generated.

Enter your Home Contact Information (Primary Address, Email & Phone)

Note: You will receive the
“Contact Information Change”
Workday task 3 days before
your start date

1 Primary Address

← Item 6 of 10

Primary Address

Address

Country / Territory *

Search

Singapore

Select Singapore

House Number

Block Number

Street Name *

Key in Singapore address

Floor

Unit

Building

Submit

Save for Later

Close

Additional Address

City *

Singapore

Key in Singapore

Administrative District

Postal Code *

Only input **6 digits** **No alphabets**
e.g. **018936**

Usage

Visibility *

Private

Note:

- Do not select another country if you do not have a Singapore address yet.
- Please revisit this task and update it once you have confirmed your local address.

Enter Contact Information

Enter your Home Contact Information (Primary Address, Email & Phone)

2

Primary Phone

← Item 6 of 10

Phone

+65 8336 6824 (Mobile)

Phone Device *

Mobile

Country / Territory Phone Code *

Select Singapore

Do not include Country Code

Phone Number *

8336 6824

Phone Extension

Visibility *

Private

3

Primary Email

← Item 6 of 10

Primary Email

Address *

andyyao@gmail.com

Enter your personal email

> Details

Additional Email

Add

4

Submit

Click Submit to complete

Note:

- **Do not** select other country code if you do not have a Singapore phone number yet.
- Please revisit this task and update it once you have confirmed your local phone number.

Onboarding (Review Documents)

Completion of all to-do tasks

Review Documents

21 hour(s) ago - Due 10/25/2018; Effective 10/23/2018

This document is an interactive PDF which has active links which will not work in this view. Please download the document in order for the links to work.

Once you have reviewed the information for your territory, please attach your NRIC/Passport (if required).

It will then be reviewed by your Human Capital team to ensure it is correct.

Documents

Document:  Onboarding Checklist

Instructions: As you have now completed your onboarding tasks, we need you to provide us some documents that confirm the personal information that you have updated into Workday.

Signature Statement: Please confirm here that the evidence you have provided is your own and all the details are accurate.

I Agree:

After completing all to-do tasks:

- 1) Tick 'I agree'
- 2) Attach NRIC/ Passport
- 3) Click 'Submit'

Drop file here

or

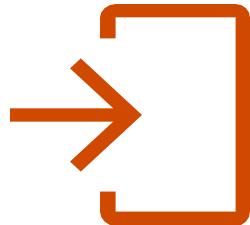
Select files

Comment:

Submit



Congrats!
You have completed Workday system setup.



If you have any questions,
Please send an email to
sg_hr_onboarding@pwc.com



We look forward to having you!