11 Tasks To-do in Workday Guide

pwc

PwC

Nov 2023

workday.

Please follow the steps below to access our HR System (Workday) in order to compete your personal information.

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
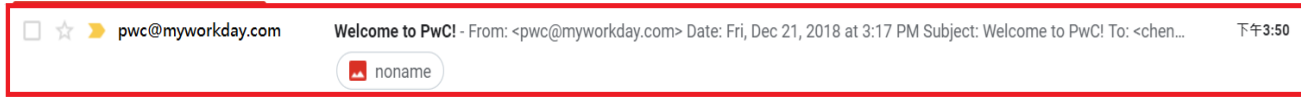
workday®

Step 1

Register/ Log in to
Workday account

pwc@myworkday.com   **Welcome to PwC!** - From: <pwc@myworkday.com> Date: Fri, Dec 21, 2018 at 3:17 PM Subject: Welcome to PwC! To: <chen...   下午3:50

noname

Dear   :

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.
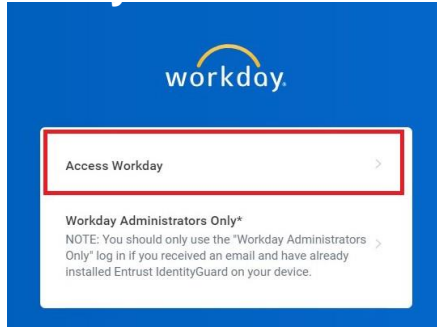- If you already have a PwC Account registered for your Email Address, use your existing Email Address and Password to login.

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

PwC

1.2   Access

Workday Sign In Error

Invalid user name or password, please try again. Note: You may not be able to change or reset your password from Workday if your account uses a corporate password.

Please click here to login again

workday.

Access Workday   >

Workday Administrators Only*
NOTE: You should only use the "Workday Administrators Only" log in if you received an email and have already installed Entrust IdentityGuard on your device.   >

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

pwc

Log In

Email:
|

By clicking Log In, you confirm you have read how PwC uses cookies and you consent to that use on your devices.

☐ Remember Me

Log In

Need help logging in?
Frequently asked questions | Register

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

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: *   Select a country ▼

Choose password: *

Confirm password: *

로봇이 아닙니다.
reCAPTCHA
개인정보 보호 - 약관

Register   *Forgot your password?*

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

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

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.

1

Your PwC User Name

pwc_it_comms@us.pwc.com

pwc

Dear

Thank you for submitting your request for a PwC account. Before you can proceed, you must first activate the account. Please click on the activation link below to complete the Self-Registration process

Your User Name is : abc@gmail.com

Activation Link : Click here

2

pwc

Registration successful

Your email address has been successfully registered with PwC. Please click here to login and continue.

3

pwc

Log In

Clients and visitors

Email:

test@gmail.com

Password:

....

By clicking Log In, you confirm you have read how PwC uses cookies and you consent to that use on your devices.

Log In

Need help logging in?

Frequently asked questions | Forgot your password

"

workday.

Step 2

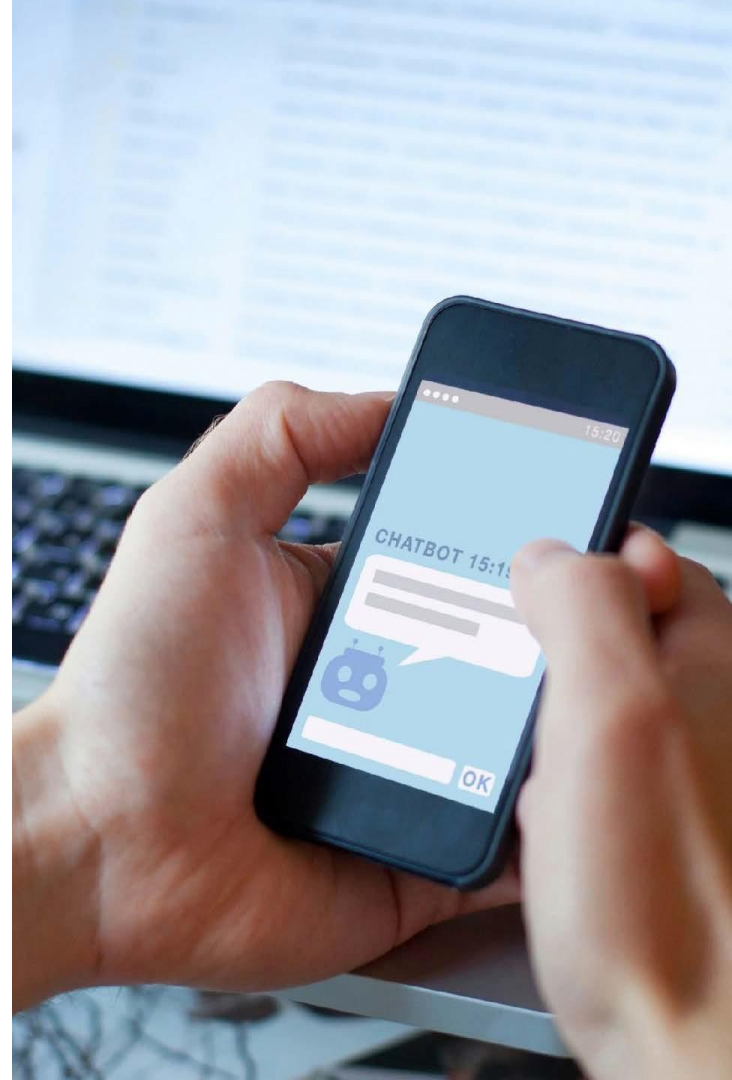Complete these
11 To-Do tasks

Workday Profile Homepage

MENU

Search

Click Inbox icon to view your 11 To-Do Tasks

Menu

Apps | Shortcuts

Your Saved Order

- Favorites
- Anniversaries
- PwC Reporting Catalogue
- My Performance and Feedback
- Add My Vaccination
- Requests
- Onboarding
- Birthdays
- Dashboards

Hello There

Awaiting Your Action ...

View All Apps

Announcements

Global Business Rules and User Support

(1) Global business rules are provided for users of Workday. A...

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

PwC

Learn about PwC Values & History

This page allows you to
- Understand more about PwC and your colleagues

← **Onboarding**

Message From Bob ...
As Global Chairman of PwC, I want to welcome you to the PwC network.
View More

PwC Values
Learn about our values.
View More

PwC History
Learn more about our history.
View More

PwC is a global net...
Learn about how PwC is a network of firms.
View More

Your feedback is ve...
You will receive a survey about your onboarding experience. Tell us how it's...
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

0%
Your Progress

Outstanding 11 to-do tasks before you join us

Go to Inbox

Where to complete your 11 To-Do tasks?

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

You will need to complete all the 11 tasks

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

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.

Reference: https://www.ica.gov.sg/common/photo-guidelines
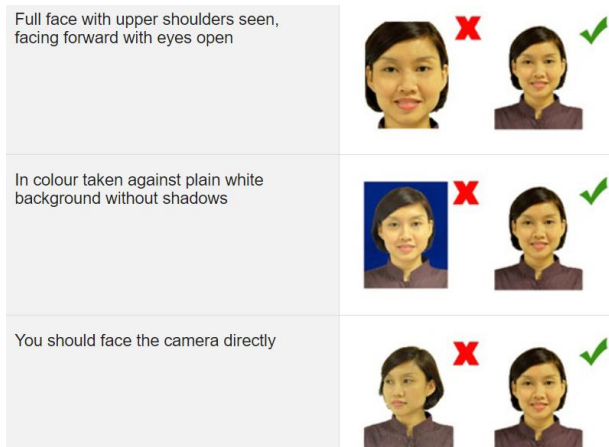
Enter Legal Name – Example 1

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)

Select **Singapore**

Select **Mr. / Ms.**

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

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

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

PwC

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

1

Enter Legal Name

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

Legal Name

2

Legal Name

Name

Zhixuan Yao

Country / Territory *

× Singapore

Select **Singapore**

Prefix

× Mr.

Select **Mr. / Ms.**

Full Name

Aisyah D/O Mohamed Ali

Full Name sequence as per **NRIC/ Passport e.g. 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

3 Enter Preferred Name - Example 1

Preferred Name

2

Use Legal Name As Preferred Name
☐

Uncheck this box if you **do not** want to use your legal name as your preferred name

Name
Zhixuan Yao

Country / Territory *
× Singapore

Must be **Singapore**

Prefix
× Mr.

Mr. / Ms.

Full Name

Given Name(s) - Western Script *
Andy

Your Preferred First Name, e.g. Andy

Family Name - Western Script *
Yao

Your Preferred Last Name, e.g. Yao

≡ MENU   pwc

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

1

✏

Preferred Name
Zhixuan Yao

---

enter your comment

3

☁

Submit   Save for Later   Close

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

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3 Enter Preferred Name - Example 2

≡ MENU   pwc

← 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

Preferred Name

Use Legal Name As Preferred Name

☐ **2**

Uncheck this box if you **do not** want to use your legal name as your preferred name

Name

Zhixuan Yao

Country / Territory *

× Singapore   ≡   Must be **Singapore**

Prefix

× Mr.   ≡   Mr. / Ms.

Full Name

[   ]

Given Name(s) - Western Script *

[Aisyah]   Your Preferred First Name, e.g. Aisyah

Family Name - Western Script *

[Mohamed Ali]   Your Preferred Last Name, e.g. Mohamed Ali

enter your comment

[   ]

3 **Submit**   Save for Later   Close

Note:
- Your Preferred Name will be referred to upon creation of your PwC email address
- PwC Singapore will have the full discretion to create your email address according to our business rules

4 Enter Emergency Contacts

1 Legal Name

Change Emergency Contacts Zhixuan Yao ⋯

27 second(s) ago

Primary Emergency Contact

Legal Name

Name
(empty)

Country / Territory *
× Singapore ☰ → Select **Singapore**

Prefix
☰ → Mr. / Ms.

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

Given Name(s) - Western Script *
Jun Shi Dave → Given name as per **NRIC/ Passport**, e.g. Jun Shi Dave

Family Name - Western Script *
Yao → Family name as per **NRIC/ Passport**, e.g. Yao

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2 Relationship

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 *
select one ▼

Country / Territory Phone Code *
× Singapore (+65) ☰ → Select country code of the mobile

Phone Number *
8765 4321 → **Do not include** country code

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

Enter Personal Information Onboarding for Zhixuan Yao •••

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

Change Personal Information

Gender

Gender
Male

Date of Birth

Date of Birth ✱

Age

Place of Birth

Country / Territory of Birth ✱
China

Marital Status

Marital Status ✱

Marital Status Date

Race/Ethnicity

Race/Ethnicity
Chinese (Singapore)

Religion

Religion
Free Thinker (Singapore)

Citizenship Status (1)

Citizenship Status ✱

Nationality

Primary Nationality
China

Religion

← Recommended

☑ Citizen (Singapore)

☐ Non-citizen (Singapore)

☐ Permanent Resident (Singapore)

Search ≔ (2)

(3) **Submit** Save for Later Close

5   **Enter Personal Information**

1 Gender

2 Date of Birth

3 Place of Birth

4 Marital Status

5 Race/ Ethnicity

6 Religion

7 Citizenship Status

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

8 Nationality

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

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

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

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

☐

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

Degree

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

Degree Received

select one ▼

Field of Study

Please choose the most relevant Field of Study.

First Year Attended

YYYY

Last Year Attended

YYYY

Please input the year(s) as indicated on the graduation certificate.

Grade Average

> **Attachments**

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
⊕							
	✕ Singapore ☑ ☰	✕ National Registration Identification Number (NRIC) ··· ☰	XXXXXXXX	_____	DD/MM/YYYY 📅	DD/MM/YYYY 📅	

Click to add a row

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 entry / re-entry permit
Non - citizen	Singapore	FIN	FIN Number* (can be found in your IPA**)	Your first day of work	Refer to your IPA for pass validity***

   * FIN number or Foreign Identification Number can be found in your IPA
  ** IPA: In-Principle Approval, the document that you received upon approval of your Employment Pass / SPass / Work Permit / Work Holiday Pass
*** For example: Issue date + 24 months = expiration date

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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

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

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Government IDs entry (Permanent Residents only)

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

8   Edit Passports & Visas

Passport and Visa entry (Non-Citizens only)

Mandatory for Non-Locals to input Passport details.
Optional for Locals/ PRs (need to click [Approve] at the bottom to complete this task without adding anything)

Passports 1 item

	*Country / Territory	*Passport ID Type	Identification #	Issued Date	Expiration Date
Click to add a row ⊕					
⊖				DD/MM/YYYY	DD/MM/YYYY

Visas 0 items

	*Country / Territory	*Visa ID Type	Identification #	Issued Date	Expiration Date
Click to add a row ⊕					
			No Data		

	Country/ Territory	Passport ID Type	Identification #	Issued Date	Expiry date
Passports	Select passport country of origin	Select relevant option	Passport number	Issue date of passport	Expiry date of passport
	Country/ Territory	**Visa ID Type**	**Identification #**	**Issued Date**	**Expiry date**
Visas	Select 'Singapore'	Select relevant work visa type (e.g. Employment pass / S Pass / Work Holiday Pass)	FIN Number	Your first day of work	Refer to your IPA for pass validity

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	Please refer to the next page on the various bank related codes for the common banks in Singapore
Branch code	
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

9   Manage Payment Elections

List of common banks in Singapore

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

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

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

PwC

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

2 **Primary Phone**

← Item 6 of 10

Primary Phone

Phone

+65 9876 5432 (Mobile)

Phone Device *

Mobile

Country / Territory Phone Code *

× Singapore (+65) | Select **Singapore**

Phone Number *

9876 5432 | **Do not** include Country Code

Phone Extension

Visibility *

Private

> Details

3 **Primary Email**

← Item 6 of 10

Primary Email

Address *

andyyao@gmail.com | Enter your personal email
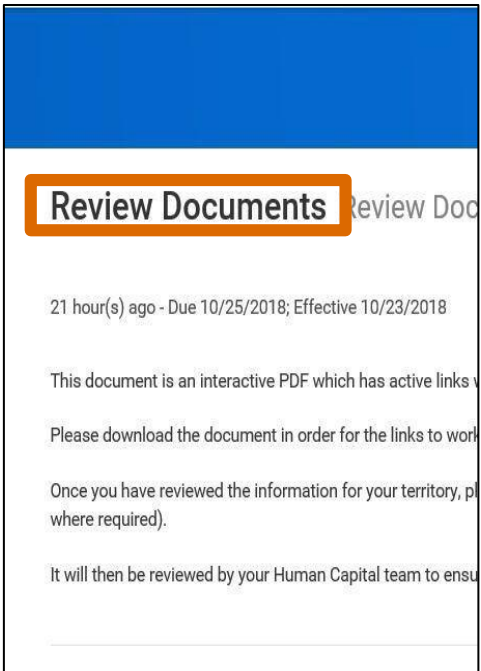
> Details

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.

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Completion of all to-do tasks

Review Documents Review Doc

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

This document is an interactive PDF which has active links

Please download the document in order for the links to work

Once you have reviewed the information for your territory, pl
where required).

It will then be reviewed by your Human Capital team to ensu

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'

Comment	

[Submit] [Save for Later] [Cancel]

Congrats!
You have completed Workday system setup.
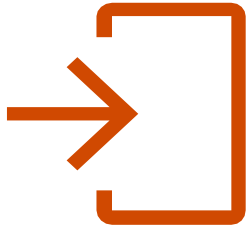
If you have any questions,
Please send an email to
sg_hr_onboarding@pwc.com

We look forward to having you!