

# 11 Tasks To-do in Workday Guide





## Step 1

### **Register/ Log in to Workday**

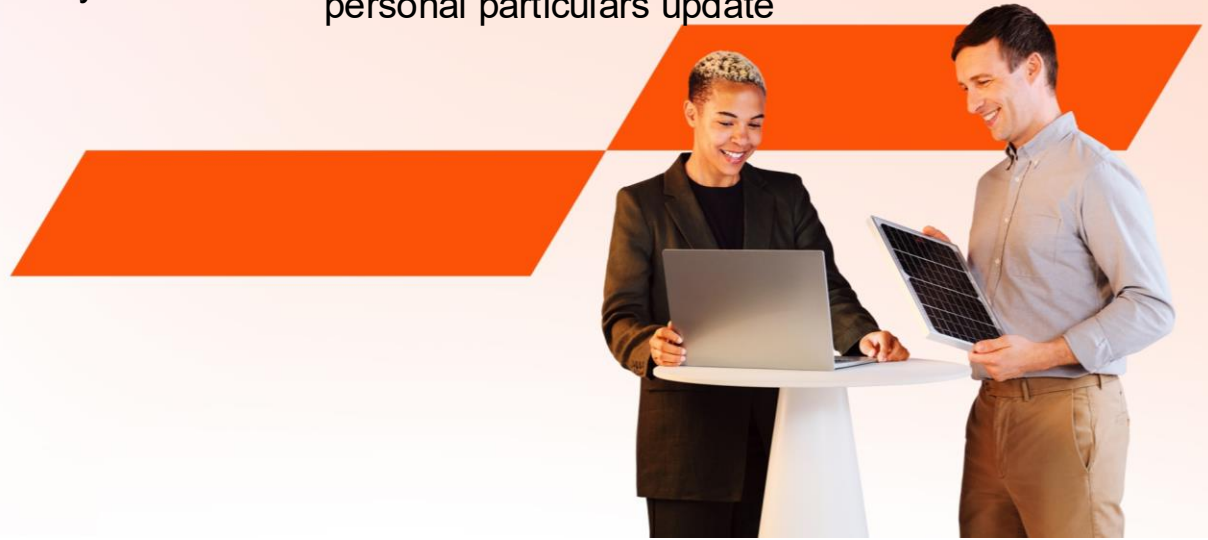
#### **Account:**

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

## Step 2

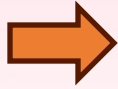
### **Complete 11 To-Do tasks:**

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



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.html>

- 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.html>

## 1.2 Access Workday

### 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 retry login here](#)



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.



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

Need help logging in?  
[Contact Us](#) [Feedback](#)

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 · 약관

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

**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

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.

**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:

Password:

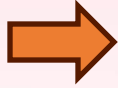
By clicking Log In, you confirm you have read how PwC uses cookies and you consent to that use on your devices.

[Log In](#)

Need help logging in?  
[Frequently asked questions](#) | [Contact your administrator](#)



Step 2



Complete these  
11 To-Do tasks



# Workday Profile Homepage

The screenshot shows the Workday Profile Homepage. At the top left is the PwC logo. To its right is a search bar with a magnifying glass icon and the word "Search". In the top right corner, there are three icons: a notification bell with a red circle containing the number "1", an inbox icon (a document with a checkmark) which is circled in red, and a user profile icon. A large orange banner across the top features a photo of a man and a woman working together. Below the banner, the date "It's Tuesday, 19 August 2025" is displayed. On the left side, a "Menu" sidebar is open, showing a list of items: "Apps", "Shortcuts", "Your Saved Order", "Favorites", "Anniversaries", "PwC Reporting Catalogue", "My Performance and Feedback", "Add My Vaccination", "Requests", "Onboarding" (which is highlighted with a red box), "Birthdays", and "Dashboards". An orange callout box with an arrow pointing to the "Onboarding" item contains the text: "Click the Menu button, scroll to Onboarding to learn more about PwC and your colleagues". Another orange callout box with an arrow pointing to the circled inbox icon contains the text: "Click Inbox icon to view your 11 To-Do Tasks". Below the banner, the "Happening" section is visible. To the right, the "Announcements" section shows a title "Global Business Rules and User Support" and a snippet of text: "(1) Global business rules are provided for users of Workday...". At the bottom, the "Timely Suggestions" section is partially visible with the text "Here's where you'll get updates on your active items."

**Workday Profile Homepage**

**Menu**

- Apps
- Shortcuts
- Your Saved Order
- Favorites
- Anniversaries
- PwC Reporting Catalogue
- My Performance and Feedback
- Add My Vaccination
- Requests
- Onboarding**
- Birthdays
- Dashboards

**Happening**

It's Tuesday, 19 August 2025

**Announcements**

1 of 1 < >

**Global Business Rules and User Support**

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

**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! 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

# Where to complete your 11 To-Do tasks?

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

The screenshot displays the Workday user interface. At the top, there is a navigation bar with a 'MENU' button, the PwC logo, a search bar, and user profile icons. The main content area is divided into two panels. The left panel, titled '18 items', shows a list of tasks. The right panel, titled 'View Event Onboarding for', provides details for a specific task.

**Task List (Left Panel):**

Task Name	Due Date	Status
Payment Election	on 14/07/2025	14/07/2025
Due: 15/07/2025		
14/07/2025 - Successfully Completed		
Legal Name Change:	14/07/2025	
14/07/2025 - Successfully Completed		
Contact Change:	11/07/2025	
13/07/2025 - Successfully Completed		
Onboarding for	11/07/2025	
Due: 01/07/2025		
13/07/2025 - Successfully Completed		

**Task Details (Right Panel):**

**View Event Onboarding for**

For

Overall Process Hire:


Overall Status Successfully Completed


**Details Process**



Worker Paaveiy S Kumar

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


# 1 Change My Photo

 MENU




 **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.



PwC

## 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



Reference: <https://www.ica.gov.sg/common/photo-guidelines>

## 2

## 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)

The image shows a mobile application interface for entering a legal name. It consists of two main parts: a summary view on the left and a detailed input form on the right. An orange arrow points from the summary view to the detailed form.

**Summary View (Left):**

- Header: Item 4 of 10
- Title: Enter Legal Name Onboarding for Zhixuan Yao
- Status: 27 second(s) ago - Effective 14/08/2023
- Field: Legal Name
- Input: Legal Name \*

**Detailed Form (Right):**

- Title: Enter Legal Name Onboarding for Zhixuan Yao
- Status: 77 second(s) ago - Effective 14/08/2023
- Field: Legal Name
- Input: Legal Name
- Field: Name
- Input: Zhixuan Yao
- Field: Country / Territory \*
- Input: Singapore
- Field: Prefix
- Input: Mr.
- Field: Full Name
- Input: Yao Zhixuan Andy
- Field: Given Name(s) - Western Script \*
- Input: Zhixuan Andy
- Field: Family Name - Western Script \*
- Input: Yao
- Buttons: Submit, Save for Later, Close

**Annotations:**

- 1:** Points to the edit icon in the summary view.
- 2:** Points to the 'Legal Name' field in the detailed form.
- 3:** Points to the 'Submit' button in the detailed form.

**Instructions:**

- 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

## 2 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)

The image shows a two-step process for entering a legal name. On the left, a summary view shows the entered name 'Aisyah D/O Shaik Mohamed Ali' with a red circle '1' and an edit icon. An orange arrow points to the right, where a detailed form is shown with a red circle '2' at the top and a red circle '3' at the bottom. The detailed form includes fields for Name, Country/Territory (Singapore), Prefix (Mr.), Full Name (Aisyah D/O Mohamed Ali), Given Name(s) (Aisyah), and Family Name (D/O Mohamed Ali). Red callout boxes provide instructions for each field.

**1** [Edit icon]

**2** Enter Legal Name

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

Legal Name

Legal Name

Legal Name \*

Aisyah D/O Shaik Mohamed Ali

**3**

Enter Legal Name

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

Legal Name

Legal Name

Name

Zhouan Yeo

Country / Territory \*

Singapore

Prefix

Mr.

Full Name

Aisyah D/O Mohamed Ali

Given Name(s) - Western Script \*

Aisyah

Family Name - Western Script \*

D/O Mohamed Ali

Select Singapore

Select Mr. / Ms.

Full Name sequence as per NRIC/ Passport  
e.g. Aisyah D/O Mohamed Ali

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

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

Submit Save for Later Close

## 2

## 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

2

Enter Legal Name

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

Legal Name

Legal Name

Name

Zhouan Yeo

Country / Territory \*

Prefix

Full Name

Given Name(s) - Western Script \*

Family Name - Western Script \*

3

Select **Singapore**

Select **Mr. / Ms.**

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

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

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

# 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

1



← Item 5 of 10

Preferred Name

Use Legal Name As Preferred Name

☐

Name

Zhixuan Yao

Country / Territory \*

X Singapore

Prefix

X Mr.

Full Name

Given Name(s) - Western Script \*

Andy

Family Name - Western Script \*

Yao

enter your comment

Submit Save for Later Close

2

3

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

Must be **Singapore**

Mr. / Ms.

Your Preferred First Name, e.g. Andy

Your Preferred Last Name, e.g. Yao

## Note:

- Your Preferred Name will be referred to upon creation of your PwC email address, e.g. [andy.z.yao@pwc.com](mailto: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

MENU

← Item 5 of 10

Enter Preferred Name

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

Preferred Name

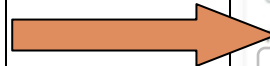
Preferred Name

Use Legal Name As Preferred Name

Yes

Preferred Name

Zhixuan Yao



← Item 5 of 10

Preferred Name

2 Use Legal Name As Preferred Name ☐

Name

Zhixuan Yao

Country / Territory \*

× Singapore

Prefix

× Mr.

Full Name

Given Name(s) - Western Script \*

Aisyah

Family Name - Western Script \*

Mohamed Ali

enter your comment

3 Submit Save for Later Close

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

Must be **Singapore**

Mr. / Ms.

Your Preferred First Name, e.g. Aisyah

Your Preferred Last Name, e.g. Mohamed Ali

## Note:

- Your Preferred Name will be referred to upon creation of your PwC email address, e.g. [aisyah.m.ali@pwc.com](mailto: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 \*  
Singapore

Prefix  
(empty)

Full Name  
Yao Jun Shi Dave

Given Name(s) - Western Script \*  
Jun Shi Dave

Family Name - Western Script \*  
Yao

Select Singapore

Mr. / Ms.

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

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

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 \*

Click to select from dropdown list

## 3 Primary Phone

Phone  
(empty)

Phone Device \*  
select one

Country / Territory Phone Code \*  
Singapore (+65)



Phone Number \*  
8765 4321

Select country code of the mobile

Do not include country code

## 5

# 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

### Enter Personal Information

Onboarding for Zhixuan Yao

27 second(s) ago - Effective 14/05/2023

#### 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

Citizenship Status \*

Nationality

Primary Nationality

China

Religion

← Recommended

☒ Citizen (Singapore)

☐ Non-citizen (Singapore)

☐ Permanent Resident (Singapore)

Search

1

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
- 8 Nationality

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

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

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)**

# 6 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



## 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.

# 6 Update Skills and Experience

## 3 Education

Country / Territory \*

School \*

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

If you cannot find the school, click here

☐

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

Last Year Attended

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

Grade Average

> Attachments

## 7

# 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 type="text" value="Singapore"/>	<input type="text" value="National Registration Identification Number (NRIC)"/>	XXXXXXXX	<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="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 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

## 7

# 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	National ID Type	Identification #	Issued Date	Expiration Date
	<input type="text" value="Singapore"/>	<input type="radio"/> Entry Permit <input type="radio"/> Re-Entry Permit	<input type="text" value="Search"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>


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

## 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 canceled 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/**

# 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  at the bottom to complete this task without adding anything)

Click to add a row

Passports 1 item

<div><div>+</div></div>	*Country / Territory	*Passport ID Type	Identification #	Issued Date	Expiration Date	Set Verificatio To Curren User	Verification Date	Verified By
<div><div>-</div></div>	<div><div>×</div> Singapore <div>🗲</div></div>	<div><div>×</div> Regular (Red Cover) <div>⋮</div></div>	<div></div>	23/08/2023	23/08/2033	<div><div></div></div>	26/06/2025	Paaveiy S Kumar

Click to add a row

Visas 0 items

<div><div>+</div></div>	*Country / Territory	*Visa ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Passports	Country/ Territory	Passport ID Type	Identification #	Issued Date	Expiry date
	Select passport country of origin	Select relevant option	Passport number	Issue date of passport	Expiry date of passport
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)	FIN Number	As indicated on your card/ notification letter	As indicated on your card/ notification letter

## 9

# Manage Payment Elections

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

**Preferred Payment Method**

Salary (One Bank Account Allowed) ★

**Account Information**

Account Nickname (optional)

Bank Code ★

Bank Name ★

Branch Code ★

Bank Identification Code ★

Account Type ★ ☐ Checking ☒ Savings

Account Number ★

Name On Account ★

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 <b>*No spaces or special characters</b>
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	CIBBSGSXXXX
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	UOVBSGSXXXX

## 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.

# 10 Enter Contact Information

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

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

## 1 Primary Address

← Item 6 of 10

Primary Address

Address

Country / Territory \*

Search

X Singapore

House Number

Block Number

Street Name \*

Floor

Unit

Building

Submit Save for Later Close

Select Singapore

Key in Singapore address

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.

# 10 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 \*

X Singapore (+65) ⋮

Phone Number \*

8336 6824

Phone Extension

Visibility \*

Private ▼

Select **Singapore**

**Do not** include Country Code

## 3 Primary Email

← Item 6 of 10

Primary Email

Address \*

andyyao@gmail.com

> Details

Additional Email

Add

Enter your personal email

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.

## 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 v

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** ☐

**Drop file here**

**Select files**

**Comment**

**Submit** **Save for Later** **Cancel**

**After completing all to-do tasks:**

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



Congrats!  
You have completed Workday system setup.



If you have any questions,  
Please send an email to  
[sg\\_hr\\_onboarding@pwc.com](mailto:sg_hr_onboarding@pwc.com)



**We look forward to having you!**