



New Hire Elections

Overview: Sign into Workday to update your demographic details, tax forms and direct deposit information. If you do not complete these items prior to your start date, you will be able to complete them after you start.

- **Instructions:** Access your Workday inbox to complete the items listed below.
 - Complete your state and local withholding elections.
 - Complete your federal withholding elections.
 - Manage pay elections (direct deposit).
 - Review the delivery method for your tax documents.
 - Change emergency contacts.
 - Review/select benefit elections.
 - Update veteran status identification.
 - Update self-identification of disability.
 - Update your name pronunciation.

Please note: The Children's Benefits Guide will be sent to you by your recruiter. You will also be able to find it in Workday.