

## Onboarding – hire completion, pre-hire completes onboarding tasks

### Purpose

To guide HR Generalists, managers, and new hires through the onboarding process in Workday, starting from pre-hire data entry, followed by hire completion, and concluding with onboarding task assignments.

### Overview

The onboarding process begins after a candidate accepts an offer. It includes:

- Pre-Hire Data Entry by HR Generalist
- Hire Process Initiation
- Onboarding Tasks for the new hire and manager

### Step-by-Step Instructions

#### Step 1: Pre-Hire Data Entry (HR Generalist)

- After the candidate **accepts the offer**, the **HR Generalist** must:
  - Enter the **candidate's full name**
  - Fill in **contact details**:
    - Email address
    - Phone number
    - Home address

#### Step 2: Initiate Hire Process

- Once pre-hire data is complete:
  - **Recruiters** or **HR** initiates the **Hire business process** in Workday.
  - This creates the **employee record** and transitions the pre-hire to an active employee.

### Step 3: Pre-Hire Completes Onboarding Tasks

- The new hire logs into Workday and completes:
  - **Personal information**
  - **Tax details**
  - **Bank details**

### Step 4: Manager Assigns Onboarding Tasks

- The **manager** assigns:
  - Welcome tasks
  - Team introductions
  - First-day logistics



The screenshot shows the Landal HR system interface. On the left, there is a sidebar with a search bar and a list of items under 'All Items'. The main content area displays a 'Complete To Do' task for 'complete video 1'. The task details include: For: Accounts Manager, Overall Process: Hire: TN/Is Willem, Overall Status: Successfully Completed, Due Date: 17/09/2025, and Instructions: Please use the link below to complete the video. Below the task details, there is a 'Related Links' section with a table header 'Related Link' and 'Link Description'. At the bottom of the task card, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Close'.