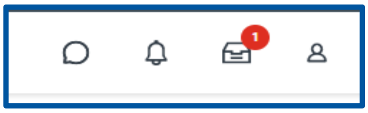
Quick Guide

Onboarding

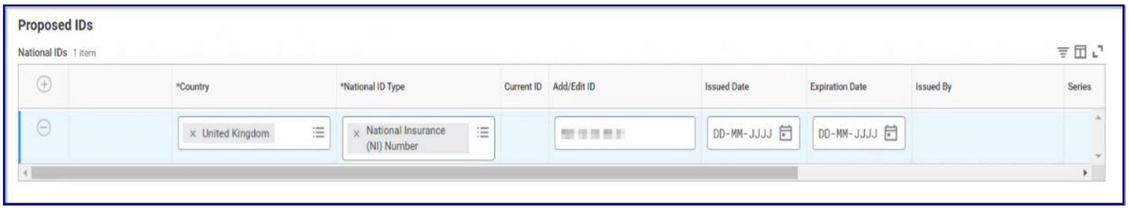
This guide describes the process to complete your **onboarding** at Renewi. This means that we ask you to complete a number of tasks through Workday. Each task arrives separately in your Workday inbox and we ask you to complete it separately. This can be done in any order. Make sure you complete all tasks completely so that no more tasks are visible in your inbox. Only when all your tasks have been completed can the HR department process your employment administratively. All of the screenshots below are examples.

Step 1.

- Go to the Inbox and you will see the **ID change** task.



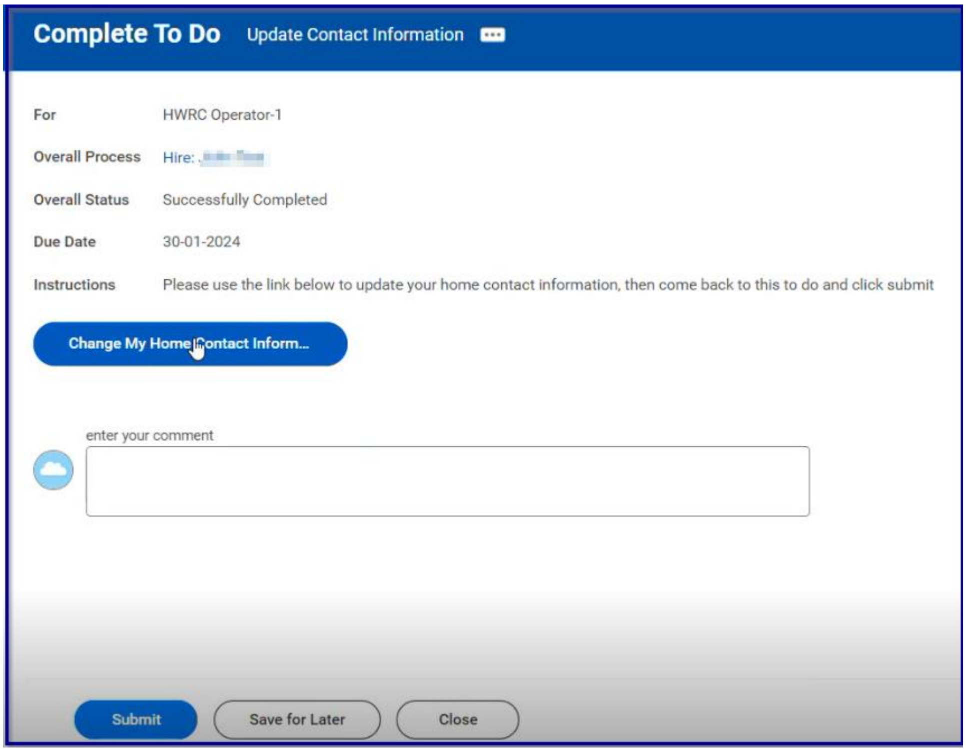
- Please select **United Kingdom** in the **Country** field, select **National Insurance Number** in the **National ID type** field and confirm your **National Insurance Number** in the **Add/Edit ID** field.



- Select **submit**.
- You will receive a notification message of the next task you need to complete.
- Select **To Do** or go to your inbox to select the next task.

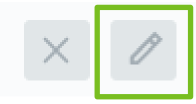
Step 2.

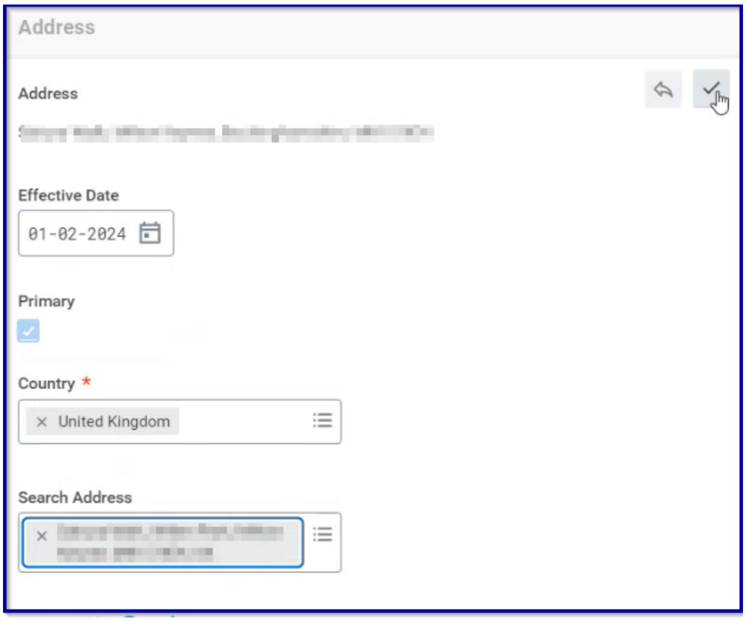
- Go to the inbox and you will see the **Update Contact Information** task.
- On the next page, select the **Change My Home Contact Information** button.

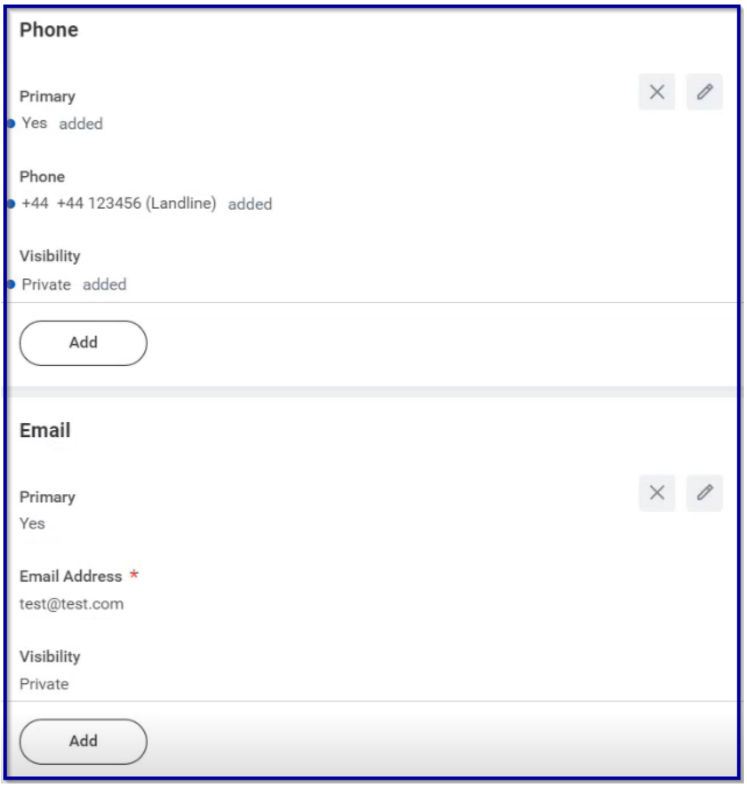


- All fields marked with a red asterisk (*) must be filled in. It is especially important that you enter the correct address details and your telephone number.

- You can click on the pencil icon in each field to edit details. You can use the **Search Address** field.

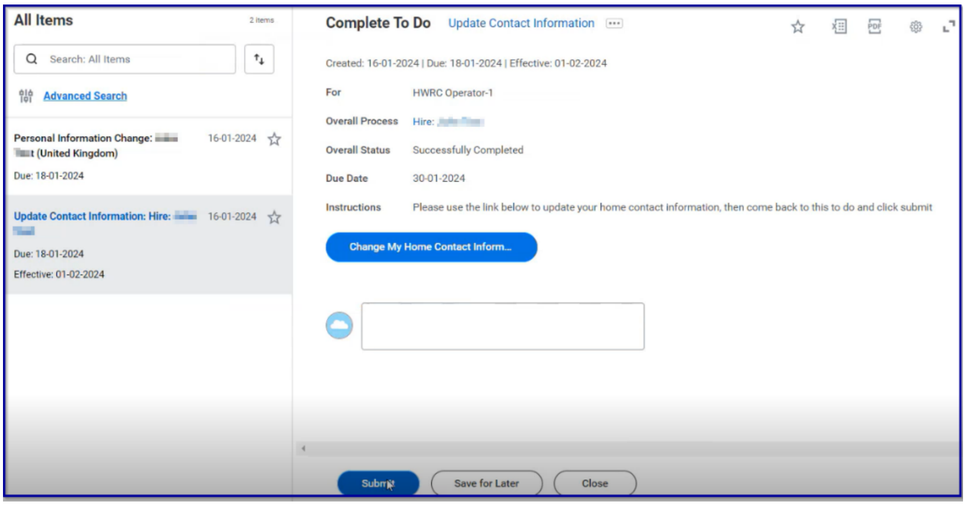






- Review and select **Submit.**

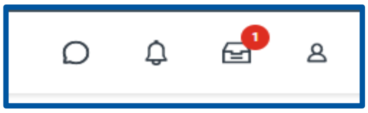
- After you have entered your contact information and selected **submit,** you will be returned to the **Update contact information** task. If this is not done automatically, go to your inbox to see if the **Update contact information** task is still there. If the task is still in the inbox, it is essential that you select the task and select submit again to complete the task. Only then will this task disappear from your inbox and the HR department will receive the information you entered.



- Select **To Do** or go to your inbox to select the next task.

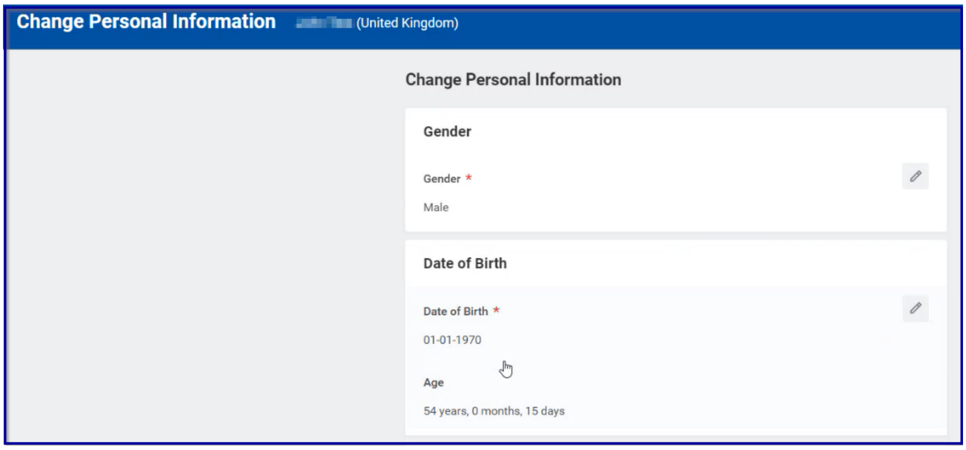
Step 3.

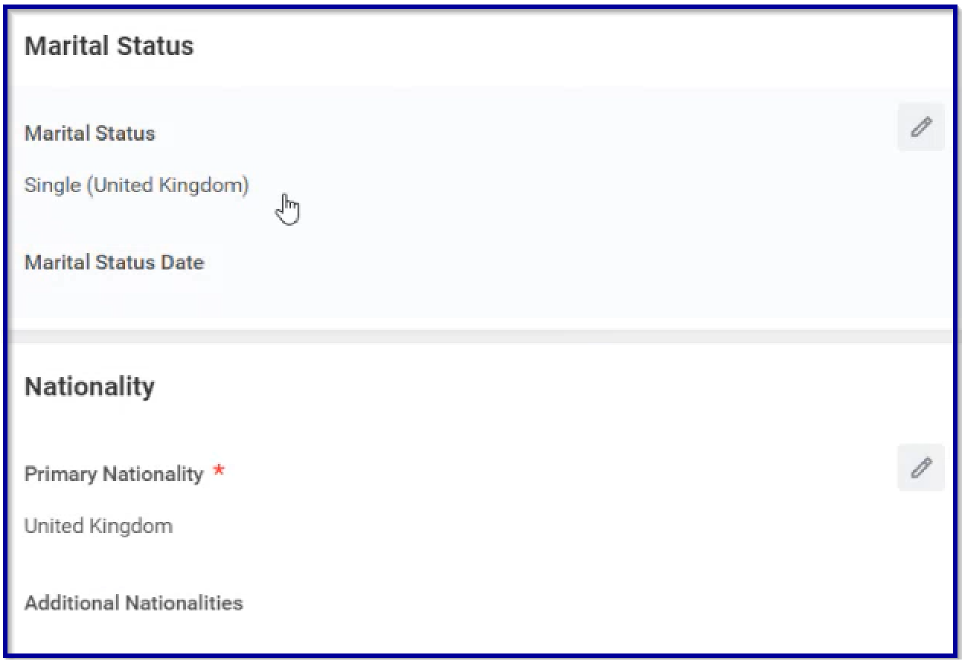
- Go to the Inbox and you will see the **change personal information** task.



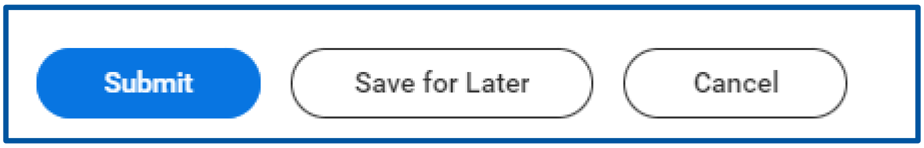
- Update your contact and personal information and make sure the information is filled in correctly. All fields marked with a red asterisk (*)must be filled in. The other fields do not need to be filled in. Please note the marital status is a required filled.

- You can update the information by clicking on the pencil icon on the right side of the page.





- When done click **Submit**.

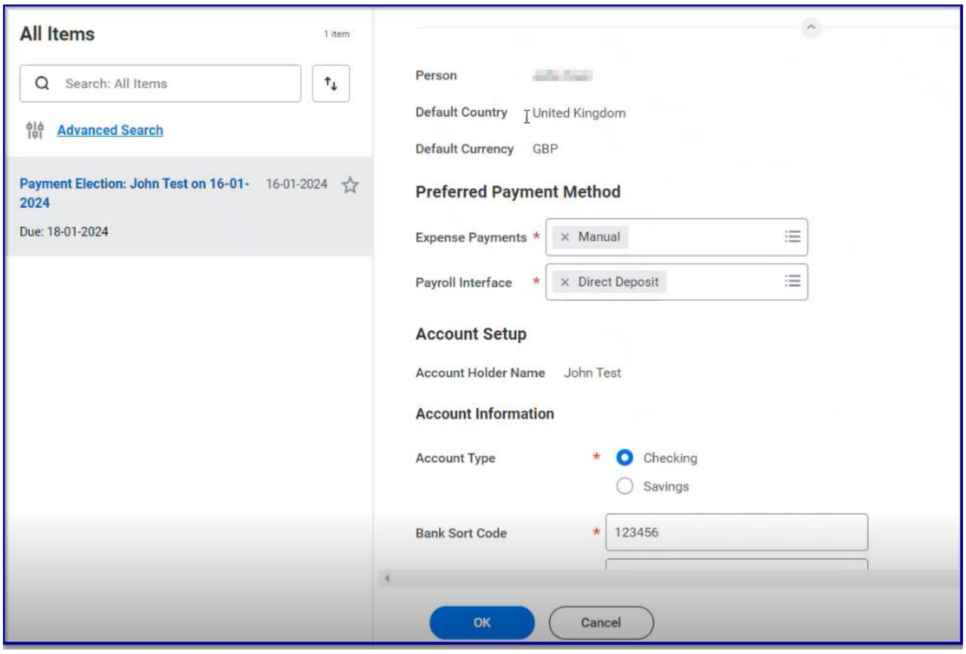


The next step is for the HR department to complete a number of tasks.

Step 4.

- Go to the **Inbox** and you will see the **Payment Election** task.

- Payment choice refers to the process of choosing how you want to receive your wages or salary.
- Confirm your bank details and make sure the information is filled in correctly. Please note that the fields marked with a red asterisk * are mandatory.



- If you have a foreign bank account number, please contact the HR Desk on 00800 04215 4216 (option 4) so that they can change the **country** in this screen.
- Once you confirm that the information is filled in correctly, click **OK** to complete the task.
- Review the Manage Payment Choices and select **Submit.**

Step 5.

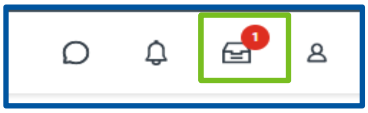
- Once you have completed all the onboarding tasks, a task will be sent to the HR department with the request to review your adjustments and create your employment contract.

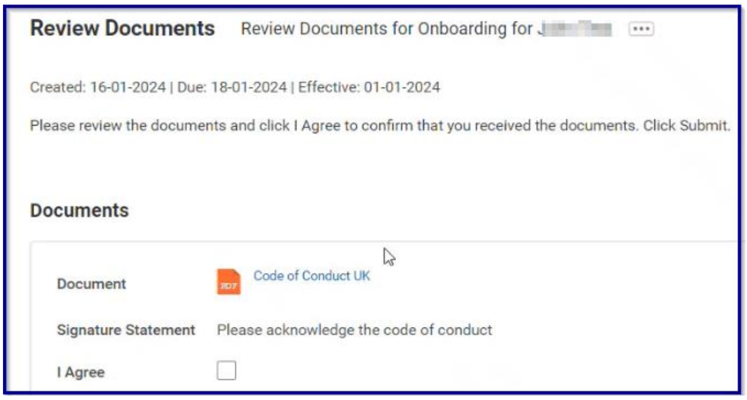
You have now completed all the tasks you need to complete prior to joining the company. The moment you have actually joined, you will receive the actions described below in your inbox with a request to complete them.

Step 6.

- Once HR has reviewed the information you have submitted, you will receive a task in your inbox.

- Go to the Inbox and you will see the **Review Documents** task.



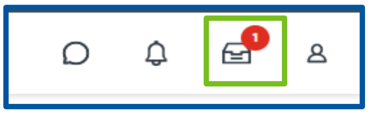


- Once you are done going through the Code of Conduct, you will need to **check** the box to confirm acknowledgement of the Code of Conduct. After that, click **Submit** to complete the task.

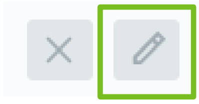
- Once you are done, click **Submit** to complete the task.

Step 7.

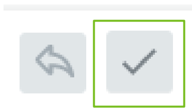
- Go to the inbox and you will see the **Change Emergency Contact** task.



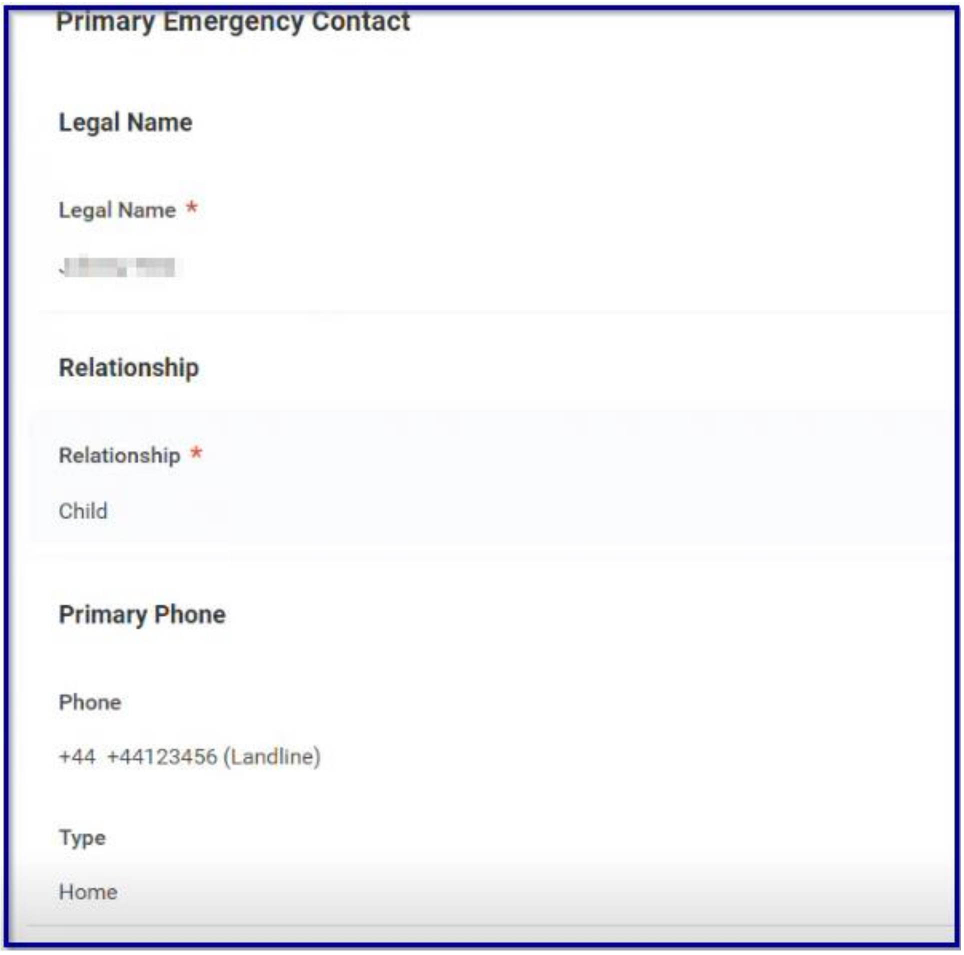
- Keep track of your **emergency contacts**' details and make sure they are filled in correctly.
- Please note that the fields marked with a red asterisk (*) are mandatory (see the arrows below).
- You can click the **pencil icon** in each field to edit details.



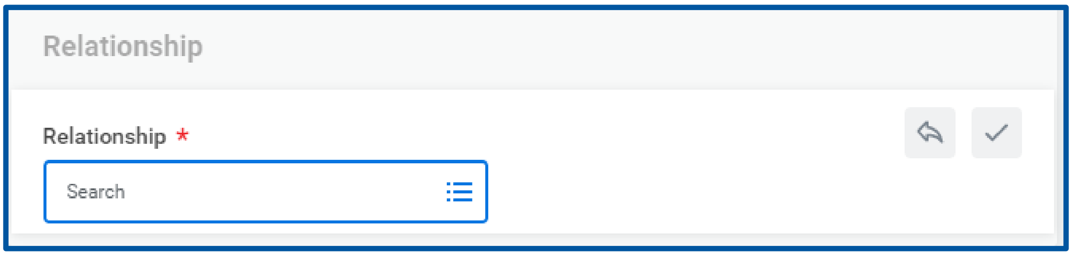
- Click the **checkmark** to save the changes.



- Enter the emergency contact information.



- Select the **Relationship**.

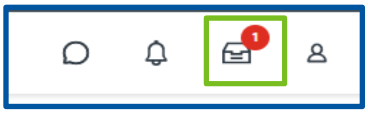


- Confirm at least the phone number. Select **Add**

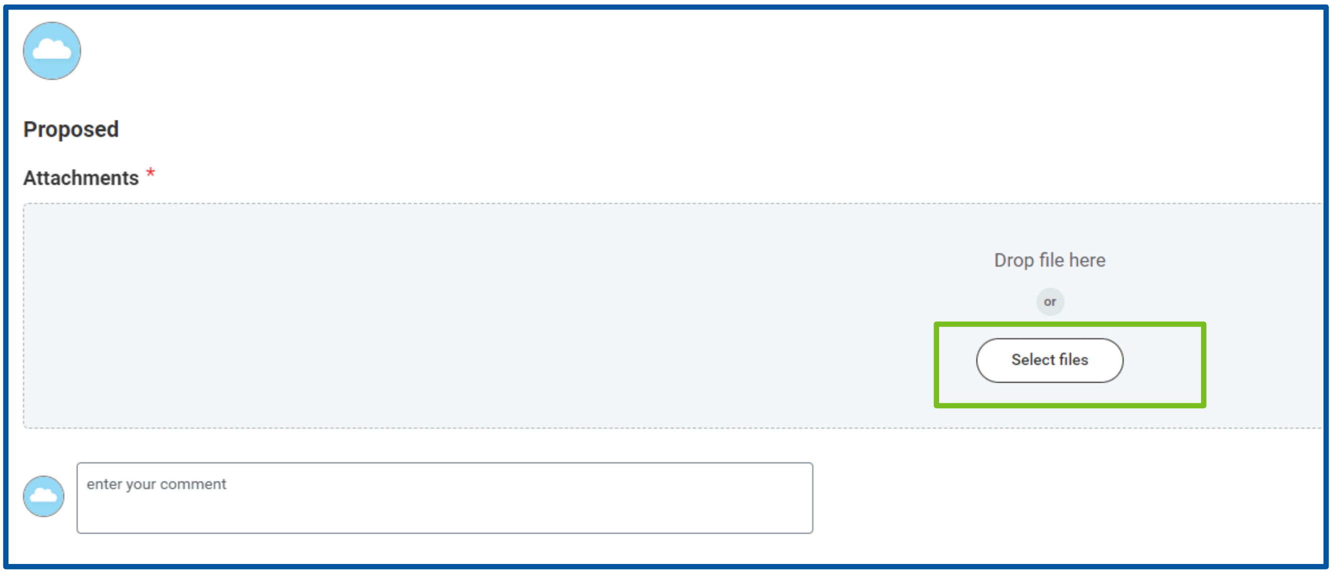
- Select **Submit**.

Step 8.

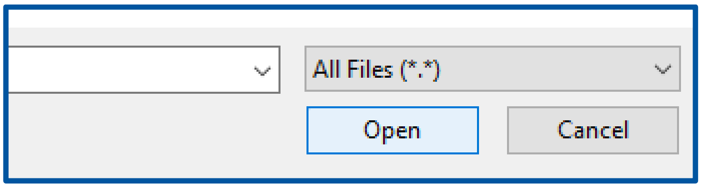
- Go to the Inbox and you will see the **Edit My Photo** task.



- Select files.



- Click the photo you want to upload as your new profile picture and click **Open**.



- The fields marked with the red asterisk are mandatory. You cannot leave them blank, or you will get a red warning when you click **Submit**.

- Select **Submit.**

- Select **Done**.