



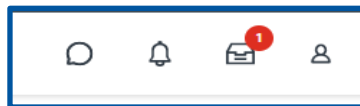
Quick Guide

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.

Proposed IDs									
National IDs 1 item									
	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	
+	x United Kingdom	x National Insurance (NI) Number			DD-MM-JJJJ	DD-MM-JJJJ			

- 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.



Complete To Do

Update Contact Information

For

HWRC Operator-1

Overall Process

Hire:

Overall Status

Successfully Completed

Due Date

30-01-2024

Instructions

Please use the link below to update your home contact information, then come back to this to do and click submit

Change My Home Contact Inform...

enter your comment

Submit

Save for Later

Close

- 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.





Address

Address

Company Street, Office House, Birmingham, B1 1AA

Effective Date

01-02-2024

Primary

☒

Country *

× United Kingdom

Search Address

×

Company Street, Office House, Birmingham, B1 1AA

Phone

Primary

×

• Yes added

Phone

• +44 +44 123456 (Landline) added

Visibility

• Private added

Add

Email

Primary

×

Yes

Email Address *

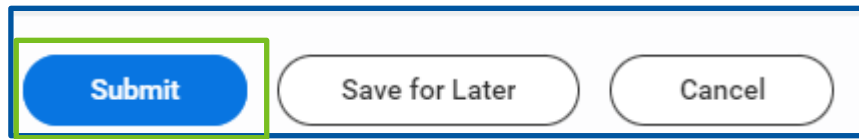
test@test.com

Visibility

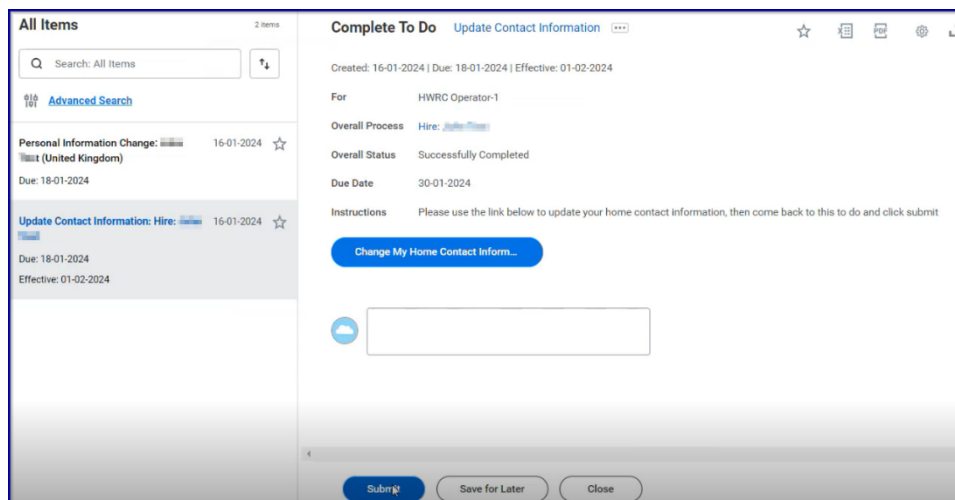
Private

Add

- Review and select **Submit**.



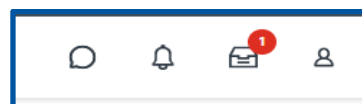
- After you have entered your contact information and selected **submit**, you will be returned to the **Update contact information** task. If this is not done automatically, go to your inbox to see if the **Update contact information** task is still there. If the task is still in the inbox, it is essential 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.



Change Personal Information (United Kingdom)

Change Personal Information

Gender

Gender *

Male

Date of Birth

Date of Birth *

01-01-1970

Age

54 years, 0 months, 15 days

Marital Status

Marital Status

Single (United Kingdom)

Marital Status Date

Nationality

Primary Nationality *

United Kingdom

Additional Nationalities

- When done click **Submit**.

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

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.

All Items 1 item

Search: All Items

[Advanced Search](#)

Payment Election: John Test on 16-01-2024 16-01-2024 ☆

Due: 18-01-2024

Person

Default Country United Kingdom

Default Currency GBP

Preferred Payment Method

Expense Payments * Manual

Payroll Interface * Direct Deposit

Account Setup

Account Holder Name John Test

Account Information

Account Type * ☒ Checking ☐ Savings

Bank Sort Code * 123456

OK Cancel

- 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.

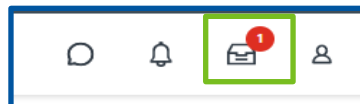
- Once you have completed all the onboarding tasks, a task will be sent to the HR department with the request to review your adjustments and create your employment contract.



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.



Review Documents Review Documents for Onboarding for [User Name] ...

Created: 16-01-2024 | Due: 18-01-2024 | Effective: 01-01-2024

Please review the documents and click I Agree to confirm that you received the documents. Click Submit.

Documents

Document	 Code of Conduct UK
Signature Statement	Please acknowledge the code of conduct
I Agree	☐

- 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.

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

- 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.



Primary Emergency Contact

Legal Name

Legal Name *



Relationship

Relationship *

Child

Primary Phone

Phone

+44 +44123456 (Landline)

Type

Home

- Select the **Relationship**.

Relationship

Relationship *



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



Primary Address

Add

Primary Phone

Add

- Select **Submit**.

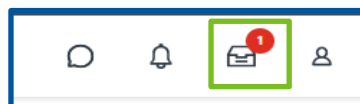
Submit

Save for Later

Cancel

Step 8.

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



- Select files.

Proposed

Attachments *

Drop file here

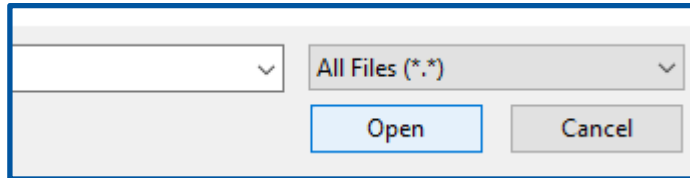
or

Select files

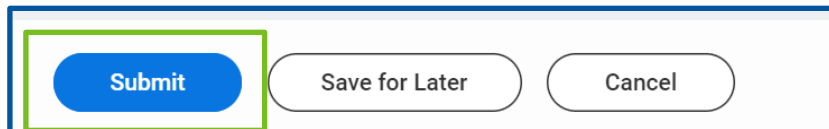
enter your comment



- 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**.

