

ESS - New Hire Onboarding



1. All new hires will receive a Welcome Email to the email address on file which include instructions to navigate to the Workday mobile app or Workday desktop site.
2. Craft/Shop hires: log in = phone number & access code texted to them which validates authenticity.
3. Non Craft/Non Shop hires: login = work-assigned email address & temporary password.
4. The employee will be asked to upload photos of their Driver License in this process, so it is recommended that a phone or tablet with a camera is used to ensure a quick and easy process.

The new hire should complete the Onboarding tasks themselves.

If the employee has issues logging into the system, please contact IT Support

1 Example of Welcome E-mail

Caution: External email.

Hi Darrell

We are thrilled to welcome you to the Team! As you prepare to embark on an exciting journey with us, we want to ensure that your onboarding experience is seamless and enjoyable. Please find below key details to assist you in preparing for your first day of employment:

- **Start Date:** 02/24/2025
- **Manager:** Jonah Kurth
- **Job Title:** Director of Engineering
- **Office Location:** 6955 San Tomas Rd, Elkridge, Maryland, 21075
- **User Name:** dgreen@structural.net
- **Password:** 100578Workday2025!

• Your Manager or Branch Office Manager will reach out to you ahead of your start date to confirm first day arrival time and other details.

On your first day, after you have successfully logged in to your Workday Home Account, you will have a series of tasks to complete within Workday. These will include the following:

1. Form I-9: [Please review this link regarding acceptable documents to bring with you on your first day, to complete your Form I-9](#)
2. Update Emergency Contacts
3. Confirm Personal Contact Information
4. Determine Payment Elections (also known as Direct Deposit)
5. Complete State Tax Elections (if applicable) and Federal W-4 Withholding Forms

Benefits: Information regarding benefit enrollment and eligibility will be provided in your Workday Home Account when you become eligible. Please refer to your offer letter regarding your benefit eligibility date. Your deadline to enroll is 30 days from your date of eligibility. The entire enrollment process will take place in Workday. Details regarding specific benefits available to you will be provided in the Company Benefits Guide located in the Review Documents Onboarding step within Workday. If you miss your deadline to enroll in benefits, you will be able to enroll during open enrollment which is the first 2 weeks of May each year, with an effective date of June 1st, OR if you experience a life-changing event. The benefit plan year is June 1-May30. If you have questions, you can contact Corporate Benefits team via benefits@structuralgroup.com.

If you have any questions or need assistance during the Onboarding experience, please reach out to your Admin Support or HROPS@structuralgroup.com.

Again, Welcome to the team! We look forward to working with you!

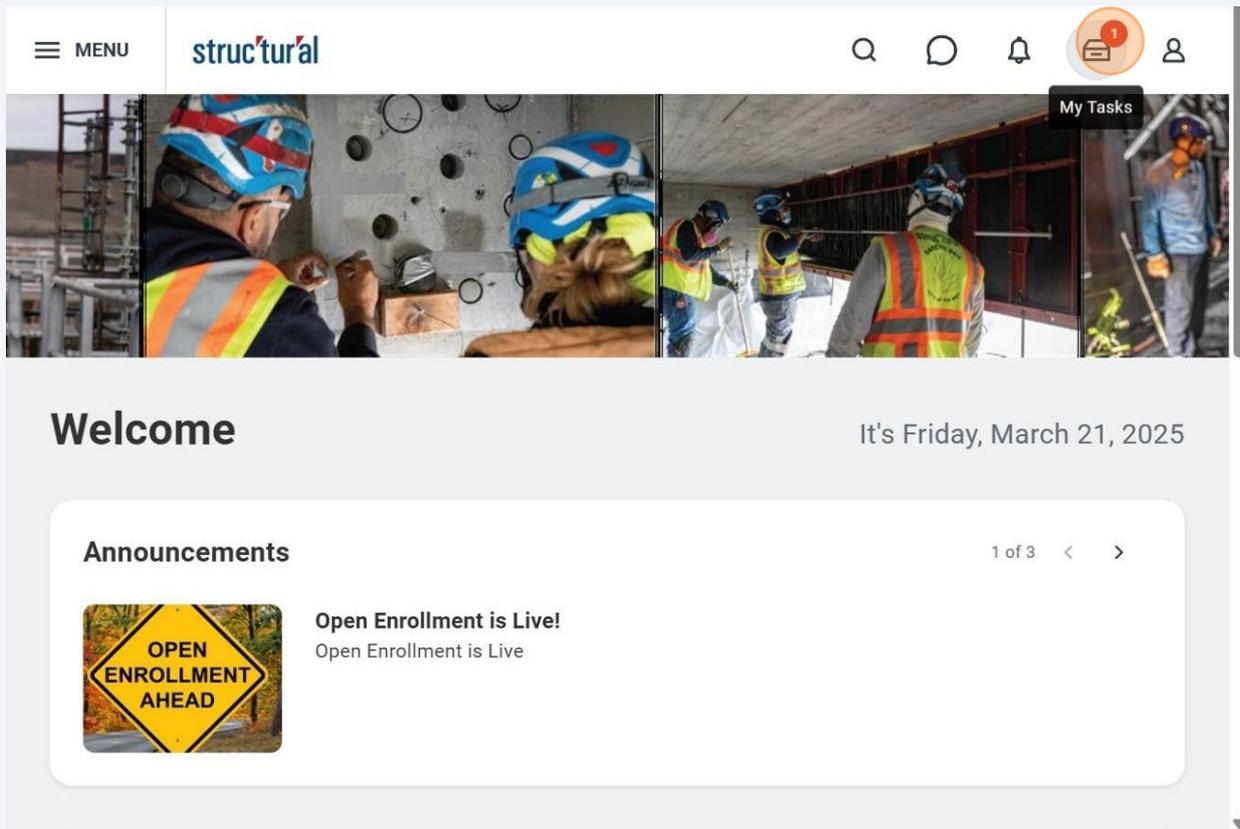
Human Resources
10150 Old Columbia Road
Columbia, MD 21046
www.structuralgroup.com

[Click here to view the notification details.](#)

This email box is not monitored. Please do not reply to this message.

2

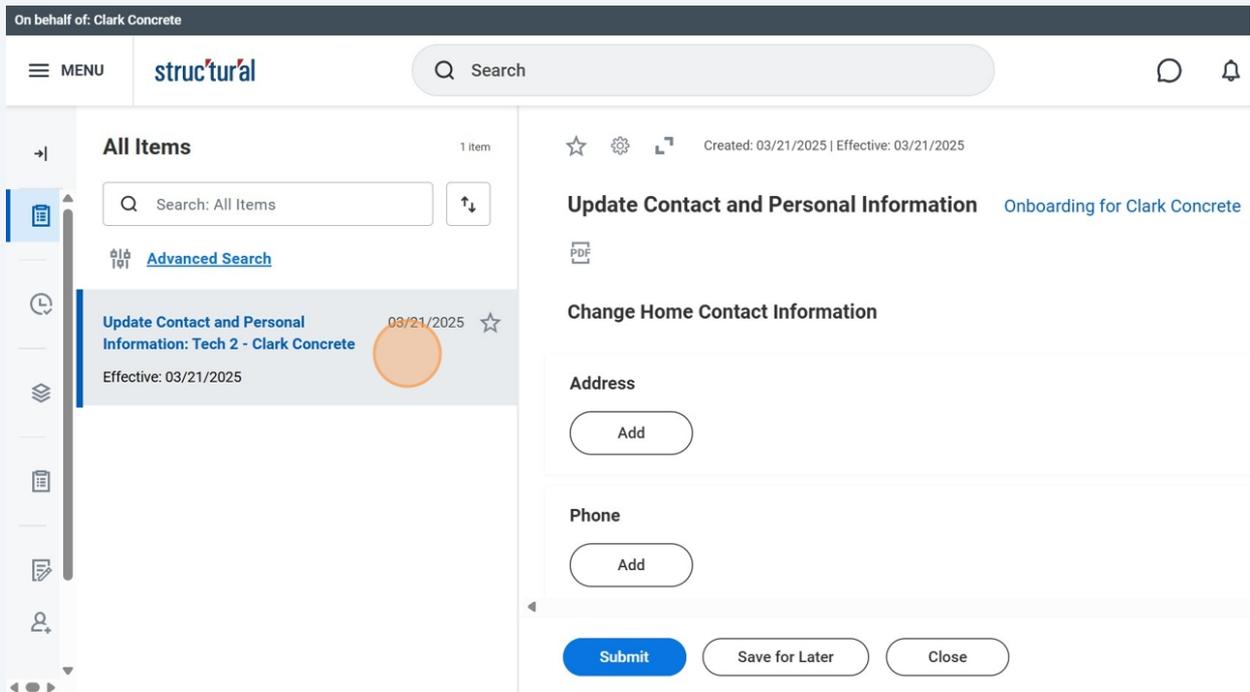
Once the new hire is logged into Workday, they should navigate to their inbox by clicking the "My Tasks" button in the top right corner.



3 Onboarding occurs in two phases.

Phase 1: Update Contact and Personal Information (we need this information as far upstream as possible which is why this task is by itself in the workers inbox)

The Employee's information should be populated with information obtained during the recruitment process. If it is populated, the employee should review the information to ensure it is correct. If it is empty, they should add information by clicking the "Add" button.



4

When adding a Home Address, you can type your address into the "Search Address" box and Google will find your address and populate the information.

Search Address

123 Main Street, Dundalk, Baltimore, MD, USA

powered by Google

Use of Address Features

Address Line 1 *

123 Main Street

Address Line 2

Submit Save for Later Close

5

Next, verify the Employee's phone information is correct. If the data is missing, then click the "Add" Button.

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025

Effective: 03/21/2025

123 Main Street, Dundalk, MD 21222 added

Usage

(empty) added

Visibility

Private added

Add

Phone

Add

Submit Save for Later Close

6

Enter the Phone Number and then click the Check mark.

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆
Effective: 03/21/2025

Phone +12401234567 (Mobile)

Primary

Phone Type * Mobile

Country Phone Code * United States of America (+1)

Phone Number * 2401234567

Submit Save for Later Close

7

Employee will verify their e-mail is accurate. If the data is missing, then click the "Add" Button.

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆
Effective: 03/21/2025

Visibility Private added

Add

Email

Primary Yes

Email Address * clark.concrete@gmail.com

Visibility Private

Add

Submit Save for Later Close

8

Employee should validate their names are accurate. If incorrect, then click into the Legal Name box to correct.

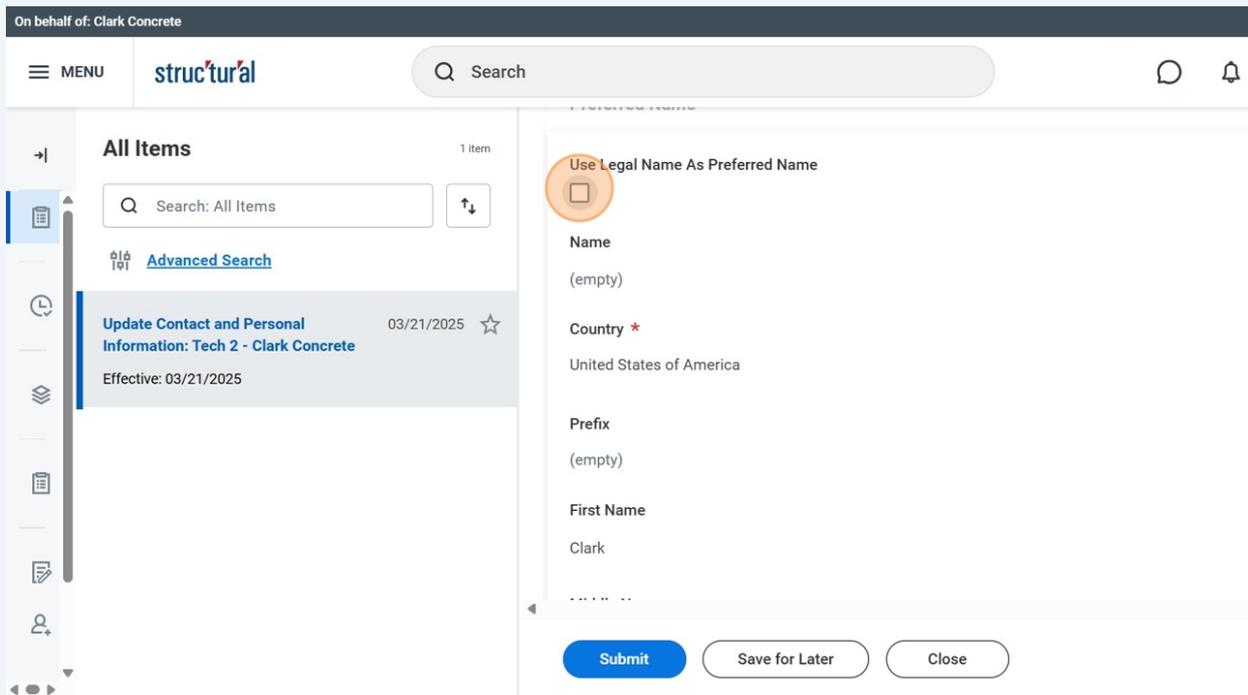
The screenshot shows the 'structural' HR system interface. At the top, it says 'On behalf of: Clark Concrete'. Below the header is a navigation menu and a search bar. The main content area is split into two columns. The left column, titled 'All Items', shows a list of items with a search bar and a date filter. The right column shows a form for editing an employee's information. The 'Legal Name' field is highlighted with an orange circle, indicating it is the focus of the instruction. The form also includes fields for 'Preferred Name' and buttons for 'Submit', 'Save for Later', and 'Close'.

9

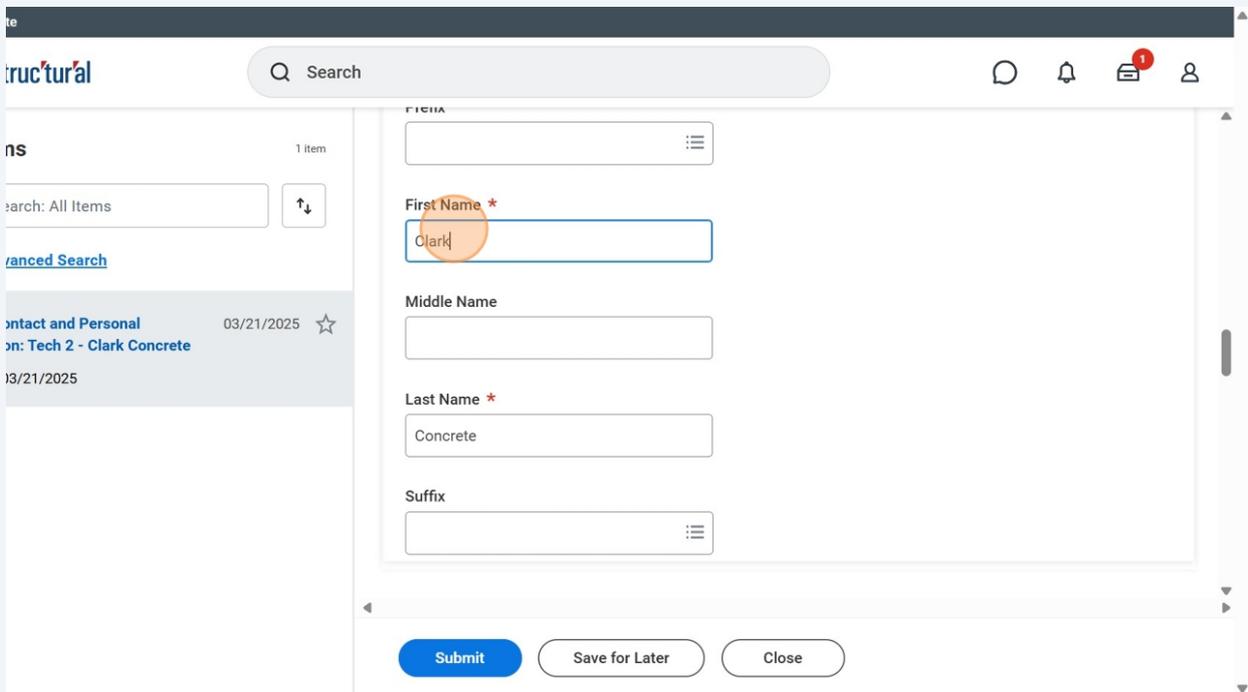
If the employee has a preferred name that differs from their Legal name, they can enter that name by clicking into the "Preferred Name" box.

The screenshot shows the 'structural' HR system interface, similar to the previous one. The 'Preferred Name' field is highlighted with an orange circle, indicating it is the focus of the instruction. The form also includes a 'Use Legal Name As Preferred Name' checkbox and a 'Preferred Name' text input field. The 'Submit', 'Save for Later', and 'Close' buttons are visible at the bottom.

10 To add a preferred name that differs from Legal Name, Uncheck this box.



11 Scroll down to the Name fields and change as desired.



12

Employee validate Gender information is correct. If the data is missing or inaccurate, then click the into the box to correct or add.

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆

Effective: 03/21/2025

Change Personal Information

Gender

Gender *

Male

Date of Birth

Date of Birth *

Age

Submit Save for Later Close

13

Employee validates Date of Birth is correct. If the data is missing or inaccurate, then click the into the box to correct or add.

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆

Effective: 03/21/2025

Change Personal Information

Gender

Gender *

Male

Date of Birth

Date of Birth *

12/25/1998

Place of Birth

Country of Birth

City of Birth

Submit Save for Later Close

14

Some Countries require the employee to enter their Country of Birth. Populate as necessary.

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆

Effective: 03/21/2025

Age
34 years, 2 months, 24 days

Place of Birth

Country of Birth

City of Birth

Marital Status

Marital Status

Marital Status Date

Submit Save for Later Close

15

Enter your Marital Status if you wish to disclose.

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆

Effective: 03/21/2025

Place of Birth

Country of Birth

City of Birth

Marital Status

Marital Status

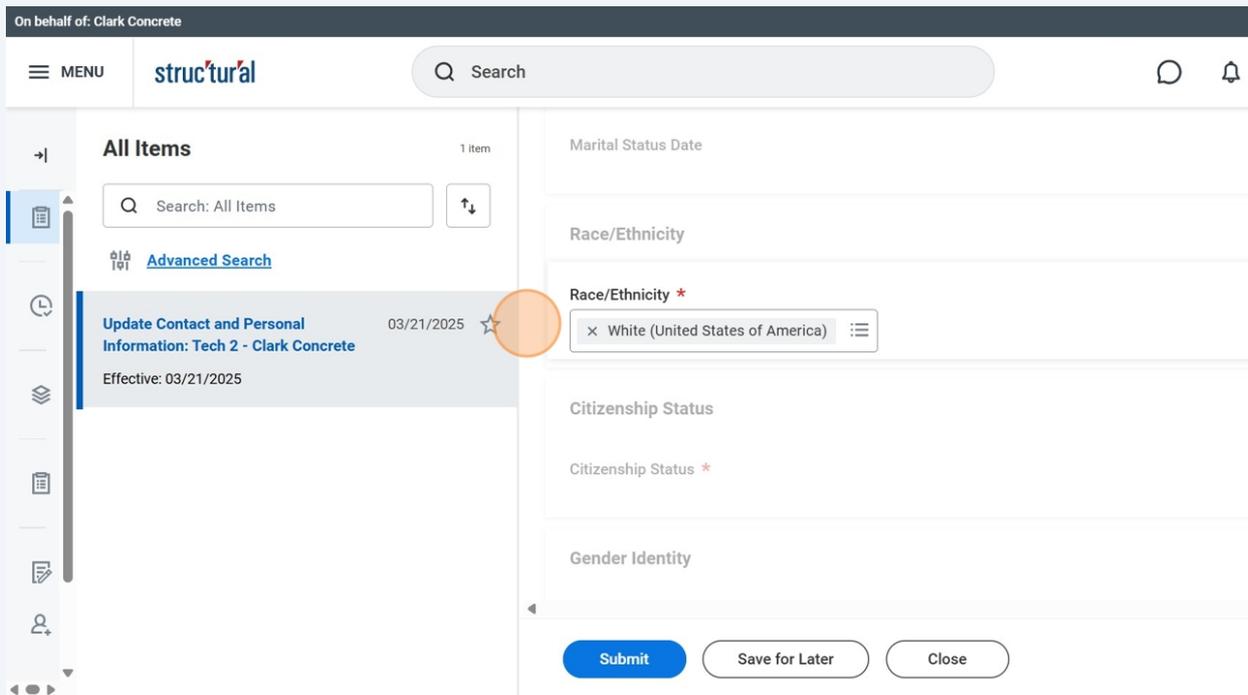
Marital Status Date

Race/Ethnicity

Submit Save for Later Close

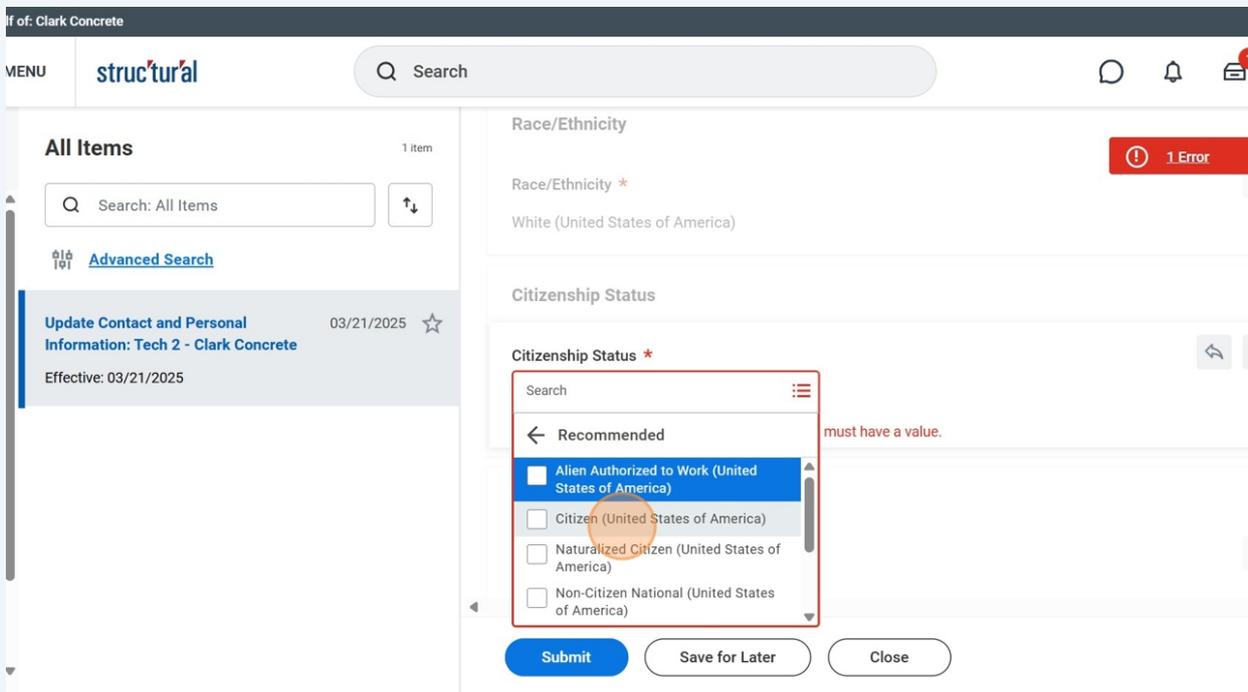
16

Employee to validate Race/Ethnicity information is correct. If the data is missing or inaccurate, then click the into the box to correct or add.



17

Employee will need to enter their Citizenship Status by clicking into the Box.



18 Gender Identity is optional

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆
Effective: 03/21/2025

Gender Identity

Gender Identity

Pronoun

Pronoun

enter your comment

Process History

Submit Save for Later Close

19 Pronouns are optional

On behalf of: Clark Concrete

MENU structural Search

All Items 1 item

Search: All Items

Advanced Search

Update Contact and Personal Information: Tech 2 - Clark Concrete 03/21/2025 ☆
Effective: 03/21/2025

Gender Identity

Gender Identity

Pronoun

Pronoun

enter your comment

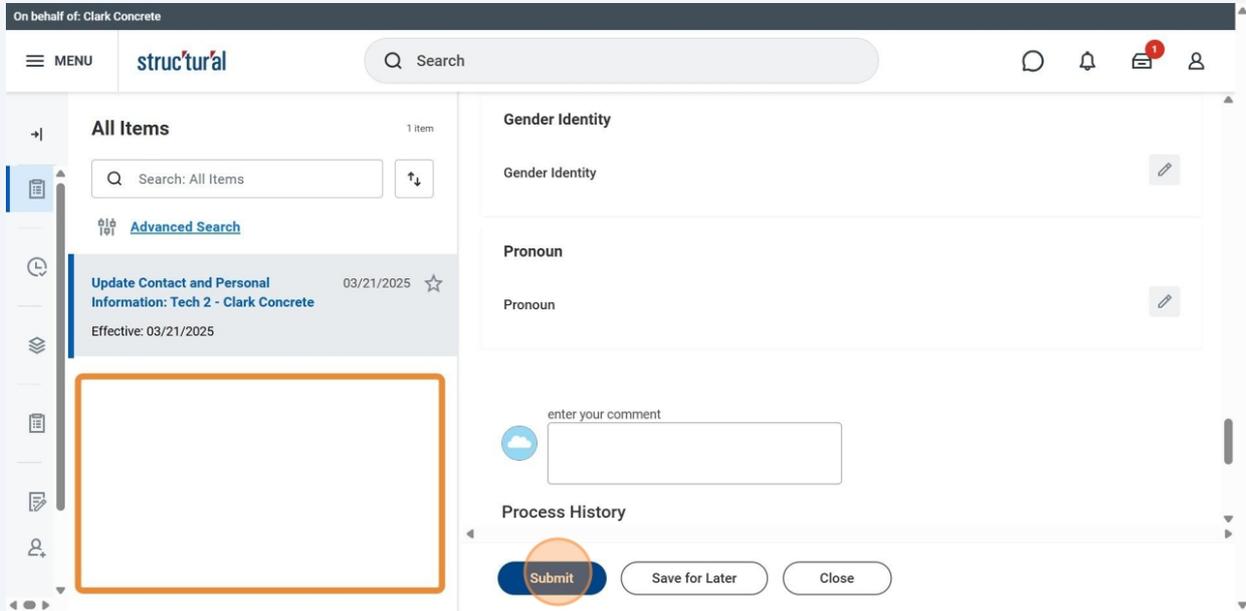
Process History

Submit Save for Later Close

20

Take note of how the inbox currently only has one task visible. After clicking Submit, you will see the remaining Onboarding tasks automatically populate the Inbox.

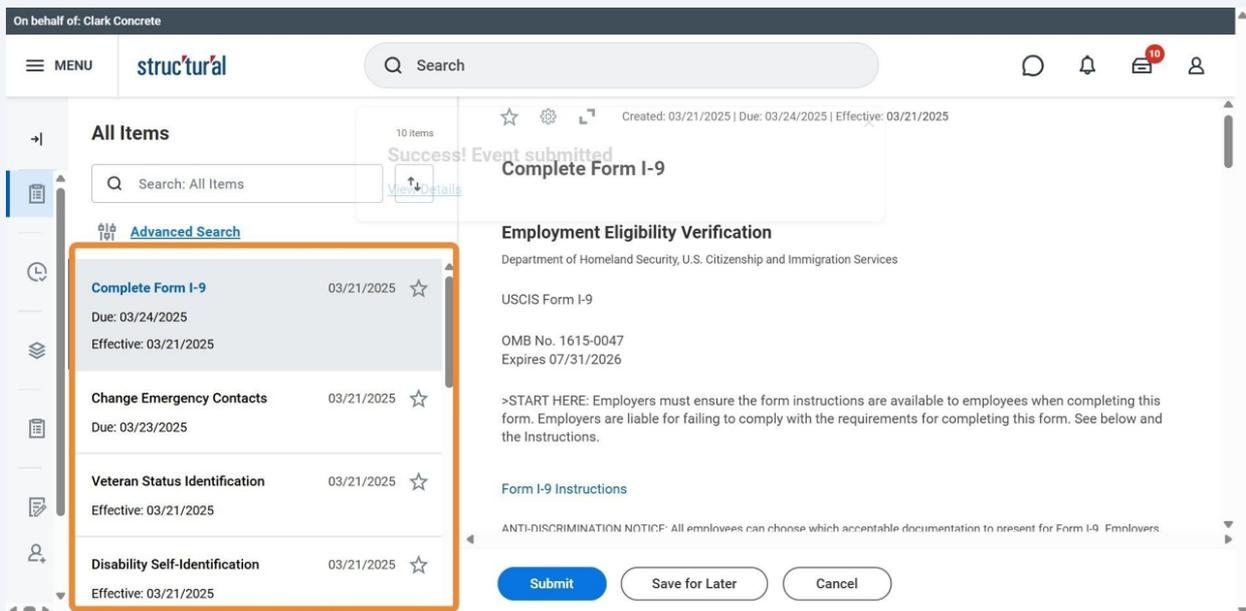
If all data is entered and confirmed, then Click "Submit"



21

After you submit, the remaining Onboarding Tasks will populate into the Inbox. Completed tasks will automatically move to the Archive folder.

The Employee should Complete the Form I-9



22

Employee will complete Section 1 of Form I-9. Complete all required fields and click Submit

On behalf of: Clark Concrete

MENU structural Search

All Items 10 Items

Search: All Items

Advanced Search

Complete Form I-9 03/21/2025 ☆
Due: 03/24/2025
Effective: 03/21/2025

Change Emergency Contacts 03/21/2025 ☆
Due: 03/23/2025

Veteran Status Identification 03/21/2025 ☆
Effective: 03/21/2025

Disability Self-Identification 03/21/2025 ☆
Effective: 03/21/2025

Address (Street Number and Name)

City or Town

State

ZIP Code

enter your comment

Process History

Clay Concrete Due 03/24/2025
Complete Form I-9 - Awaiting Action

Submit Save for Later Cancel

23

Take note of the Form I-9 no longer appearing in the Inbox. Because the task was completed by the Employee, it automatically moved to the Archive folder.

The Employee will need to enter their Emergency Contact(s). Follow all required fields to add Emergency Contacts. At least 1 Emergency Contact is required for all new hires. Click submit when finished.

On behalf of: Clark Concrete

MENU structural Search

All Items 9 Items

Search: All Items

Advanced Search

Change Emergency Contacts 03/21/2025 ☆
Due: 03/23/2025

Veteran Status Identification 03/21/2025 ☆
Effective: 03/21/2025

Disability Self-Identification 03/21/2025 ☆
Effective: 03/21/2025

Photo Change 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025

Created: 03/21/2025 | Due: 03/23/2025

Change Emergency Contacts Clay Concrete

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

Submit Save for Later Cancel

24

The Employee will need to complete their Veteran Status Identification and click submit.

On behalf of: Clark Concrete

MENU structural Search

All Items 8 items

Search: All Items

Advanced Search

Veteran Status Identification 03/21/2025 ☆

Effective: 03/21/2025

Disability Self-Identification 03/21/2025 ☆

Effective: 03/21/2025

Photo Change 03/21/2025 ☆

Due: 03/23/2025

Effective: 03/21/2025

Payment Election Enrollment Event 03/21/2025 ☆

Created: 03/21/2025 | Effective: 03/21/2025

Change Veteran Status Identification

Clay Concrete

We are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service members. These classifications are defined as follows and are hereafter referred to all together as "protected veterans":

- A Disabled Veteran is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.
- A Recently Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty during a war or other conflict in which the United States was engaged, and who was awarded a campaign badge.

Submit Save for Later Cancel

25

Employee will need to complete their Disability Self-Identification Form and click submit.

On behalf of: Clark Concrete

MENU structural Search

All Items 7 items

Search: All Items

Advanced Search

Disability Self-Identification 03/21/2025 ☆

Effective: 03/21/2025

Photo Change 03/21/2025 ☆

Due: 03/23/2025

Effective: 03/21/2025

Payment Election Enrollment Event 03/21/2025 ☆

State Tax Elections 03/21/2025 ☆

Effective: 03/21/2025

Created: 03/21/2025 | Effective: 03/21/2025

Change Self-Identification of Disability

For reference [View this form at the U.S. Department of Labor website.](#)

Voluntary Self-Identification of Disability

Form	CC-305
OMB Control Number	1250-0005
Expires	04/30/2026

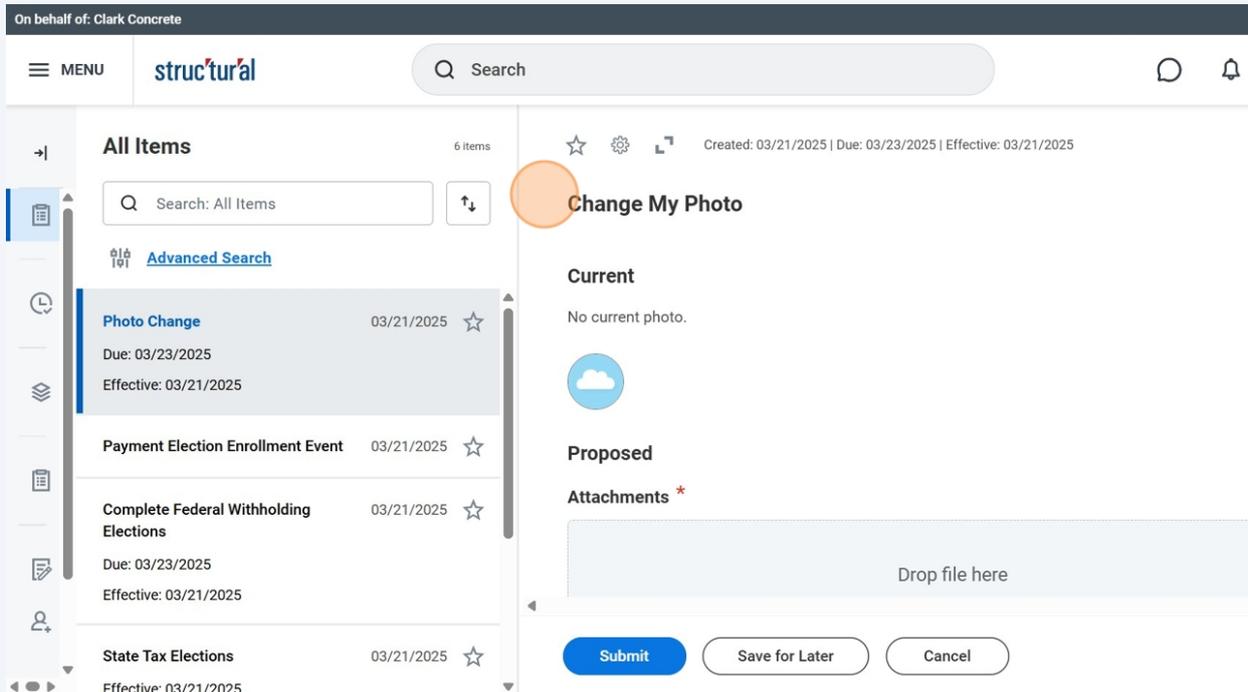
Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People who are disabled are protected by the law.

Submit Save for Later Cancel

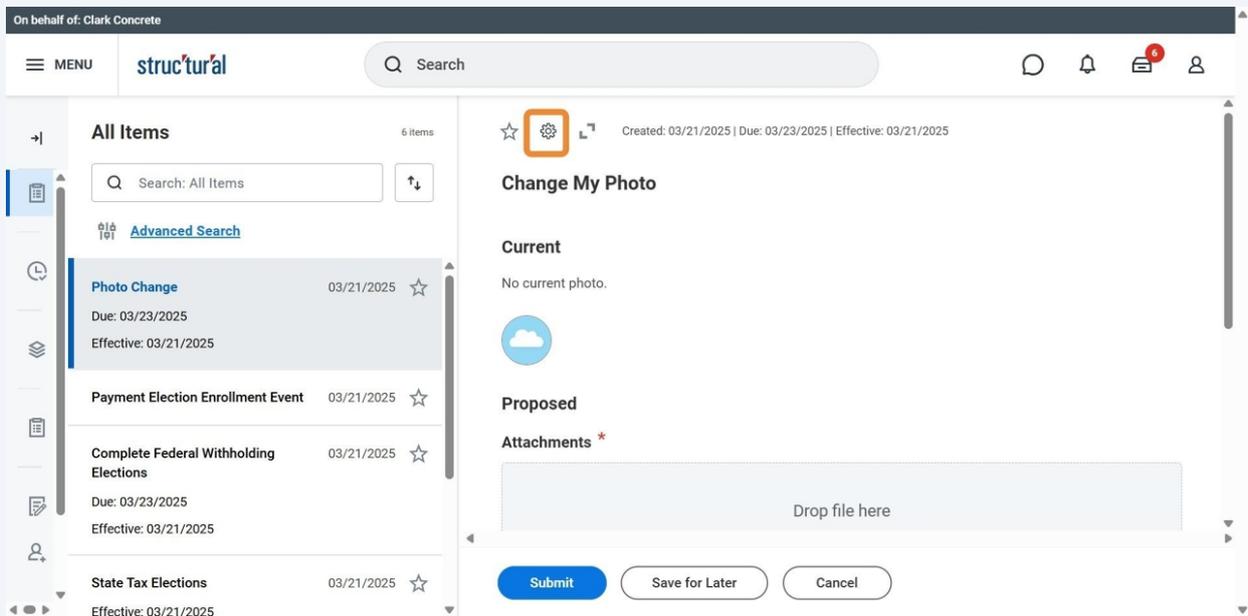
26

Next, The Employee will have the opportunity to upload a Photo for their profile. This is optional. Photos should be appropriate for work. Use the attachments section to upload a photo.



27

Alternatively, if the Employee chooses they do not wish to upload a photo, this step can be skipped by clicking the Cog Wheel



28 Then Click "Skip This Task"

The screenshot shows the 'structural' app interface. On the left, there is a sidebar with 'All Items' (6 items) and a search bar. The main content area displays a list of tasks: 'Photo Change' (due 03/21/2025), 'Payment Election Enrollment Event' (due 03/21/2025), 'Complete Federal Withholding Elections' (due 03/23/2025), and 'State Tax Elections' (due 03/21/2025). A context menu is open over the 'Photo Change' task, with options: 'Delegate Task', 'Reassign', 'Skip This Task' (highlighted in blue), and 'View Details'. At the top right, there is a notification for '1 Error'. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Cancel'.

29 Provide a Skip Reason, then Click "OK"

The screenshot shows the 'structural' app interface with the 'Skip This Task' dialog box open. The dialog box contains the following text: 'You have opted to Skip this Task. The Task will have a status of "Manually Skipped" in Process History. Please enter any optional reason for this action. Your reason comments will also be available in Process History.' Below this text, there is a text input field for the 'Skip Reason' with the value 'I do not wish to upload a photo'. The dialog box also displays the task details: 'Business Process: Photo Change: Clay Concrete', 'Step: Photo Change', and 'Due Date: 03/23/2025'. At the bottom, there are buttons for 'OK' and 'Cancel'.

30 Next, the Employee will complete their Payment Elections (aka Direct Deposit)

The Employee will need to provide their Bank Routing Number, Account Number, and Bank Name. If wanted, the Employee can enter an Account Nickname. Voided check or Direct Deposit back up is NOT required in Workday. Workday auto-magically validates the Routing and Account numbers.

Click "Submit" once confirmed.

The screenshot shows the Workday interface for 'Clay Concrete'. On the left, a sidebar lists 'All Items' with a search bar and a list of tasks: 'Payment Election Enrollment Event' (due 03/21/2025), 'Complete Federal Withholding Elections' (due 03/23/2025), 'State Tax Elections' (effective 03/21/2025), and 'Review Documents' (due 03/23/2025). The main area is titled 'Account Setup' and shows 'Account Holder Name: Clay Concrete'. A section titled 'Account Information' is highlighted with an orange box and contains the following fields: 'Account Type' (radio buttons for 'Checking' and 'Savings'), 'Routing Transit Number' (042000314), 'Account Number' (12345), 'Bank Name' (Fifth Third), 'Bank Identification Code' (empty), and 'Account Nickname (optional)' (Personal Checking). At the bottom of the form are 'OK' and 'Cancel' buttons.



- Your paystub will be emailed to your personal email.
- The password to access your paystub will be provided to you via email.
- If you do not receive an email containing your paystub password please contact Payroll via payroll@structuralgroup.com

31

Next, the employee will confirm their bank account information and the distribution. If the employee wishes to add another account, they can do so here by clicking the "Add" Button.

Click "Submit" once all changes are made.

Accounts 1 item

Account Nickname	Country	Bank Name	*Account Type	Account Number	Action
Personal Checking	United States of America	Fifth Third	Checking	*****2345	<button>Edit</button> <button>Remove</button> <button>View</button>

Add

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	Action
Payroll Payment	Direct Deposit	Personal Checking	*****2345	Balance Yes	<button>Edit</button>

enter your comment

Submit Cancel

32

Federal Tax withholding task. Employee will complete all required fields on this page.

Clark Concrete

structural

Search

Social Security Number (empty)

Address: 123 Main Street, Dundalk, MD 21222, United States of America

All Items 4 items

Search: All Items

[Advanced Search](#)

- Complete Federal Withholding Elections** 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025
- State Tax Elections** 03/21/2025 ☆
Effective: 03/21/2025
- Review Documents** 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025
- Edit Licenses** 03/21/2025 ☆

W-4 Data

View Blank Form

Step 1:

Marital Status *

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:

Multiple Jobs or Spouse Works

Submit Save for Later Cancel

33

Federal Tax withholding task. Employee will complete all required fields on this page.

On behalf of: Clark Concrete

MENU structural Search

All Items 4 items

Search: All Items

Advanced Search

Complete Federal Withholding Elections 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025

State Tax Elections 03/21/2025 ☆
Effective: 03/21/2025

Review Documents 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025

Edit Licenses 03/21/2025 ☆

paying job. Otherwise, (b) is more accurate

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17 0

Total Amount for Qualifying Children 0.00

Number of Other Dependents 0

Total Amount for Other Dependents 0.00

Calculated Total Dependent Amount 0.00

Submit Save for Later Cancel

34

Federal Tax withholding task. Employee will complete all required fields on this page.

Clark Concrete

MENU structural Search

All Items 4 items

Search: All Items

Advanced Search

Complete Federal Withholding Elections 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025

State Tax Elections 03/21/2025 ☆
Effective: 03/21/2025

Review Documents 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025

Edit Licenses 03/21/2025 ☆

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(a) Other Income (not from jobs) 0.00

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

(b) Deductions 0.00

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding 0.00

Exempt: You had no federal income tax liability in 2024 and you expect to have no federal income tax in 2025. Note: By checking the Exempt box you will have no federal taxes withheld.

Exempt

Submit Save for Later Cancel

35

Federal Tax withholding task. Employee will complete all required fields on this page.

On behalf of: Clark Concrete

MENU structural Search

All Items 4 Items

Search: All Items

Advanced Search

- Complete Federal Withholding Elections 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025
- State Tax Elections 03/21/2025 ☆
Effective: 03/21/2025
- Review Documents 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025
- Edit Licenses 03/21/2025 ☆

your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I Agree

enter your comment

Process History

Clay Concrete Due 03/23/2025
Complete Federal Withholding Elections- Awaiting Action

Submit Save for Later Cancel

36

Employee will need to complete their State/Provincial Tax Election.

Please note this process requires the Employee to navigate to a website to retrieve tax forms and email the PDF to HR Operations. For any help, please contact HRops@structuralgroup.com

Click the "Complete your state and local tax elections" hyperlink

EMBED State Tax Form Instruction link

On behalf of: Clark Concrete

MENU structural Search

All Items 3 Items

Search: All Items

Advanced Search

- State Tax Elections 03/21/2025 ☆
Effective: 03/21/2025
- Review Documents 03/21/2025 ☆
Due: 03/23/2025
Effective: 03/21/2025
- Edit Licenses 03/21/2025 ☆
Due: 03/23/2025

For John Lunn

Overall Process Hire: Clay Concrete

Overall Status Successfully Completed

Due Date 04/04/2025

Instructions Please visit this website to [complete your state and local tax elections](#):

enter your comment

Submit Save for Later Close

37 You will be redirected to an external site.



Guides

Tax Forms

State / Canadian Tax Forms

Please find your State or Provincial specific tax forms below.

Once you have completed and signed your required forms, please scan each to PDF. Scanner software for PC or scanner app for mobile required. Additionally, the jobsite office may provide equipment for scanning.

Next, send an email to hrops@structuralgroup.com with your completed forms attached.

Once your tax forms have been successfully completed and emailed, it is recommended to print completed forms for your records.

State / Provincial Forms ▾

38

Scroll down and Click "State/Provincial Forms", then select your Country. For this example, the United States will be used.

Forms

Please find your State or Provincial specific tax forms below.

Once you have completed and signed your required forms, please scan each to PDF. Scanner software for PC or scanner app for mobile required. Additionally, the jobsite office may provide equipment for scanning.

Next, send an email to hrops@structuralgroup.com with your completed forms attached.

Once your tax forms have been successfully completed and emailed, it is recommended to print completed forms for your records.

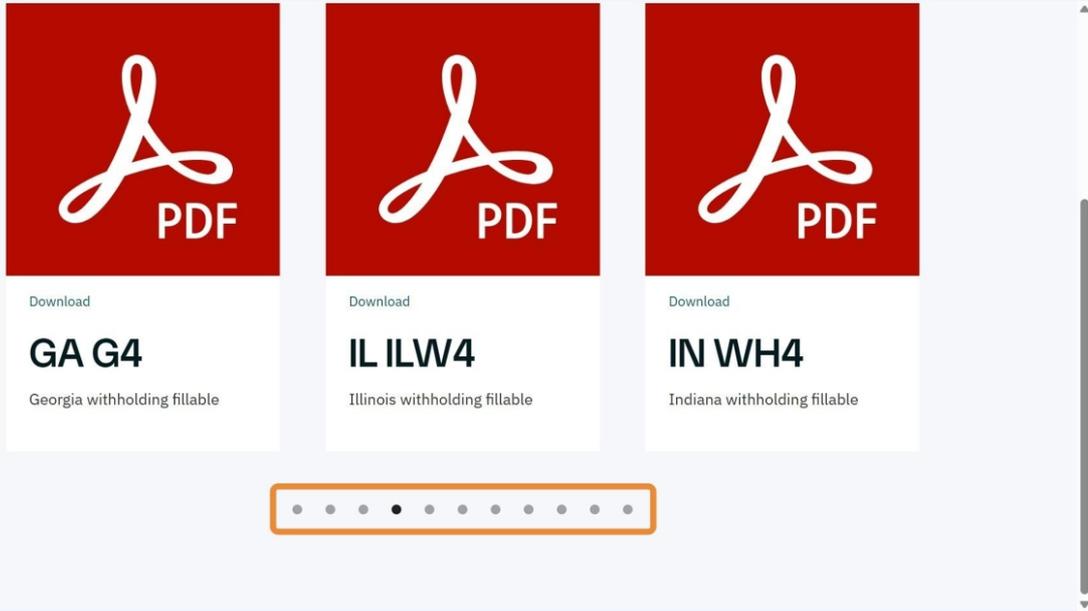
State / Provincial Forms ▾

Canada

United States

39

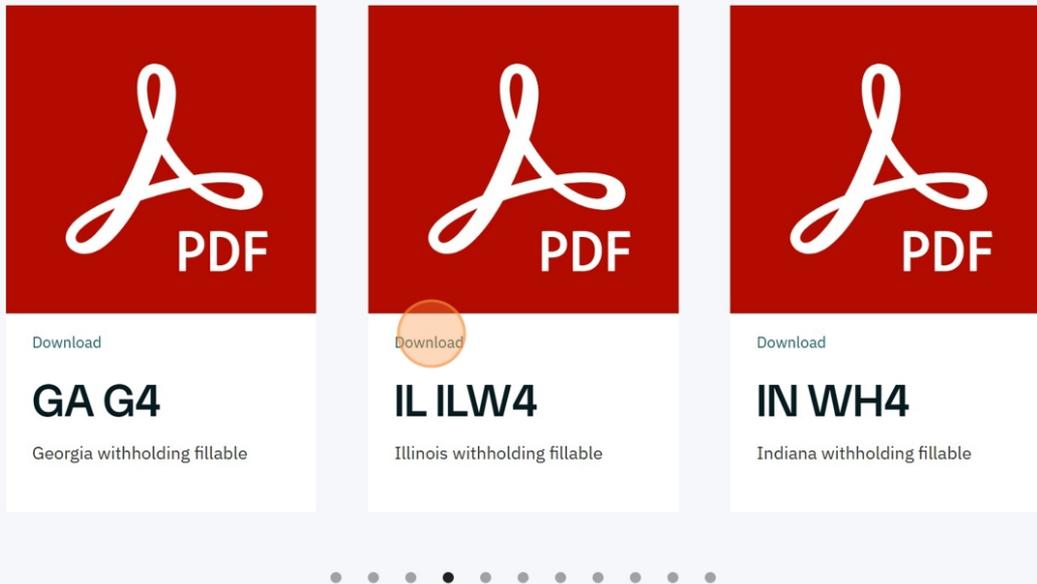
Locate your State's tax form. You may need to move to a different page, use the buttons at the bottom to change pages.



40

Once you find your State, Click "Download"

a new page. If your state isn't listed below, you will only need to supply a federal W4 withholding form.



41

Download, complete appropriate form AND/OR retrieve a printed copy of form at branch or job site.

All employees will need to print the state tax form in order to sign the tax form.

Upon completion of tax form, OM or job site Super to take photo of the state tax form and email directly to HRSOPS@structuralgroup.com

42

After you have emailed the State Tax form to [HR Operations](#), return to workday and Click "Submit"

The screenshot shows the Workday user interface for Clark Concrete. The top navigation bar includes a 'MENU' icon, the 'structural' logo, a search bar, and notification icons. The main content area is titled 'Complete To Do' and 'State Tax Elections'. On the left, a sidebar lists 'All Items' with a search bar and 'Advanced Search' link. The list includes 'State Tax Elections' (effective 03/21/2025), 'Review Documents' (due 03/23/2025, effective 03/21/2025), and 'Edit Licenses' (due 03/23/2025). The main panel displays details for the 'State Tax Elections' task: 'For: John Lunn', 'Overall Process: Hire: Clay Concrete', 'Overall Status: Successfully Completed', and 'Due Date: 04/04/2025'. Instructions state: 'Please visit this website to [complete your state and local tax elections](#).' Below the instructions is a cloud upload icon and a text input field. At the bottom, there are three buttons: 'Submit' (highlighted with an orange circle), 'Save for Later', and 'Close'.

43 Next the employee will need to review and agree to Company Agreements.

All Craft/Shop Company Agreements are dual language (English/Spanish)

The screenshot shows a web application interface for reviewing documents. At the top, there is a search bar and navigation icons. The main heading is "Review Documents" with a subtitle "Review Documents for Onboarding for Clay Concrete". A notification banner says "You have marked as Complete Documents". The document being reviewed is "Anti Harassment Policy (English/Spanish)".

Document [Anti Harassment Policy \(English/Spanish\)](#)

Instructions

Please review the Company's Anti-Harassment policy, then check the acknowledgement box that you have received and reviewed the Anti-Harassment policy.

Revise la política antiacoso de la compañía, luego marque la casilla de confirmación que ha recibido y revisado la política antiacoso.

Signature Statement

Upon checking this acknowledgment box, you consent to the terms and conditions specified in the document. Checking the box on this document is equivalent to providing a handwritten signature for validity and enforceability. This constitutes a legal and binding agreement.

Al marcar esta casilla de confirmación, usted acepta los términos y condiciones especificados en el documento. Marcar la casilla de este documento equivale a proporcionar una firma manuscrita para su validez y exigibilidad. Esto constituye un acuerdo legal y vinculante.

At the bottom, there are three buttons: "Submit", "Save for Later", and "Cancel".

44 Click the Document's name to open the document. PDF viewer will open up

This screenshot is similar to the previous one, but it highlights the document name "Anti Harassment Policy (English/Spanish)" with an orange circle. Below the signature statement, there is a checkbox labeled "I Agree" which is currently unchecked.

Document [Anti Harassment Policy \(English/Spanish\)](#)

Instructions

Please review the Company's Anti-Harassment policy, then check the acknowledgement box that you have received and reviewed the Anti-Harassment policy.

Revise la política antiacoso de la compañía, luego marque la casilla de confirmación que ha recibido y revisado la política antiacoso.

Signature Statement

Upon checking this acknowledgment box, you consent to the terms and conditions specified in the document. Checking the box on this document is equivalent to providing a handwritten signature for validity and enforceability. This constitutes a legal and binding agreement.

Al marcar esta casilla de confirmación, usted acepta los términos y condiciones especificados en el documento. Marcar la casilla de este documento equivale a proporcionar una firma manuscrita para su validez y exigibilidad. Esto constituye un acuerdo legal y vinculante.

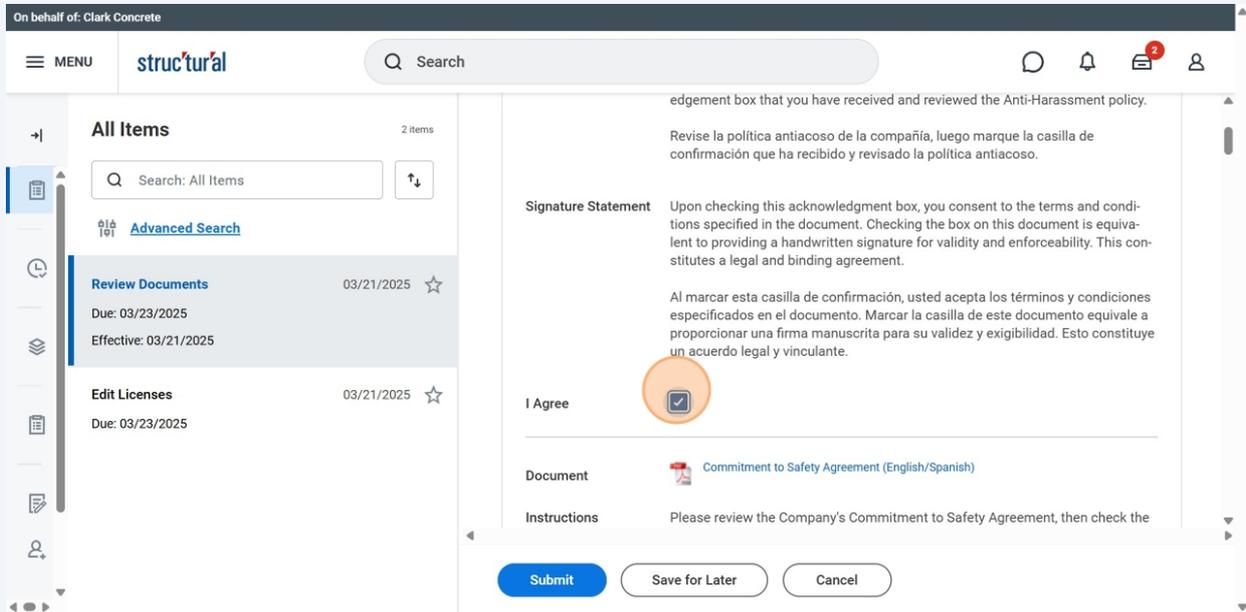
I Agree

At the bottom, there are three buttons: "Submit", "Save for Later", and "Cancel".

45

After you are finished reviewing the Document, click the "I Agree" button and scroll to the next document. This will be the same process for each of the Agreements in this task.

Take note of the reduction of Workday tasks. Each task that has been completed has automatically moved to the Archive folder.



46

The final document to review is the "Personal Mobilization Agreement". This document is assigned to ALL Craft/Shop new hires.

Once the document has been reviewed and the "I Agree" box has been checked, you will be required to upload a photo of your auto insurance card. Use the attachment feature to take a picture from your phone.

The screenshot shows the Structural software interface. At the top, there is a search bar and navigation icons. The main content area is divided into two columns. The left column, titled "All Items", contains a search bar, an "Advanced Search" link, and two document entries: "Review Documents" (due 03/21/2025) and "Edit Licenses" (due 03/21/2025). The right column displays the details for the "Personal Mobilization Agreement" document, including instructions to review the driver's agreement and upload a photo of the license, a signature statement, and an "I Agree" checkbox. At the bottom of the right column, there are three buttons: "Submit", "Save for Later", and "Cancel".

47

Once all Documents have been review and all "I agree" boxes checked, Click "Submit"

For any questions on these documents please contact [HR Operations](#)

On behalf of: Clark Concrete

MENU **structural** Search

Created: 03/21/2025 | Due: 03/23/2025 | Effective: 03/21/2025

Review Documents Review Documents for Onboarding for Clay Concrete

Documents

Document Anti Harassment Policy (English/Spanish)

Instructions Please review the Company's Anti-Harassment policy, then check the acknowledgement box that you have received and reviewed the Anti-Harassment p

Revise la política antiacoso de la compañía, luego marque la casilla de confirmación que ha recibido y revisado la política antiacoso.

Signature Statement Upon checking this acknowledgment box, you consent to the terms and citions specified in the document. Checking the box on this document is equ

ent to providing a handwritten signature for validity and enforceability. Thi

Submit Save for Later Cancel

48

The last onboarding step will be uploading the employees driver's license. This task is assigned to ALL new hires. Front and back of the license is required.

Click the "+" icon to add a license.

On behalf of: Clark Concrete

MENU **structural** Search

Created: 03/21/2025 | Due: 03/23/2025 | Effective: 03/21/2025

Edit Licenses 03/21/2025 ☆

Due: 03/23/2025

Proposed IDs

Licenses 0 items

*License ID Type	Class	Issued by Country	Issued by Authority
No Data			

Previous IDs

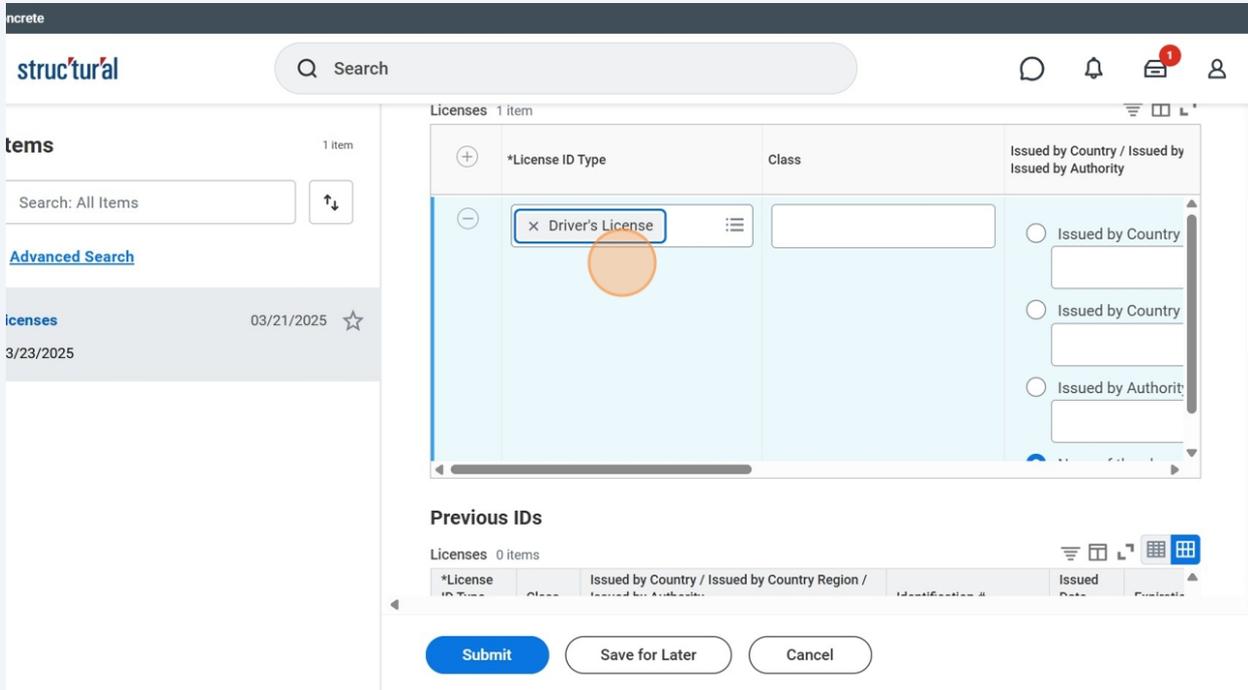
Licenses 0 items

*License ID Type	Class	Issued by Country / Issued by Authority	Issued by Country Region /	Identification #	Issued Date
No items available.					

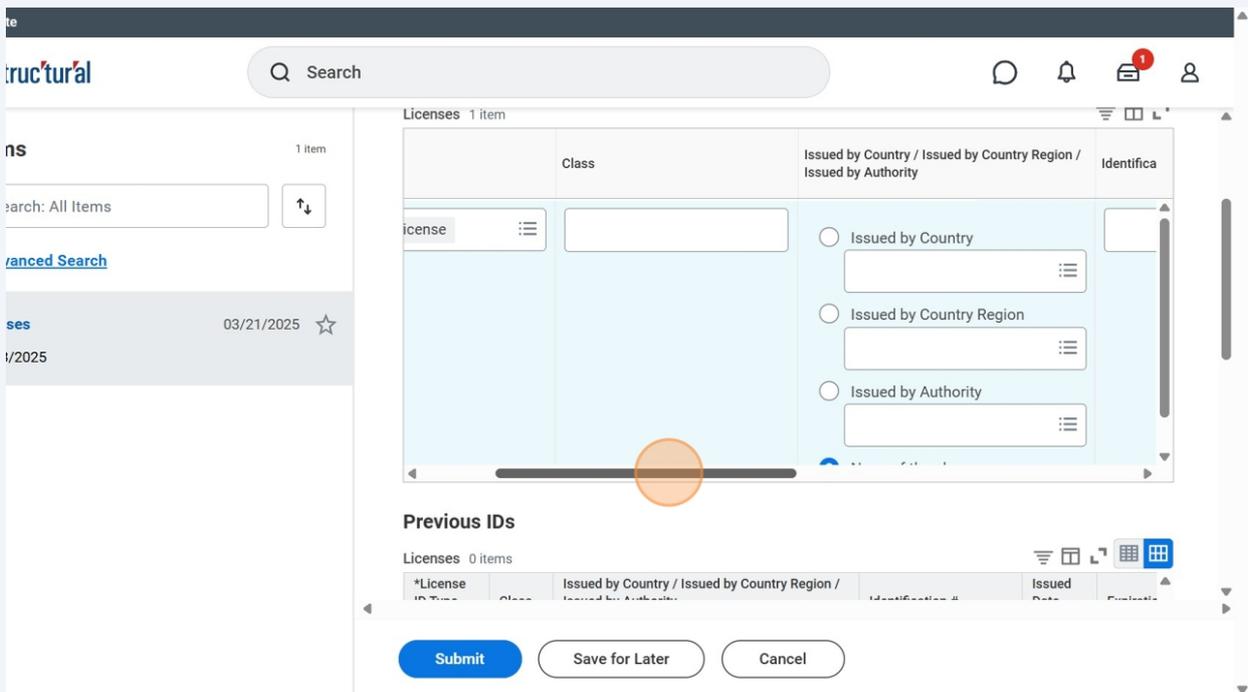
enter your comment

Submit Save for Later Cancel

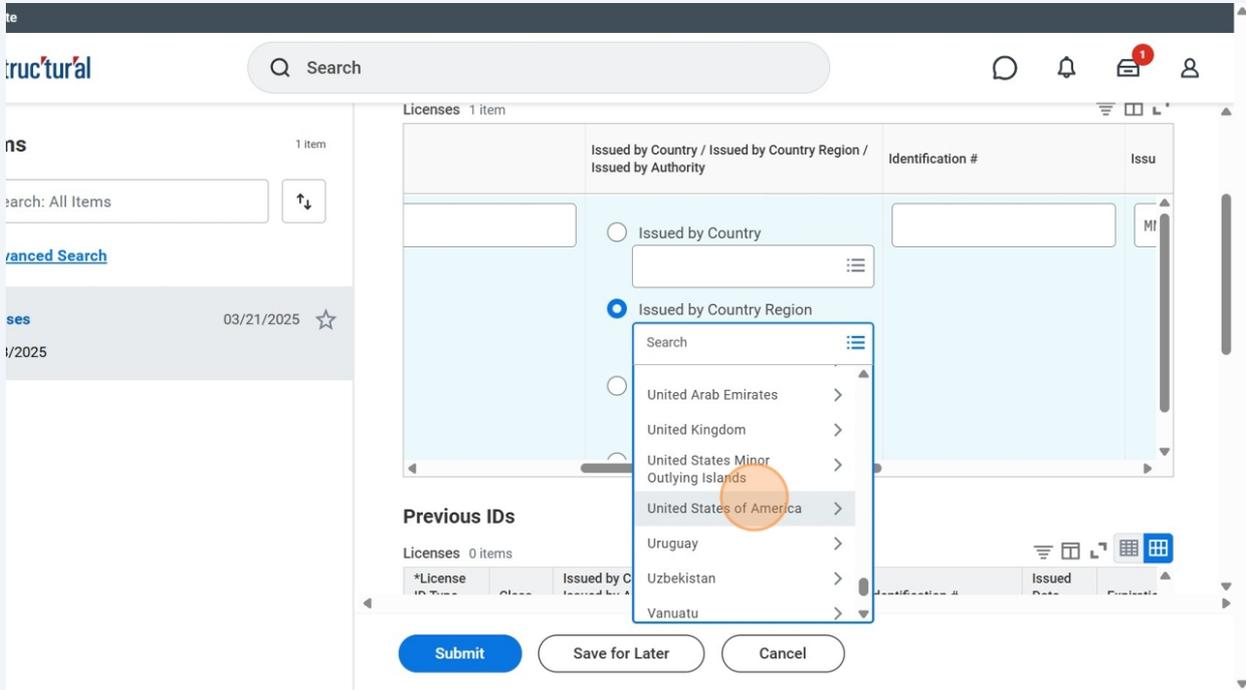
49 In the License ID Type Column, Click "Driver's License"



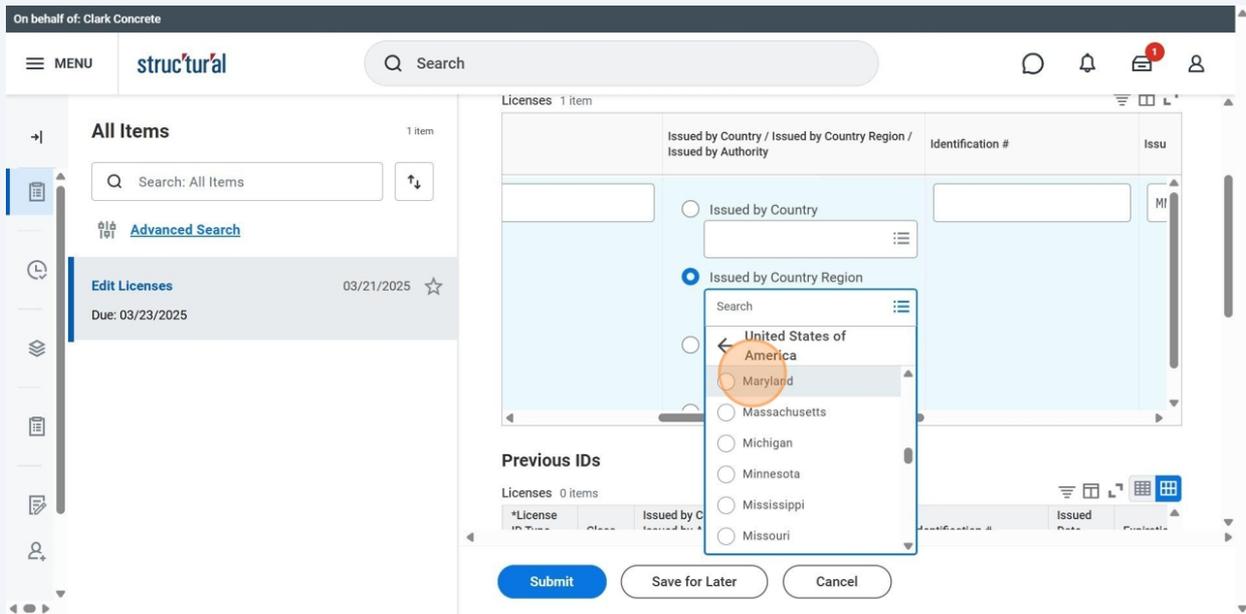
50 Scroll to the right and locate the "Issued by Country Column"



51 In the Country Region box, Scroll to locate appropriate country.



52 Then Scroll and Click the State in which the Driver's License was issued. Here we select "Maryland" as an example.



53

Scroll to find the "Identification #" and Enter the Driver's License Number

The screenshot shows the 'structural' software interface. On the left, there is a sidebar with 'All Items' and 'Edit Licenses' (Due: 03/23/2025). The main area displays a form for 'Licenses' with the following fields:

Issued by Country Region /	Identification #	Issued Date	Expiration Date	Ver
Country	MD-123456789	MM/DD/YYYY	MM/DD/YYYY	0:

The 'Identification #' field contains the value 'MD-123456789' and is highlighted with an orange circle. Below the form, there is a 'Previous IDs' section with a table and three buttons: 'Submit', 'Save for Later', and 'Cancel'.

54

Last, enter the Expiration Date of the Driver's License

The screenshot shows the 'structural' software interface. On the left, there is a sidebar with 'All Items' and 'Edit Licenses' (Due: 03/23/2025). The main area displays a form for 'Licenses' with the following fields:

Issued by Country Region /	Identification #	Issued Date	Expiration Date	Verification E
Country	MD-123456789	MM/DD/YYYY	12/25/2038	03/21/20

The 'Expiration Date' field contains the value '12/25/2038' and is highlighted with an orange circle. Below the form, there is a 'Previous IDs' section with a table and three buttons: 'Submit', 'Save for Later', and 'Cancel'.

55 Confirm that the entered Data is correct

On behalf of: Clark Concrete

MENU structural Search

Edit Licenses

Clay Concrete

Proposed IDs

Licenses 1 item

*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date
Driver's License		<input checked="" type="radio"/> Issued by Country Region Maryland	MD-123456789	

Submit Save for Later Cancel

56 Next, a picture of the front and back of the Employee's license needs to be uploaded. Scroll down to find the Attachments box. Click into the box to upload/take a photo

Process History

Clay Concrete Due 03/23/2025
Edit Licenses-- Awaiting Action

Attachments

Drop files here
or
Select files

Submit Save for Later Cancel

57

Click into the Category field and Select "Licenses". Provide description "Front of License"

h

Process History

 **Clay Concrete** Due 03/23/2025
Edit Licenses- Awaiting Action

Attachments

 PDF
blank.pdf
✓ Successfully Uploaded!

Description

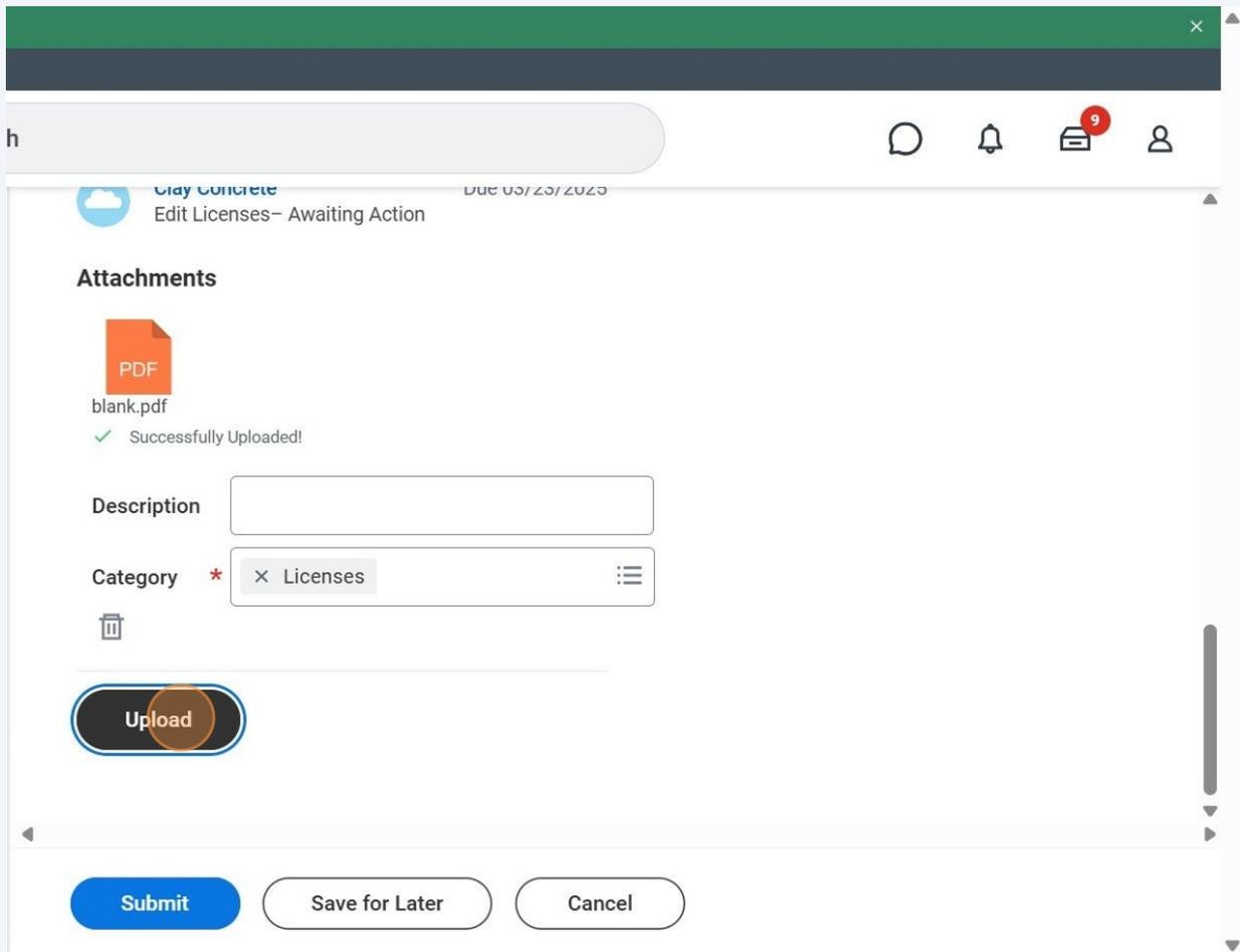
Category *



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

58

Next, the other side of the License will need to be uploaded. Click "Upload" to upload/take another photo



59

Click into the Category field and Select "Licenses". Use description to provide description "Back of License"

The screenshot shows a web interface for uploading documents. At the top, there is a green header bar with a close button (X). Below it is a navigation bar with a search field containing 'ch' and icons for chat, notifications, a mail icon with a red '9' badge, and a user profile icon. The main content area contains two identical upload forms. Each form starts with a PDF icon, the filename 'blank.pdf', and a green checkmark with the text 'Successfully Uploaded!'. Below this is a 'Description' text input field. The 'Category' field is a dropdown menu with a red asterisk, currently showing 'Licenses' and a close button (X). In the second form, the 'Licenses' option in the dropdown is circled in orange. At the bottom of the forms are three buttons: 'Submit' (blue), 'Save for Later' (white with grey border), and 'Cancel' (white with grey border).

60 Click "Submit" once finished

ch

Category * X Licenses

PDF
blank.pdf
✓ Successfully Uploaded!

Description

Category * X Licenses

Upload

Submit Save for Later Cancel

i Once all tasks are finished and the Employee's inbox is empty, Onboarding is Complete.

61 Admin Support will have access to a Workday report that shows Onboarding progress for all workers in their organization. This will be a helpful tool to allow Admin Support to monitor progress and follow up with employees on Workday tasks.