

Completing Pre-Hire Tasks in Workday



- 1 First, start by clicking the **Change Language** task under *Awaiting Your Action...*



Here's What's Happening

It's Wednesday, July 30, 2025

Awaiting Your Action

...



Change Language (Cambiar Idioma): Onboarding for Regina George

My Tasks - 1 minute(s) ago

DUE 07/31/2025

[Go to My Tasks \(1\)](#)

Announcements

1 of 1 < >



Welcome to Ames Construction!

Welcome to Ames Construction! Please click ...

Timely Suggestions

Here's where you'll get updates on your active items.

Your Top Apps



Personal Information



Journeys



2 To continue in English, click **Submit...**

All Items 1 item

Search: All Items

[Advanced Search](#)

Change Language (Cambiar Idioma): 07/30/2025 ☆

Onboarding for Regina George

Due: 07/31/2025

Effective: 08/04/2025

Complete To Do [Change Language \(Cambiar Idioma\)](#)

For Central Craft (Randy N Lagro) (***)

Overall Process Hire: Regina George (***)

Overall Status Successfully Completed

Due Date 08/13/2025

Instructions To continue in English, just hit **Submit** on this task.

1. Para cambiar el idioma, oprime **Change Preferences** y cambiar **Preferred Display Language** a **Español**.
2. Después, oprime **OK** y cerrar sesión y volver a iniciar sesión en Workday para aplicar completamente el nuevo idioma de visualización.
3. Cuando regreses a *Mis Tareas*, oprime **Entregar** en esta tarea.

[Change Preferences](#)

Submit [Save for Later](#) [Close](#)

3 In the next task, populate a National ID...

Under "Proposed IDs", create a new row...

All Items 2 items

Search: All Items

[Advanced Search](#)

ID Change: Regina George 07/30/2025 ☆

Due: 08/01/2025

Update Preferred Name: Laborer 07/30/2025 ☆

(Job Fill:08/04/2025,Regina George)

Effective: 08/04/2025

You have marked as Complete

[View Details](#)

Please add your Social Security Number or TIN by clicking the plus sign below.

(SSN's do not require an Issue or Expiration date)

Proposed IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID
No Data			

Additional Government IDs 0 items

*Country	*Government ID Type	Identification #	Issued Date
No Data			

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Verification Date	Veri
----------	-------------------	------------	-------------	-------------	-----------------	-----------	--------	-------------------	------

4 For Country, select "United States of America" ...

ns 2 items Created: 07/30/2025 | Due: 08/01/2025

Search: All Items

[Advanced Search](#)

Regina George 07/30/2025 ☆

07/2025

Preferred Name: Laborer 07/30/2025 ☆
(8/04/2025, Regina George)

08/04/2025

Edit Government IDs Regina George

Please add your Social Security Number or TIN by clicking the plus sign below.
(SSN's do not require an Issue or Expiration date)

Proposed IDs

National IDs 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID
+				
-	United States of America			

Additional Government IDs 0 items

	*Country	*Government ID Type	Identification #	Issued Date	Expires
No Data					

Previous IDs

National IDs 0 items

	*National ID	Issued
No Data		

[Submit](#) [Save for Later](#) [Cancel](#)

5 Select the Appropriate National ID Type...

ns 2 items Created: 07/30/2025 | Due: 08/01/2025

Search: All Items

[Advanced Search](#)

Regina George 07/30/2025 ☆

07/2025

Preferred Name: Laborer 07/30/2025 ☆
(8/04/2025, Regina George)

08/04/2025

Edit Government IDs Regina George

Please add your Social Security Number or TIN by clicking the plus sign below.
(SSN's do not require an Issue or Expiration date)

Proposed IDs

National IDs 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID
+				
-	United States of America	Social Security Number (SSN)		

Additional Government IDs 0 items

	*Country	*Government ID Type	Identification #	Issued Date	Expires
No Data					

Previous IDs

National IDs 0 items

	*National ID	Issued
No Data		

[Submit](#) [Save for Later](#) [Cancel](#)

6 Enter a SSN or ITIN here...

items

2 items

Search: All Items

Advanced Search

ange: Regina George

07/30/2025

☆

18/01/2025

te Preferred Name: Laborer

07/30/2025

☆

Fill:08/04/2025,Regina George)

ive: 08/04/2025

☆

⚙️

📄

Created: 07/30/2025 | Due: 08/01/2025

Edit Government IDs

Regina George

Please add your Social Security Number or TIN by clicking the plus sign below.

(SSN's do not require an Issue or Expiration date)

Proposed IDs

National IDs 1 item

Additional ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
<div>×</div> <div>Social Security Number (SSN)</div>		<div>+</div> <div></div>	MM/DD/YYYY	MM/DD/YYYY	

Additional Government IDs 0 items

+ Country	*Government ID Type	Identification #	Issued Date	Expiration Date
No Data				

Previous IDs

National IDs 0 items

ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By

Submit

Save for Later

Cancel

 Tip! for a SSN an *Issued Date* and *Expiration Date* is **not** required.

7 Click **Submit...**

All Items2 Items

[Advanced Search](#)

ID Change: Regina George07/30/2025☆
Due: 08/01/2025

Update Preferred Name: Laborer (Job Fill:08/04/2025,Regina George)07/30/2025☆
Effective: 08/04/2025

Created: 07/30/2025 | Due: 08/01/2025

Edit Government IDs Regina George

Please add your Social Security Number or TIN by clicking the plus sign below.
(SSN's do not require an Issue or Expiration date)

Proposed IDs
National IDs 1 item

National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
<div>× Social Security Number (SSN)</div>		<input type="text" value="123-45-6789"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	

Additional Government IDs 0 items

+ Country	*Government ID Type	Identification #	Issued Date
No Data			

Previous IDs
National IDs 0 items

Submit

Save for Later

Cancel

8 In this task, you can enter a *Preferred Name*, otherwise, just click **Submit...**

All Items1 Item

[Advanced Search](#)

Update Preferred Name: Laborer (Job Fill:08/04/2025,Regina George)07/30/2025☆
Effective: 08/04/2025

Success! Event submitted
Up Next: Regina George | Update Preferred Name
[View Details](#)

Open

Preferred Name
Preferred Name
Use Legal Name As Preferred Name
Yes
Preferred Name
Regina George

Process History

Eric Belisle
Onboarding- Automatic Complete
Due 07/31/2025

Regina George
To Do: Change Language (Cambiar Idioma)- Step Completed
Due 07/31/2025

Regina George
To Do: Update Preferred Name
Due 08/04/2025

Submit

Save for Later

Close

9

In this task, under **Change Home Contact Information**, add a Home Address...

Success! Event submitted
[View Details](#)

Regina George

Enter your FULL LEGAL NAME as it appears on your Social Security card or Government ID.

Change Home Contact Information

Address

[Add](#)

Phone

Primary
Yes

Phone
+1 8675309 (Mobile)

Visibility
Private

[Add](#)

10

Confirm or Edit your Phone Number here...

1 Error

Visibility *

Private

[Details](#)

[Add](#)

Phone

Primary
Yes

Phone
+1 8675309 (Mobile)

Visibility
Private

[Add](#)

Email

[Add](#)

11 Populate a Gender...

All Items1 item

Q Search: All Items

⌵

⌵

Advanced Search

⌵

Update Contact and Personal Information: Laborer (Job Fill: 08/04/2025, Regina George)

Effective: 08/04/2025

⌵

⌵

⌵

⌵

⌵

?

Legal Name

Legal Name *

Regina George

Change Personal Information

Gender

Gender *

select one

select one

Female

I do not wish to answer

Male

Non_Binary

Age

Marital Status

Marital Status

Submit

Save for Later

Close

12 Populate a Date of Birth...

All Items1 item

Q Search: All Items

⌵

⌵

Advanced Search

⌵

Update Contact and Personal Information: Laborer (Job Fill: 08/04/2025, Regina George)

Effective: 08/04/2025

⌵

⌵

⌵

⌵

⌵

?

Legal Name

Legal Name *

Regina George

Change Personal Information

Gender

Gender *

Male

Date of Birth

Date of Birth *

MM/DD/YYYY

📅

Marital Status

Marital Status



Submit

Save for Later


Close


13 Populate a Marital Status...


On behalf of: Regina George



MENU  Search 

All Items 1 item

Search: All Items 

 [Advanced Search](#)

 Update Contact and Personal Information: Laborer (Job Fill: 08/04/2025, Regina George) 07/30/2025 ☆
Effective: 08/04/2025

Gender *


Male

Date of Birth


Date of Birth *

01/01/1990

☐ Divorced (United States of America)
☒ Married (United States of America)
☐ Partnered (United States of America)
☐ Separated (United States of America)
☐ Single (United States of America)
☐ Widowed (United States of America)

Search 


Marital Status Date


MM/DD/YYYY 


Race/Ethnicity



14 Populate a Race / Ethnicity...

All Items 1 item

Search: All Items 

 [Advanced Search](#)

 Update Contact and Personal Information: Laborer (Job Fill: 08/04/2025, Regina George) 07/30/2025 ☆
Effective: 08/04/2025

Marital Status

Marital Status

Married (United States of America)

Marital Status Date

Race/Ethnicity



Hispanic or Latino
☐

Race/Ethnicity *

Citizenship Status

Citizenship Status

Process History

[Submit](#) [Save for Later](#) [Close](#)

15 Click **Submit** twice...

All Items 1 item

Search: All Items

[Advanced Search](#)

Update Contact and Personal Information: Laborer (Job Fill: 08/04/2025, Regina George) 07/30/2025 ☆
Effective: 08/04/2025

Citizenship Status

Citizenship Status

Process History

User	Action	Due Date
Eric Belisle	Onboarding- Automatic Complete	Due 07/31/2025
Regina George	To Do: Change Language (Cambiar Idioma)- Step Completed	Due 07/31/2025
Regina George	Edit Government IDs- Submitted	Due 08/01/2025
	Approval by HR Partner- Not Required	
Regina George	Update Preferred Name- Submitted	Just now

Submit Save for Later Close

16 Next, you can complete Section 1 of the Form I-9...

Sandbox - amesconstruction
On behalf of: Regina George

All Items 6 items

Search: All Items

[Advanced Search](#)

Complete Form I-9: Regina George 07/30/2025 ☆
Due: 08/06/2025
Effective: 08/04/2025

Federal Tax Election for Onboarding: Regina George 07/30/2025 ☆
Due: 08/01/2025
Effective: 08/04/2025

Payment Election: Regina George on 07/30/2025 07/30/2025 ☆
Due: 08/01/2025

Disability Self-Identification for Onboarding: Regina George on 08/04/2025 07/30/2025 ☆
Due: 08/01/2025

Success! Event submitted
[View Details](#)

Section 1. Employee Information and Attestation
Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * George

First Name (Given Name) * Regina Middle Initial (if any)

Other Last Names Used (if any)

Address (Street Number and Name) * 1234 Main Street

Apt. Number (if any) City or Town * Burnsville

State * MN ZIP Code * 55337

Date of Birth (mm/dd/yyyy) * 01/01/1998 U.S. Social Security Number 123-45-6789

17 Click **Submit...**

All Items
6 items

[Advanced Search](#)

Complete Form I-9: Regina George 07/30/2025 ☆

Due: 08/06/2025

Effective: 08/04/2025

Federal Tax Election for Onboarding: Regina George 07/30/2025 ☆

Due: 08/01/2025

Effective: 08/04/2025

Payment Election: Regina George on 07/30/2025 07/30/2025 ☆

Due: 08/01/2025

Disability Self-Identification for Onboarding: Regina George on 08/04/2025 07/30/2025 ☆

Due: 08/01/2025

Effective: 08/04/2025

Veteran Status Identification: Regina George 07/30/2025 ☆

Due: 08/01/2025

Effective: 08/04/2025

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date this form in a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information furnished is true and correct.

I Agree ☐

Last Name (Family Name)

First Name (Given Name)

Middle Initial (if any)

Address (Street Number and Name)

City or Town

State

ZIP Code

Process History

Item	Status	Due Date
Regina George Complete Form I-9 - Awaiting Action	Awaiting Action	Due 08/06/2025

18 Next, Complete your **Federal Withholding Elections**....

All Items5 Items

[Advanced Search](#)

Federal Tax Election for Onboarding: Regina George07/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Payment Election: Regina George on 07/30/202507/30/2025☆

Due: 08/01/2025

Disability Self-Identification for Onboarding: Regina George on 08/04/202507/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Veteran Status Identification: Regina George07/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Add Emergency Contacts: Laborer (Job Fill:08/04/2025,Regina George)07/30/2025☆

Created: 07/30/2025 | Due: 08/01/2025 | Effective: 08/04/2025

Complete Federal Withholding Elections

CompanyAmes Construction

Effective Date08/04/2025

NameRegina George

Social Security NumberXXX-XX-XXXX

Address(empty)

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

Tip! State Withholding Elections will be completed on your first day...

11

19 Click **Submit...**

All Items5 items

Search: All Items

Advanced Search

Federal Tax Election for Onboarding: Regina George07/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Payment Election: Regina George on 07/30/202507/30/2025☆

Due: 08/01/2025

Disability Self-Identification for Onboarding: Regina George on 08/04/202507/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Veteran Status Identification: Regina George07/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Add Emergency Contacts: Laborer (Job Fill:08/04/2025,Regina George)07/30/2025☆

(c) Extra Withholding0.00

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☐

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien☐

Step 5:

Legal Notice

Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you click in the "I Agree" checkbox, you are certifying that:

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by 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☒

Process History

Regina George

Due 08/01/2025

Complete Federal Withholding Elections - Available Action

Submit

Save for Later

Cancel

20 Next, Populate a Bank Account to be used as a **Payment Election...**

All Items4 items

Search: All Items

Advanced Search

Payment Election: Regina George on 07/30/2025☆

Due: 08/01/2025

Disability Self-Identification for Onboarding: Regina George on 08/04/202507/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Veteran Status Identification: Regina George07/30/2025☆

Due: 08/01/2025

Effective: 08/04/2025

Add Emergency Contacts: Laborer (Job Fill:08/04/2025,Regina George)07/30/2025☆

Due: 08/01/2025

Default CountryUnited States of America

Default CurrencyUSD

Preferred Payment Method

USA Payroll *

Direct Deposit

Account Setup

Account Holder NameRegina George

Account Information

Account Type

Checking

Savings

Routing Transit Number

Account Number

Bank Name

Bank Identification Code

Account Nickname (optional)

OK

Cancel

All Items4 Items

Q Search: All Items

↕

01/01

[Advanced Search](#)

Payment Election: Regina George on 07/30/2025 ☆

Due: 08/01/2025

Disability Self-Identification Onboarding: Regina George on 08/04/2025 ☆

Due: 08/01/2025

Effective: 08/04/2025

Veteran Status Identification: Regina George 07/30/2025 ☆

Due: 08/01/2025

Effective: 08/04/2025

Add Emergency Contacts: Laborer (Job Fill:08/04/2025,Regina George) 07/30/2025 ☆

Due: 08/01/2025

Default Country United States of America

Default Currency USD

Preferred Payment Method

USA Payroll *

✕ Direct Deposit⋮

Account Setup

Account Holder Name Regina George ⋮

Account Information

Account Type *

● Checking

○ Savings

Routing Transit Number * 322271627

Account Number * 123456789

Bank Name * 123456789

Bank Identification Code

Account Nickname (optional)

OK

Cancel

Status

In Progress

Last Updated

07/30/2025 05:43 PM

Accounts

1 item

Account Nickname	Country	Bank Name	*Account Type	Account Number	Action
123456789 *****6789	United States of America	123456789	Checking	*****6789	<div>Edit</div> <div>Remove</div> <div>View</div>

Add

Payment Elections

1 item

Payment Elections					
Payment Type	Payment Type	Account	Account Number	Distribution	Action
USA Payroll	Direct Deposit	123456789 *****6789	*****6789	<div>Balance</div> <div>Yes</div>	<div>Edit</div>

Process History

Regina George

Payment Election Enrollment Event - Awaiting Action

Due 08/01/2025

Submit

Cancel

23 Click **Submit...**

Status In Progress

Last Updated 07/30/2025 05:43 PM

Accounts 1 item

Account Nickname	Country	Bank Name	*Account Type	Account Number	Action
123456789 *****6789	United States of America	123456789	Checking	*****6789	Edit Remove View

[Add](#)

Payment Elections 1 item

Pay Type	Payment Type	Account	Account Number	Distribution	Action
USA Payroll	Direct Deposit	123456789 *****6789	*****6789	Balance Yes	Edit

Process History

Regina George
Payment Election Enrollment Event- Awaiting Action Due 08/01/2025

[Submit](#) [Cancel](#)

24 Next, Complete the **Self-Identification of Disability** and Click **Submit...**

Sandbox - amesconstruction

On behalf of: Regina George

MENU Search

3 items

Search: All Items

[Advanced Search](#)

Disability Self-Identification for Onboarding: Regina George on 08/04/2025 07/30/2025 ☆

Due: 08/01/2025
Effective: 08/04/2025

Veteran Status Identification: Regina George 07/30/2025 ☆

Due: 08/01/2025
Effective: 08/04/2025

Add Emergency Contacts: Laborer (Job Fill:08/04/2025,Regina George) 07/30/2025 ☆

Due: 08/01/2025

Created: 07/30/2025 | Due: 08/01/2025 | Effective: 08/04/2025

Change Self-Identification of Disability

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 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 can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability.

Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using)
- Disfigurement, for example, disfigurement caused by burns,
- Nervous system condition, for example, migraine headaches, Parkinson's

25 Next, Complete the **Veteran Status Identification** and Click **Submit...**

Arma Construction

Search

All Items 2 items

Search: All Items

Advanced Search

Veteran Status Identification: Regina George 07/30/2025 ☆

Due: 08/01/2025

Effective: 08/04/2025

Add Emergency Contacts: Laborer (Job Fill:08/04/2025,Regina George) 07/30/2025 ☆

Due: 08/01/2025

way, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. An Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with VEVRAA as amended. We are an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

Select a veteran status

Veteran Status *

Select all that apply

☐ Disabled Veteran

☐ Recently Separated Veteran Discharge Date:

☐ Active Duty Wartime or Campaign Badge Veteran

☐ Armed Forces Service Medal Veteran

Process History

26 Next, the *Legal Name, Relationship, and Phone Number* of AT LEAST 1 **Emergency Contact**...

Arma Construction

Search

1 item

Search: All Items

Advanced Search

Emergency Contacts: Laborer (Job Fill:08/04/2025,Regina George) 07/30/2025 ☆

Due: 08/01/2025

Change Emergency Contacts Regina George

Primary Emergency Contact

Legal Name

Legal Name *

Relationship

Relationship *

Primary Phone

Add

Additional Phone

27 Click **Submit...**

The screenshot shows a web application interface for managing emergency contacts. On the left, a sidebar contains navigation icons. The main area is divided into two panels. The left panel, titled 'All Items', shows a search bar and a list of items. The right panel, titled 'Details', contains form fields for 'Phone Number', 'Phone Extension', 'Type', and 'Additional Phone'. The 'Submit' button is highlighted with an orange circle.

All Items 1 item

Search: All Items

[Advanced Search](#)

Add Emergency Contacts: Laborer 07/30/2025 ☆
(Job Fill:08/04/2025,Regina George)
Due: 08/01/2025

Phone Number *
8675309

Phone Extension

Type *
x Home

Details

Add

Additional Phone

Add

Primary Email

Add

Additional Email

Submit Save for Later Cancel



You have completed all items before your 1st day at Ames Construction!