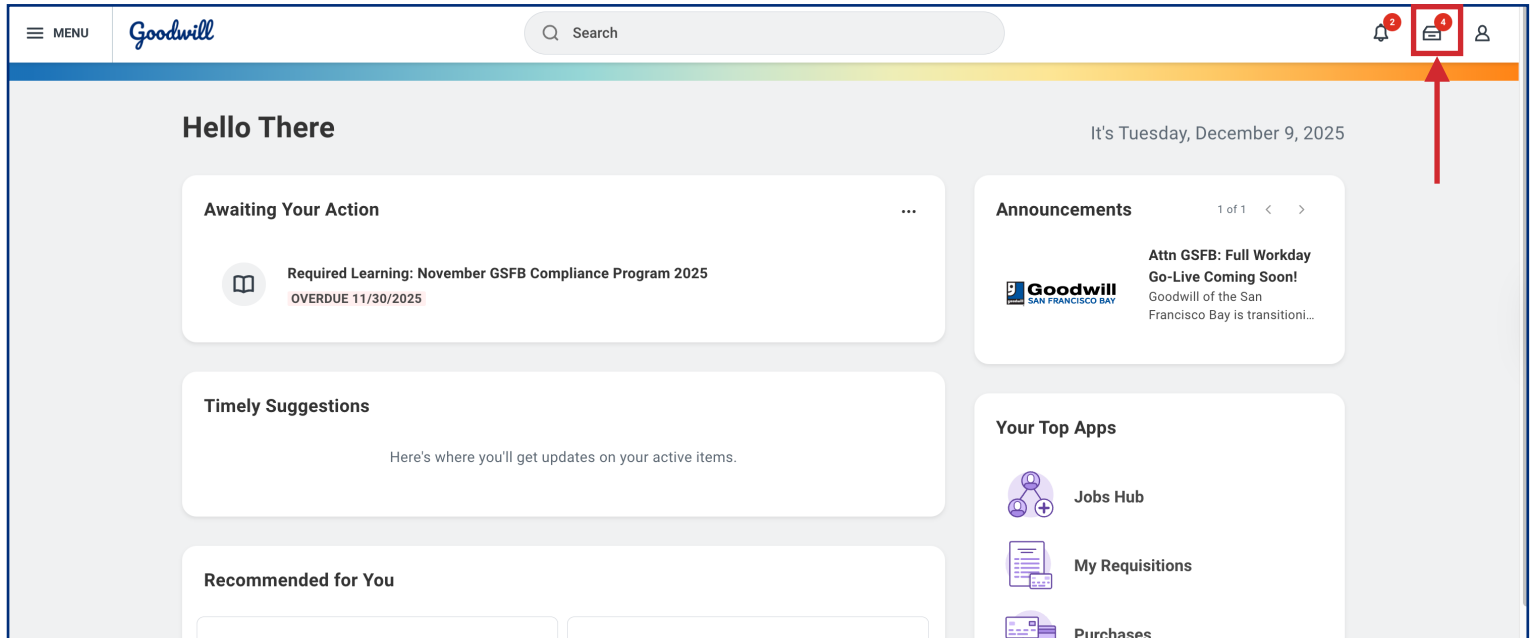


ONBOARDING TASKS GUIDE FOR GSFB

1. Log in to Workday > Click your “My Tasks” Inbox to access your Onboarding Tasks



Note: Onboarding Tasks populate in the “My Tasks” Inbox in phases. Each task in each phase must be completed before the next phase of tasks will populate in the inbox. There are four tasks team members must complete in phase one.

Enter Personal Information: Retail Sales Associate (Job Fill:12/14/2025) Effective: 12/14/2025	12/04/2025	☆
Enter Home Contact Information: Retail Sales Associate (Job Fill:12/14/2025) Effective: 12/14/2025	12/04/2025	☆
Enter Legal & Preferred Names: Retail Sales Associate (Job Fill:12/14/2025) Effective: 12/14/2025	12/04/2025	☆
ID Change: Due: 12/06/2025	12/04/2025	☆

2. Click on each task > Review the information in each task > Click the pencil icon to edit and/or add any necessary information > Click Submit

Note: Personal information has been transferred from Paylocity. Please review each task carefully and make any necessary changes before submitting each task.

3. Once the last of the first four tasks is submitted, click the “My Tasks” Inbox again to refresh and populate the next phase of tasks.

ONBOARDING TASKS GUIDE FOR GSFB

This screenshot shows the 'Complete State and Local Withholding Elections' task. On the left, a list of tasks is visible, including 'State Tax Election for Onboarding', 'Payment Election', 'Disability Self-Identification for Onboarding', 'Veteran Status Identification', 'Electronic Delivery Consent: Retail Sales Associate (Job)', and 'Federal Tax Election for Onboarding'. The main area displays the task details for 'Complete State and Local Withholding Elections'. It includes fields for 'Worker', 'Company' (Goodwill of the San Francisco Bay), 'Effective Date' (12/14/2025), and 'State' (California). At the bottom, there are 'OK' and 'Cancel' buttons.

4. Click on each task > Review the information in each task > Click the pencil icon to edit and/or add any necessary information > Click Submit

Note: The next phase includes 7-8 tasks that include tax information, Veteran and Disability Status, and Payment Elections. Team Members can choose to switch to the ADP Wisely Pay Card via the Payment Election task. Click the links [here](#) and [here](#) for more information on how to switch to an ADP Wisely Pay Card.

5. Team Members can choose to upload a profile picture of themselves by selecting a file to upload and submitting the task. If the team member does not wish to upload a profile picture, click the gear icon > Click “Skip This Task”.

Note: Team member profile pictures will be sent to their manager(s) for approval.

This screenshot shows the 'Photo Change' task. The left sidebar contains a 'My Tasks' menu with options like 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main area displays the 'Photo Change' task details, including 'Due: 12/11/2025' and 'Effective: 12/14/2025'. A gear icon in the top right corner is highlighted with a red box, and a dropdown menu is open, showing options: 'Delegate Task', 'Reassign', 'Skip This Task' (highlighted with a red box and an arrow), and 'View Details'. Below the task details, there is a 'Proposed Attachments' section with a 'Drop file here' area and a 'Select files' button (highlighted with a red box). At the bottom, there is a 'Process History' section showing 'Photo Change- Awaiting Action' with a due date of 'Due 12/11/2025'. At the very bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons, with the 'Submit' button highlighted by a red box.