



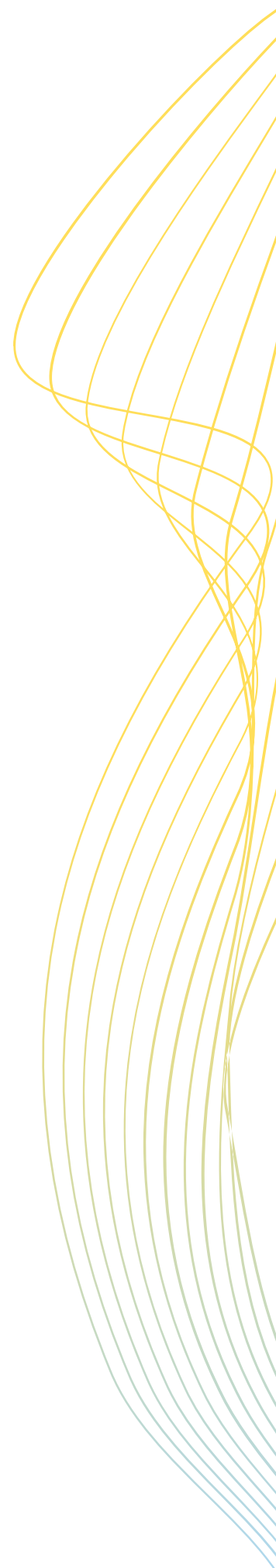
Disney Parks, Experiences and Products

WORKDAY GUIDE



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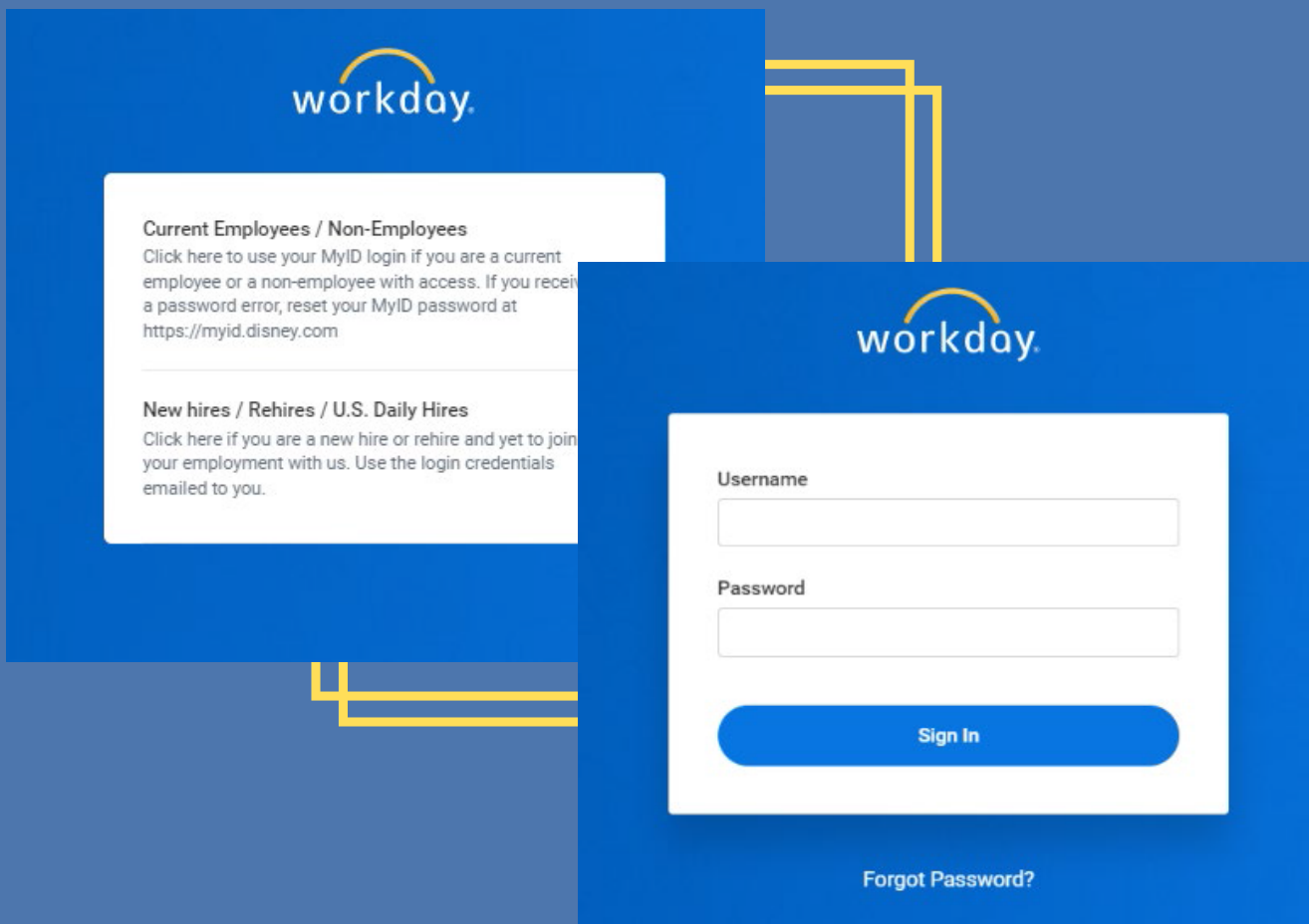
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Logging into Your Workday Account

Before accessing Workday, you should have received an email with your credentials (such as a username and temporary password). Use the credentials to log in under **NEW HIRES / U.S. DAILY HIRES**.

If you are an existing cast member currently **ACTIVE** in the company, choose **CURRENT EMPLOYEES / NON-EMPLOYEES** and log in with your MyID information.



The image shows a screenshot of the Workday login page. The page has a blue background with the Workday logo at the top. There are two main sections for login options:

- Current Employees / Non-Employees**: Click here to use your MyID login if you are a current employee or a non-employee with access. If you receive a password error, reset your MyID password at <https://myid.disney.com>
- New hires / Rehires / U.S. Daily Hires**: Click here if you are a new hire or rehire and yet to join your employment with us. Use the login credentials emailed to you.

The right side of the image shows a close-up of the login form with the following fields and buttons:

- Username**: Input field
- Password**: Input field
- Sign In**: Blue button
- Forgot Password?**: Link at the bottom

Filling Out the Forms

The following forms are required to complete
Workday:

- Edit Government IDs
- Enter Personal Information
- Change Veteran Status
- Dependent Information
- Change Emergency Contact
- Home Contact Information
- Review Documents
- Costume Policy Agreement
- Confidentiality Agreement
- Federal Withholding Elections
- Manage Payment Election
- Hometown Name Tag

Once you're logged in...

You will see the candidate inbox on the upper right-hand corner with a red symbol. **Click** on the **red** icon to begin the paperwork.



A column of forms will appear under **ACTIONS**. Begin the process by going down the forms in order.

A screenshot of the 'Inbox' interface. The 'Inbox' title is in a blue header. Below it, the 'Actions' tab is selected and circled in yellow, with 'Archive' as an alternative tab. There are three dropdown menus: 'Viewing: All', 'Sort By: Newest', and an empty one. The list of tasks includes:

- ID Change: [redacted] 18 hour(s) ago (with a star icon)
- Enter Personal Information: 21211212 Other (Position Fill: 06/26/2022, [redacted]) 18 hour(s) ago - Effective 06/26/2022 (with a star icon)

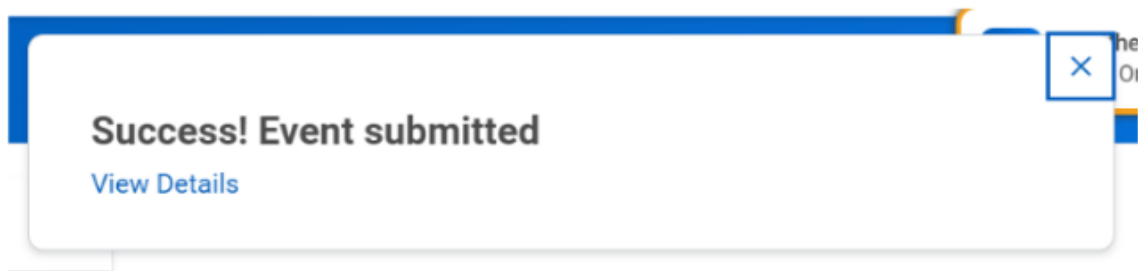
Edit Government IDs

For this page, you should see a column with your personal information already filled out. The only requirement on this page is to double **check the last four digits of your social is correct.**

If the information is correct, please select **Submit** to continue to the next page.



When you successfully complete a form, the following message will appear. Please select the **X** to exit out of the message window.



Enter Personal Information

The following section will require you to complete your personal information requested fields below.

NOTE: Only fill out the fields with a **red asterisk**.

Legal Name *




Fill out the information required.

If the field is already filled in, make sure the information is correct and up to date. If the information needs to be corrected, click on the pencil to **edit**.

Legal Name

Legal Name *





One of the required fields is Citizenship.

Citizenship Status

Citizenship Status * 



Make sure to choose **RECOMMENDED** to give you the drop down list of Citizenship statuses.


NEXT 

Enter Personal Information

Citizenship Status

Citizenship Status *


- Recommended >
- By Country / Region >
- Search 

The few examples below showcase the different citizenship statuses available in the dropdown menu.

Hispanic or Latino

← Recommended

- Citizen (United States of America)
- Lawful Permanent Resident (United States of America)
- Non-citizen - Authorized to Work (United States of America)
- Non-Citizen National (United States of America)
- Not Applicable (DCL) (United States of America)

Search 

Once you have filled out all of the required fields with a **red asterisk**, choose **SUBMIT**.

Submit

Save for Later

Close

Change Veteran Status Identification

The following page will display information regarding the Company's policy regarding Veteran status.

Please read the information carefully, and select your Veteran Status on the bottom of the page.

If the information is correct, please select **Submit** to continue to the next page.

Instructions

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.

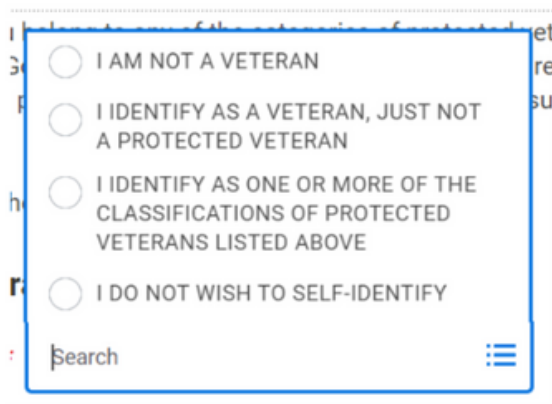
Need Help:

D Tools HR has the answer. [Visit D Tools HR.](#)

Select a veteran status

Veteran Status *

A drop down menu will appear. Choose your status and click **Submit**.



The dropdown menu is open, showing four radio button options:

- I AM NOT A VETERAN
- I IDENTIFY AS A VETERAN, JUST NOT A PROTECTED VETERAN
- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED ABOVE
- I DO NOT WISH TO SELF-IDENTIFY

At the bottom of the menu, there is a search bar with the text "Search" and a hamburger menu icon.

Submit

Save for Later

Close

Dependent Information

In this section, you will submit your dependent information for Company events and tickets.

A dependent is someone, often a family member, who relies on you for financial support.

Instructions Action is needed. Submit your dependent information for Company events and tickets. A dependent is someone, often a family member, who relies on you for financial support. Click the 'Submit' button at the bottom of this inbox task to acknowledge.

Click the **Dependents** button following these instructions to submit your dependent information. After entering dependents, you will need to click the 'Do' item from your inbox.

Have Questions?
For more information about qualifying dependents, contact Global HR Operations.

Dependents



enter your comment

Choose the add option to add the information for your first dependent.

NOTE: You will be adding **ONE** dependent at a time. Once you've completed the information of your first dependent, you will be prompted to the add page. Click on **ADD** again for the next dependent.

Once you have added all of your dependents, select the inbox on the top of the screen to take you back to the dependent home page.

Click **Submit** when you've finished.

Submit

Save for Later

Close

Change Emergency Contact

For this section, you will be adding the information of YOUR emergency contact.

The details added to this form will not be your own, but rather who you would prefer the Company to reach out to in case of an emergency.

- To add more than one emergency contact, click the **ADD** button next to the **ADD**
- Click **Submit** to save changes, **Save for Later** to save a draft which can be acc

Need Help?

Contact Global HR Operations.

Legal Name

Legal Name *

Relationship

Relationship *

Remember, we only work on the ones with a **red asterisk**.
The rest are optional.

Click **Submit** when you've finished.

Submit

Save for Later

Close

Home Contact Information

The following form is the **Change my Home Contact Information** page.

This section will request you to update the information on your Company personnel record. Your address is used to send important mailings from the Company.

Change Home Contact Information

Address

Primary
 Yes added

Address
123 Maple Drive Kissimmee, FL 33333

Usage
Permanent

Visibility
Private

Add

There will be information filled out, please make sure to make any changes necessary and verify your **email** and **phone number** are correct.



Click **Submit** when you've finished.

Review Documents

The following page is a checklist of important documents that correspond to the Company's policies and other required information. Upon reviewing each policy, you will be asked to accept the terms and conditions for each task.

NOTE: Each of the documents will be available to you once you are a part of the company. Should you wish to review this information, it will be available in Workday after Traditions.

The screenshot shows a web interface titled "Review Documents" with a subtitle "Review Documents for Onboarding for [redacted]". Below the title is a section labeled "Documents" containing four entries, each with a document icon, a title, a signature statement, and an "I Agree" checkbox:

- Document:** TWDC Employee Policy Manual
Signature Statement: By checking this box, I agree that I have reviewed this document and my electronic signature will be applied as my acknowledgment of receipt of this form.
I Agree:
- Document:** Health Insurance Marketplace Information
Signature Statement: By checking this box, I agree that I have reviewed this document and my electronic signature will be applied as my acknowledgment of receipt of this form.
I Agree:
- Document:** Multi-State Travel Policy
Signature Statement: By checking this box, I agree that I have reviewed this document and my electronic signature will be applied as my acknowledgment of receipt of this form.
I Agree:
- Document:** TWDC Standards of Business Conduct Booklet
Signature Statement: By checking this box, I agree that I have reviewed this document and my electronic signature will be applied as my acknowledgment of receipt of this form.
I Agree:

At the bottom of the form are three buttons: "Submit" (highlighted in blue), "Save for Later", and "Cancel".

Once you've accepted the 5 checkboxes, click **Submit** when you've finished.

A close-up view of the three buttons at the bottom of the form: "Submit" (blue button, circled in yellow), "Save for Later" (white button with a grey border), and "Close" (white button with a grey border).

E-Sign Documents

The next step will present 2 documents.

1. Costume Policies
2. Confidentiality Agreement

A signature is required for both documents. In order to sign, please choose the blue eSign button in order to be redirected to the DocuSign link.

Review Documents for Onboarding for [REDACTED] ...

55 minute(s) ago - Effective 06/26/2022

Documents



TWDC Confidentiality Agreement.pdf

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to close your browser before you return to Workday.

eSign by DocuSign

The document will be displayed. Make sure to click on the **YELLOW FINISH** button on the top to take you directly to the signature sections.

You will do this for **BOTH** the costume policy **AND** the confidentiality agreement.

Click **Submit** when you've finished.

Submit

Save for Later

Close

Federal Withholding Elections

This section of Workday is regarding your tax information for the W-4 form.

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	<input type="text" value="0"/>
Total Amount for Qualifying Children	0.00
Number of Other Dependents	<input type="text" value="0"/>
Total Amount for Other Dependents	0.00
Calculated Total Dependent Amount	<input type="text" value="0.00"/>

Please note, the main requirements are identifying the **marital status** and accepting the **terms and conditions**.

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.

Once you have reviewed the information, and confirmed the requirements, you may click the "I Agree" checkbox.

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 I checked, 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

*

Click **Submit** when you've finished.

Submit

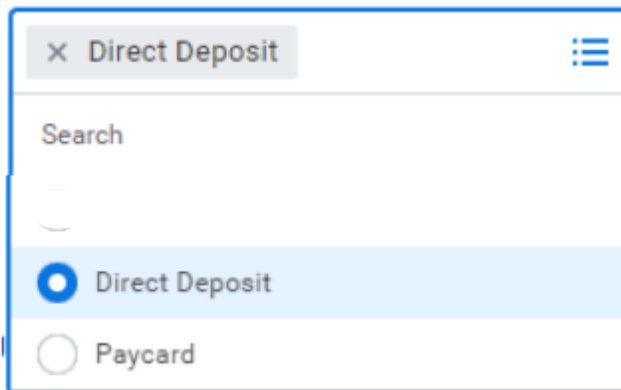
Save for Later

Close

Manage Payment Elections

This next section focuses on your payment information and your preferred payment method.

There are two methods in total: **Paycard** and **Direct Deposit**.



If you **choose a Paycard**, there's no additional information required.

If you choose Direct Deposit, you will need your bank information to fill out the following requirements. See the next page for more details.

Manage Payment Elections

The only sections you need to fill out are the following:

Routing Transit Number
Bank Name
Account Number

NOTE: If you have your bank's application on your phone, you may access it to retrieve the information needed.

Account Information

Account Nickname (optional)	<input type="text"/>
Routing Transit Number *	<input type="text"/>
Bank Name *	<input type="text"/>
Bank Identification Code	<input type="text"/>
Account Type *	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Account Number *	<input type="text"/>

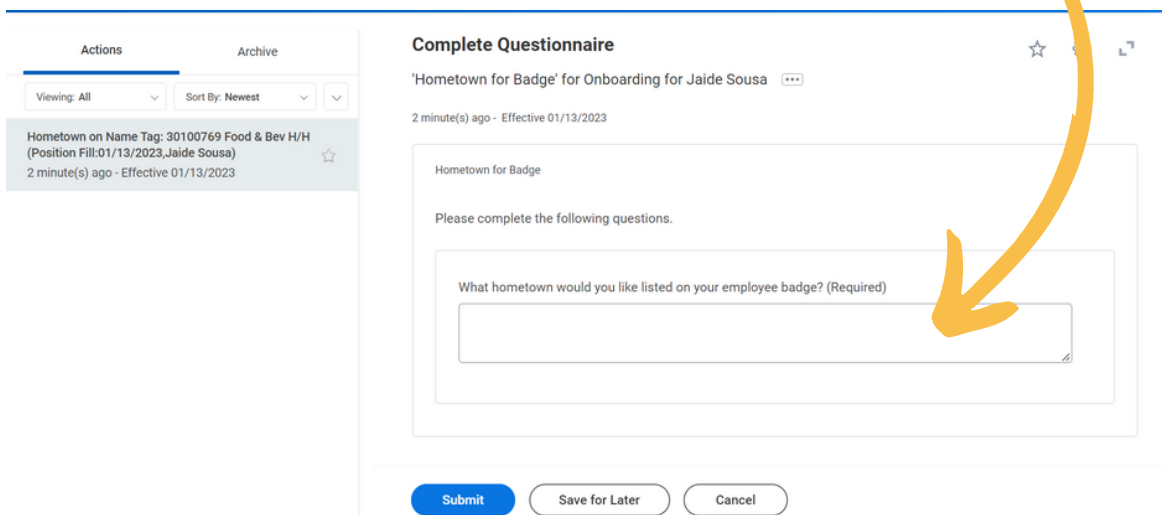
Click **Submit** when you've finished.

A follow-up recap page will appear on the screen. If all of the credentials are correct, you may proceed by choosing **Submit** again.

Hometown for Name Tags

The final task for Workday is adding the hometown you would like to display on your nametag.

NOTE: This page will **NOT** appear unless you have completed every task prior. If there are no other tasks available, make sure to **REFRESH** the page until it appears.



The screenshot shows a 'Complete Questionnaire' interface. On the left, there is a sidebar with 'Actions' and 'Archive' tabs. Below these are filters for 'Viewing: All' and 'Sort By: Newest'. A list item is visible: 'Hometown on Name Tag: 30100769 Food & Bev H/H (Position Fill:01/13/2023,Jaide Sousa)' with a star icon and '2 minute(s) ago - Effective 01/13/2023'. The main content area is titled 'Complete Questionnaire' and shows the title 'Hometown for Badge' for Onboarding for Jaide Sousa. Below the title, it says '2 minute(s) ago - Effective 01/13/2023'. The main form area is titled 'Hometown for Badge' and contains the instruction 'Please complete the following questions.' followed by a required question: 'What hometown would you like listed on your employee badge? (Required)'. A text input field is provided for the answer. A large orange arrow points to this input field. At the bottom of the form, there are three buttons: 'Submit' (highlighted in blue), 'Save for Later', and 'Cancel'.

Make sure to add the information in the following format.

CITY, STATE ABBREVIATION or **CITY, COUNTRY**

Click **Submit** when you've finished.



A close-up of the three buttons at the bottom of the form: 'Submit' (blue button, circled in orange), 'Save for Later' (white button with a grey border), and 'Close' (white button with a grey border).

Need to make a change?

Now that you've completed Workday...

Any changes that need to be made will not be available once you have completed the forms.

At the end of your Traditions class, you will be provided with your credentials to MyID, where you will gain access to your personal company profile, and will be able to make edits such as updating your W-4, home address and banking information.

