



Workday New Hire Activities Employee – Job Aid

Introduction

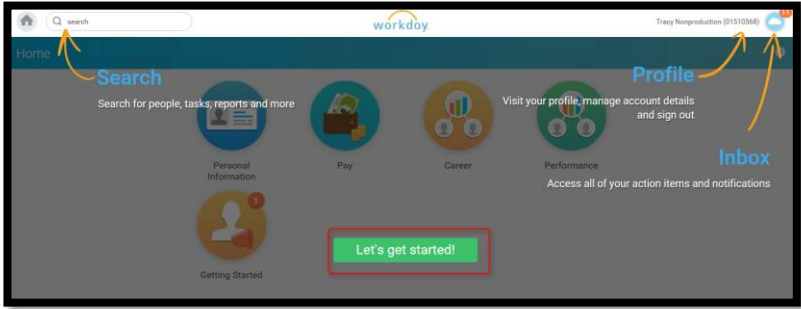
Welcome to 3M! We realize there is a lot to learn as you're getting started, so we want to help guide you through the process of being a new employee using our 3M Human Resources system (Workday). The good news is you can get started right away and access before your official first day at 3M! The information needed for your onboarding has been packaged electronically in this system. Please log in and complete the activities detailed below prior to your first day orientation.

Note: You may be required to fill out additional forms on your first day with a local Human Resources Representative.


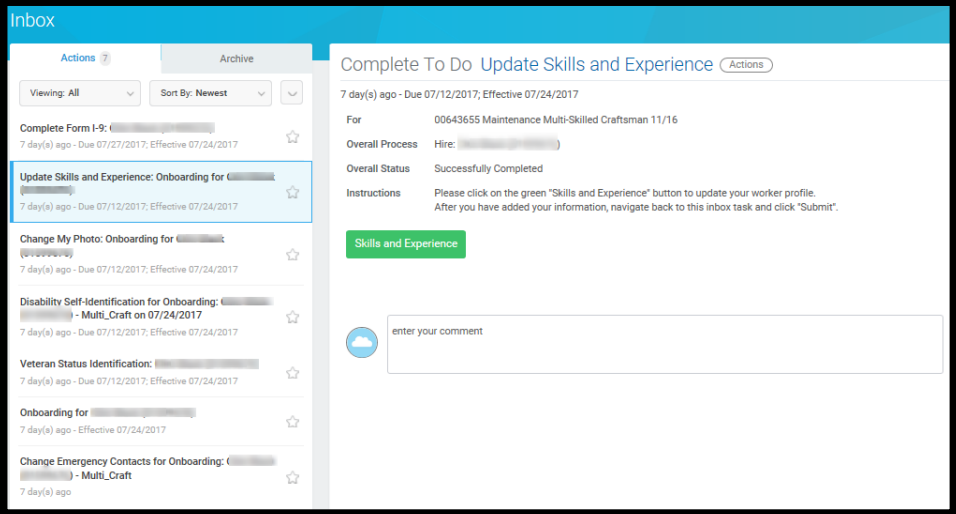
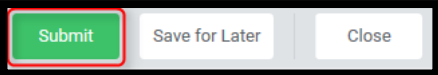

Additional Resources



<p>Related Transactions</p>	<p>Contact the 3M Global Service Center for Support</p>
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New Hire Activities

Steps	Detail
<p>Log in to Workday</p>	<p>a. Access Workday by clicking on the link provided in the email you received from 3M Workday Account.</p> <p>b. Enter your username that was provided to you in an email (<i>Subject line: 3M Workday Account</i>) and your password that was provided to you in another email (<i>Subject line: 3M Workday Account details</i>).</p> <p>Note: The username and link to Workday is sent in the first email. The second email includes your temporary password.</p> <p>c. Once you access Workday, click on Let's Get Started</p> 
<p>Getting Started with the Onboarding Process</p>	<p>a. To begin the onboarding process, click on the Onboarding worklet on the home screen</p>

Steps	Detail
	<div data-bbox="483 226 727 506" data-label="Image"> <p style="text-align: center;">Onboarding</p> </div> <p data-bbox="483 520 1461 590">b. Prior to Day 1, New Hire will have both the Onboarding Announcements section as well as the Getting Started section.</p> <div data-bbox="483 600 1490 919" data-label="Image"> </div> <p data-bbox="483 932 1356 1001">c. After Day 1 to 30 Days, New Hire will only have the Onboarding Announcement section.</p> <div data-bbox="470 1010 1490 1650" data-label="Image"> </div> <p data-bbox="483 1663 1523 1732">d. Review the Onboarding Announcements on the left of the page for additional details and information about 3M:</p> <ul data-bbox="576 1738 1461 1915" style="list-style-type: none"> • Watch the Welcome Video from our CEO • View the Code of Conduct • Learn more about 3M by clicking on About 3M • Review additional country-specific announcements (if applicable)

Steps	Detail
<p>New Hire Activities</p>	<p>a. Navigate to Inbox to begin the new hire activities</p>  <p>b. Select the Tasks and To Do items on the left by clicking on them</p> <p>c. Review and complete the information for each task on the right side of the screen</p>  <p>d. Click Submit to complete the task</p>  <p>Note: All tasks must be completed to ensure a smooth and timely hire process. Saving the task for later keeps the task in your Workday Inbox and does not submit it.</p> <p>e. Review, update and submit all of the following onboarding tasks:</p> <ul style="list-style-type: none"> • Review Name and Contact Information, update as needed • Update Personal Information <ol style="list-style-type: none"> i. Click the Edit button. Use the  to edit and the Add button to add new information. ii. Under Work Contact Information, your Primary Work Location will default to the Business Location provided. iii. If Primary Location is Virtual, enter an Alternate Work Location • Change Photo (not required) <ol style="list-style-type: none"> i. This image will be visible to yourself and others within the organization. ii. Click the Attach button to select a photo from your computer.

Steps	Detail
	<p>iii. Click Submit.</p> <ul style="list-style-type: none"> • Change Emergency Contacts <ol style="list-style-type: none"> i. This page contains name, relationship and contact information for your emergency contact. ii. Use the  to edit and the  to add new information. iii. Click Submit. • Update Skills and Experience – Allows you to populate work experience, languages spoken, education information, etc. • Review Documents – The documents that display in this activity will vary by location. Depending on the type of document, you may be asked to electronically sign, acknowledge receipt of, or download a copy to fill out and re-upload to the system. You must click submit to fully complete the activity. • View Organizational Chart – This onboarding To Do displays on your first day. It allows you to learn about your team and organization's structure. Similar to the other activities, you need to click submit in order to complete the activity (remove it from inbox). <p>Note: The tasks above may vary based on your country.</p> <p>Note: Once the task is submitted, it will no longer appear in your Workday Inbox. Once <u>all</u> tasks are completed in the Workday Inbox, the Getting Started worklet will no longer appear on your home screen.</p> <p>Note: If further updates are needed after you have submitted the task, you will have access to update on day one of employment.</p>

Due to the Workday Release Management process, screen prints and steps are subject to frequent change.