

NEW HIRE PAPERWORK



Your new hire paperwork has been initiated in Workday. Please follow the steps below to successfully log in and complete the assigned tasks.

SIGNING IN

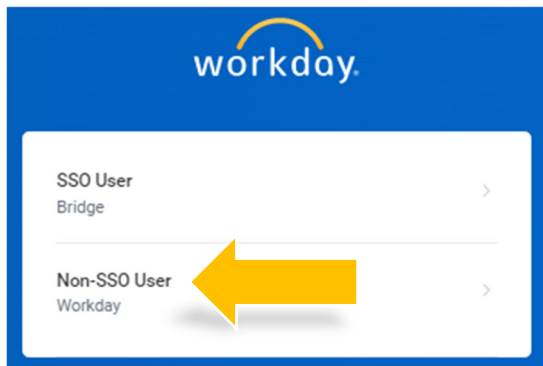
1

CLICK THE FOLLOWING LINK:

<https://www.myworkday.com/bridgeigp/d/pex/home.html>

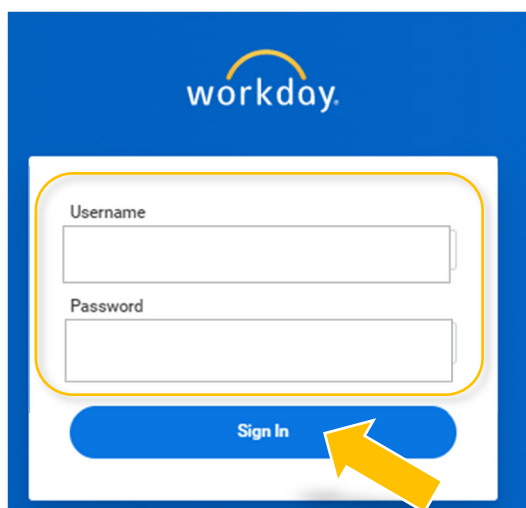
2

SELECT: **NON-SSO USER**



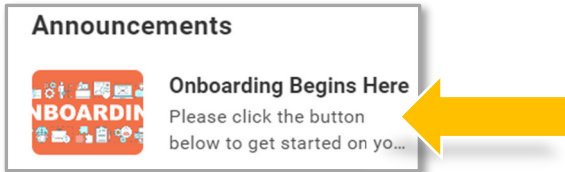
3

SIGN IN: Enter your login credentials emailed to you by Workday.



TO BEGIN YOUR NEW HIRE PAPERWORK

- 1 Click on the **“Onboarding Begins Here”** found within the **“Announcements”** section on the home page.

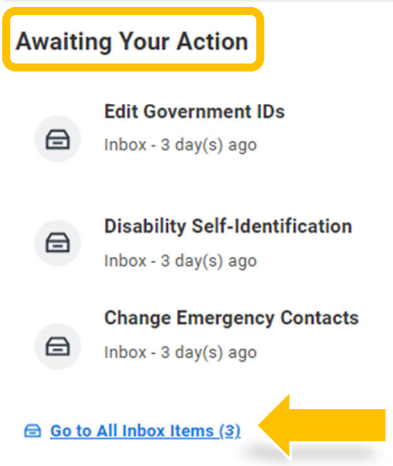


- 2 Select **“Onboarding”** from auto pop-up to get started.

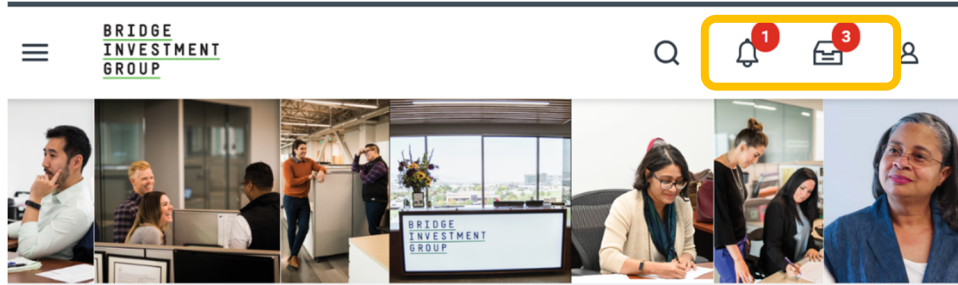


- 3 You will receive an individual email notification for each required task.

- Please log in often to refresh your assigned tasks.
- Your tasks will be listed in the **“Awaiting Your Action”** section on the Workday home page.



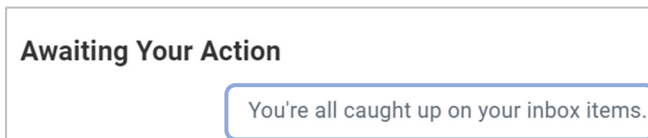
- You can also locate and track your tasks by clicking on **the bell and/or inbox icon** located on the top right side of the Workday menu bar.



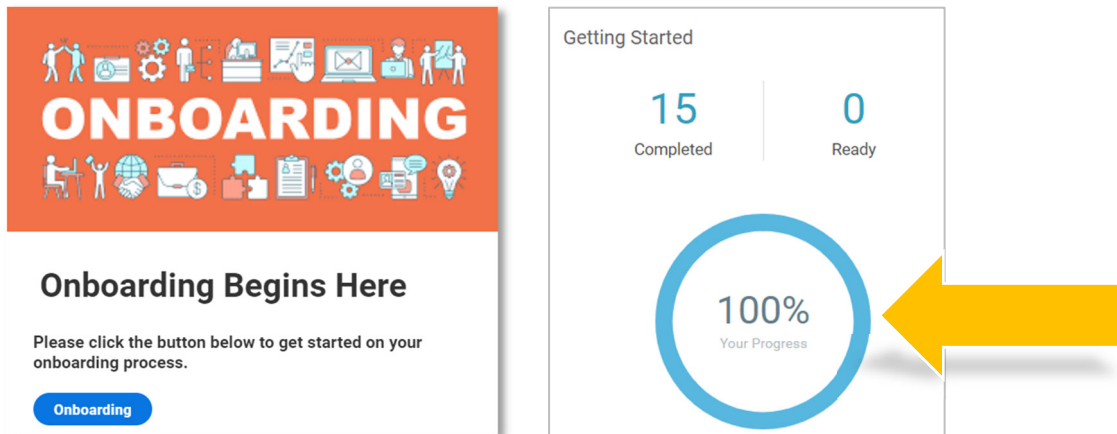
YOUR NEW HIRE PAPERWORK IS COMPLETE!

To confirm your assigned tasks are current and complete:

- Log into Workday and view the **“Awaiting Your Action”** section on the home page.



- You can also view your progress by clicking the **“Onboarding Begins Here”** icon:



Thank you for your diligence in completing your onboarding tasks.

WELCOME TO BRIDGE!

**BRIDGE
INVESTMENT
GROUP**