

Onboarding user guide for agencies needing Workday-only access

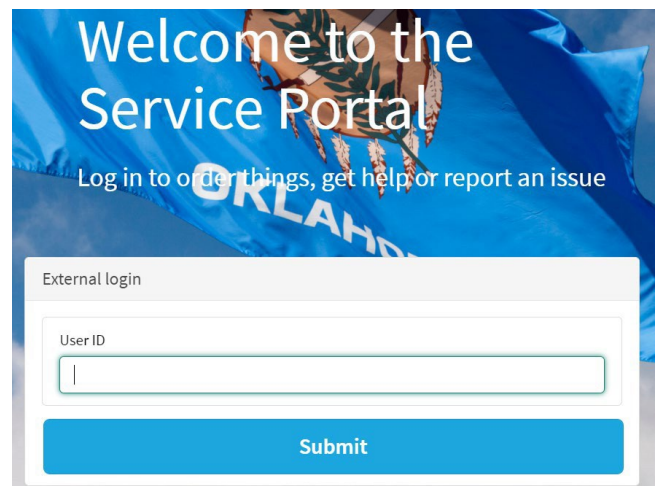
Overview

Whenever a new employee starts or when a state employee changes agencies, the hiring agency must submit an onboarding request to ensure the employee receives the necessary access to perform their job. This guide walks through the process of completing the onboarding form for workday-only supported state entities. This needs to be submitted by the DSR (decentralized security representative) or HR.

Steps

Step 1: Go to the following website: <https://oklahoma.service-now.com/sp>

Step 2: The ServiceNow login page will appear. Enter your state email address and select the **Submit** button.



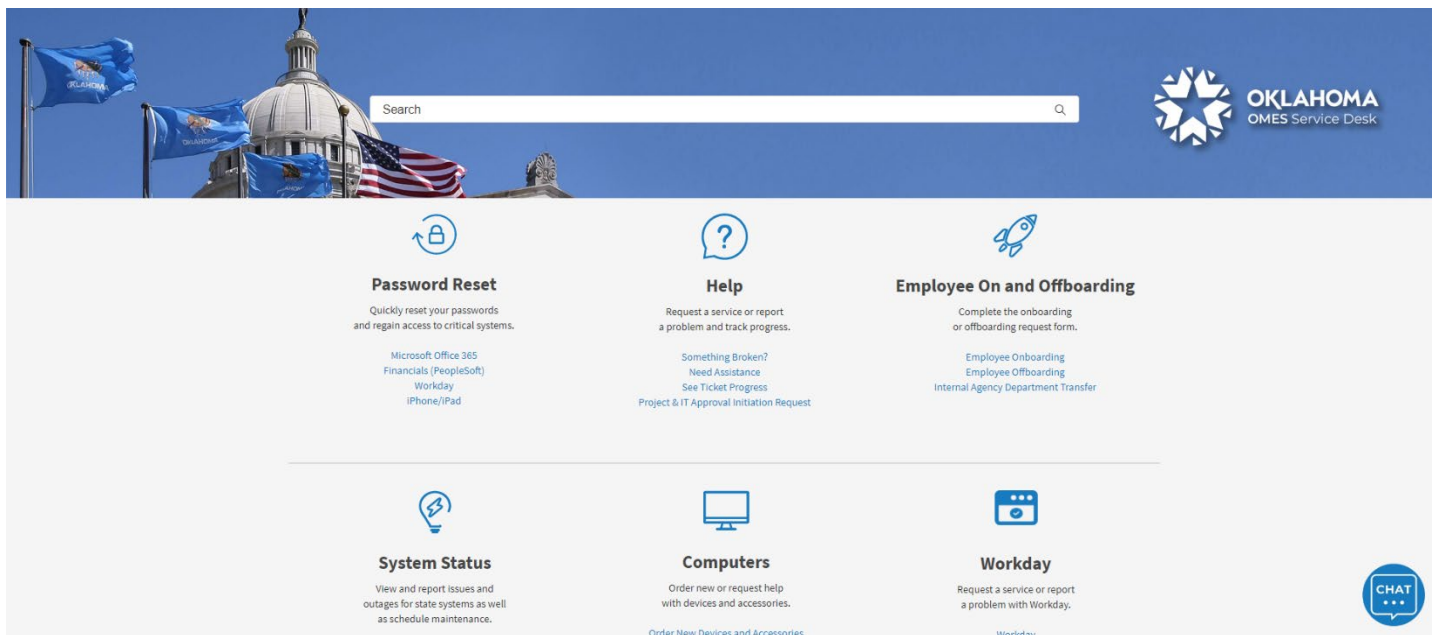
The screenshot shows the ServiceNow login page. At the top, it says "Welcome to the Service Portal" with a background image of the Oklahoma state flag. Below this, it says "Log in to order things, get help or report an issue". There is a section titled "External login" which contains a "User ID" input field and a blue "Submit" button.

Step 3: If prompted, login with your organizational account.

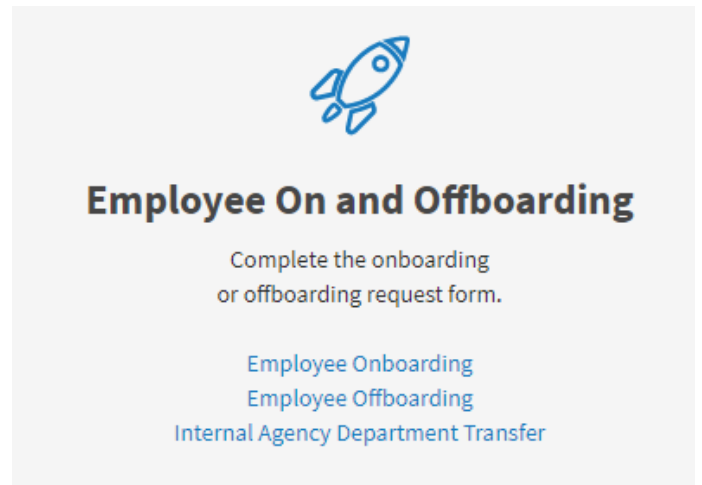


The screenshot shows the organizational account login form. At the top, it features the Oklahoma Office of Management & Enterprise Services logo. Below the logo, it says "Sign in with your organizational account". There are two input fields: one for the email address (containing "jane@omes.ok.gov") and one for the password. A blue "Sign in" button is located at the bottom.

The Service Desk Home Page appears.

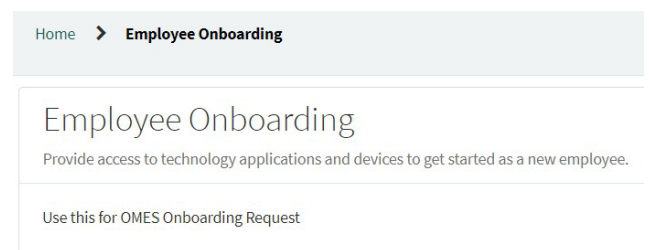


Step 4: Locate the Employee On and Offboarding box. Select **Employee Onboarding**.



The OMES Onboarding Request screen will appear. This is where you will enter the information for the onboarding employee.

Note: Fields with a red asterisk are required.



Step 5: Enter or select **Requested By** name. In most cases, this would be yourself.

* Requested By

Step 6: Select their agency from the dropdown. If you type part of the agency name, the system will populate or narrow down your selections.

* Agency

Step 7: Select their department from the dropdown. If department is not listed or unknown, select **None**.

* Employee Type

* Department

Step 8: From the Employee Type dropdown, select 'Workday Only'.

Step 9: Enter the onboarding employee's first name, middle initial and last name into the appropriate fields.

Employee details

* Employee First Name

Employee Middle Initial

* Employee Last Name

Step 10: Enter or select the employee's start date.

* Employee Start Date

Step 11: Enter their employee ID.

* Employee ID ?

Step 12: Enter your supervisor/DSR/HR password. This is your chosen passphrase that will be part of the new hire's temporary password.

* Supervisor/DSR/HR Temp password

Step 13: Enter the employee's personal email address. This email address will serve as communication back to

the new hire for their first-time password.

Step 14: Is this employee/contractor a transfer from another state agency? Select **Yes** or **No** from the

* Emp Personal Email Address

* Is this employee/contractor a transfer from another State Agency?

Yes

* What Agency?

End date of employment at above Agency:

MM/DD/YYYY

dropdown. If Yes, input the previous agency's name and the end date of their employment there.

Step 15: Enter the employee's actual email address that they use for everyday use.

Employee's email address (non workday)

Step 16: The Please Provide Any Special Instructions field is a free form field allowing you to enter anything else that is needed.

Please Provide Any Special Instructions

Step 17: Select the **Add attachments** link at the bottom of the form to add any necessary attachments to the onboarding request.

 Add attachments

Step 18: When complete, select the **Order Now** button to submit the onboarding ticket to be created and routed to the proper team for processing.

Quantity: 1

Delivery Time: 0 Days

Order Now

Step 19: An Order Confirmation popup will appear. Enter any necessary delivery information or special instructions. Then select the **Checkout** button.

Order Confirmation

x

Request for

Joshua Graves

Delivery Information (Optional)

Special instructions (Optional)

Cancel

Checkout

You will receive confirmation that your request was submitted, including your request number.

Home > Request Summary					
Submitted : 02/18/2022 13:20:01 Request Number : REQ0010088 Estimated Delivery : 02/18/2022					
Item	Delivery Date	Stage	Price (each)	Quantity	Total
OMES Onboarding Request	02/18/2022		---	1	---
					Total: \$0.00