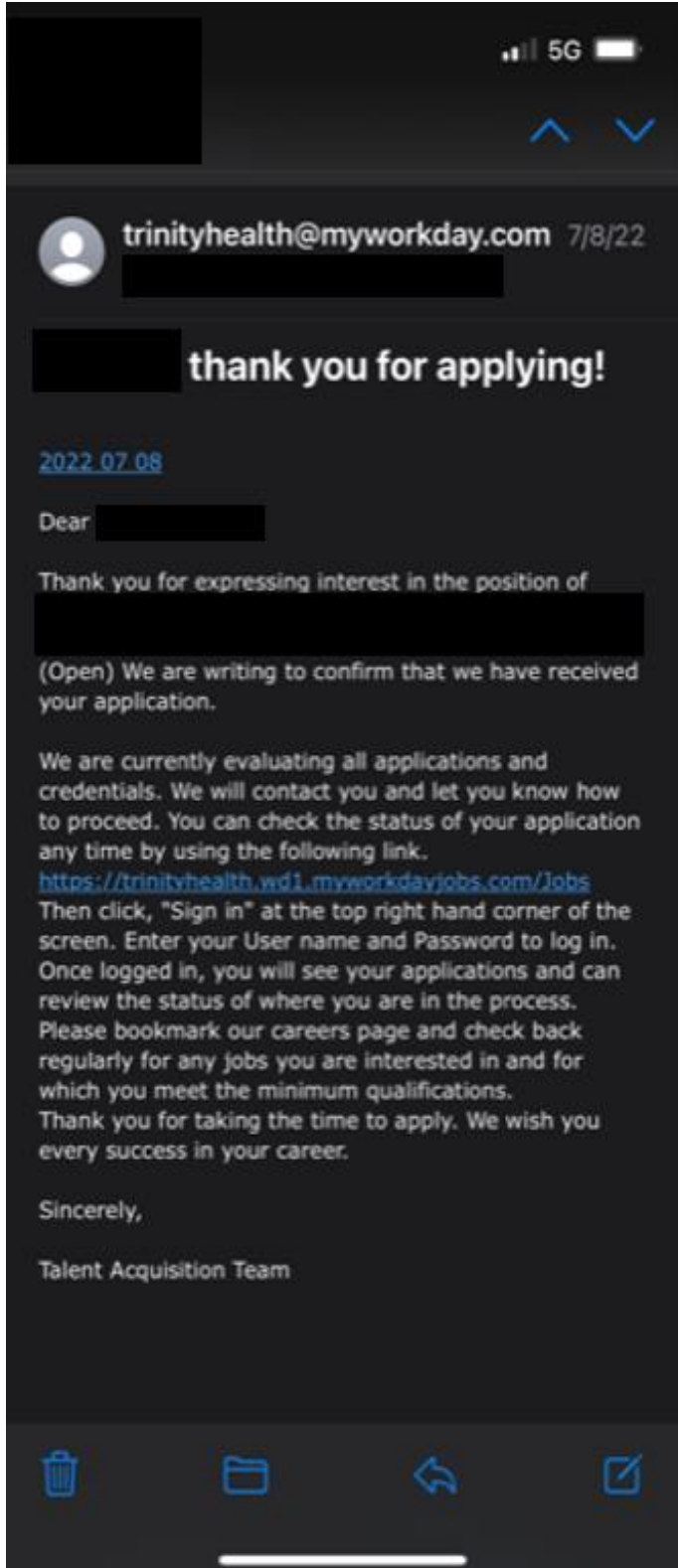


ALL EMAILS DURING THE ONBOARDING PROCESS WILL COME FROM [trinityhealth@myworkday.com](mailto:trinityhealth@myworkday.com) or ending in @trinity-health.org

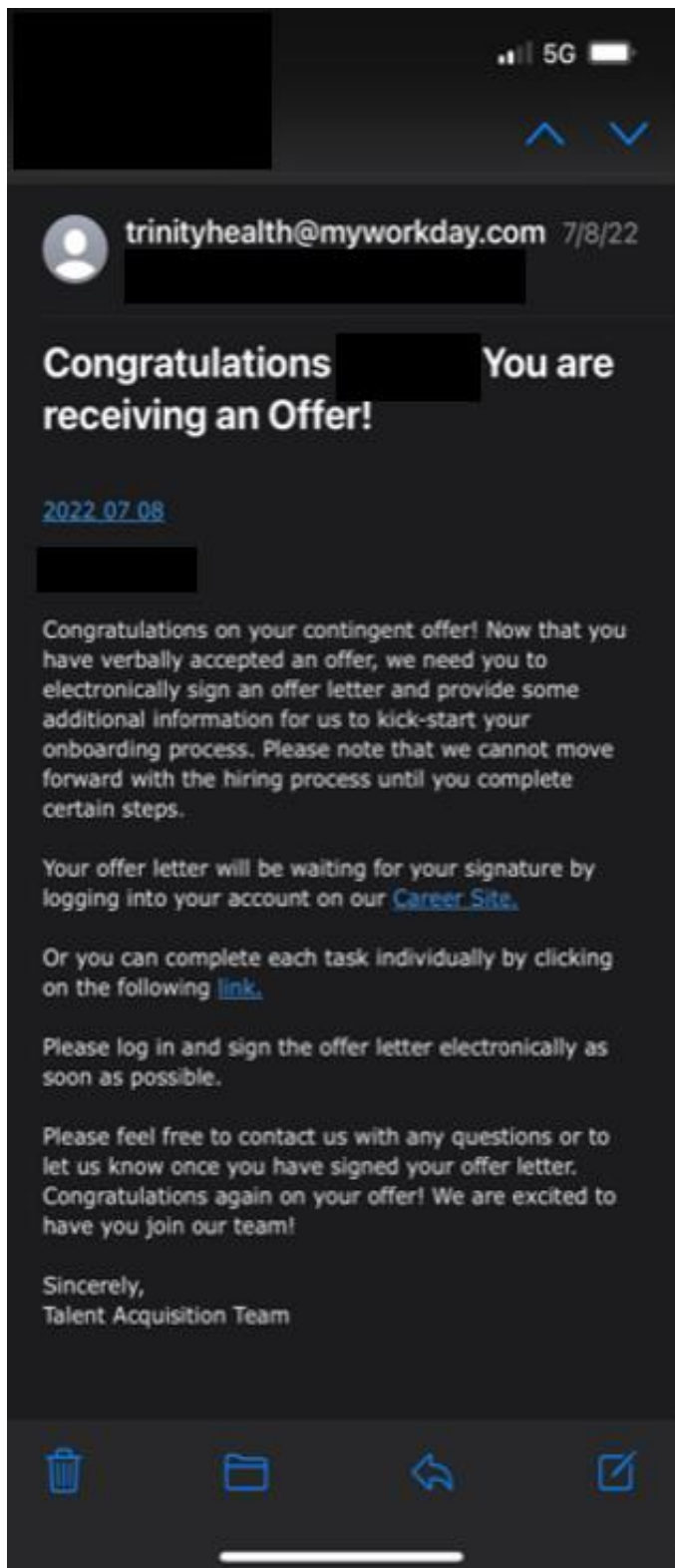


Emails to Expect in your Inbox

**Email 1:** Once you have applied in Workday you will receive an email confirming your application.

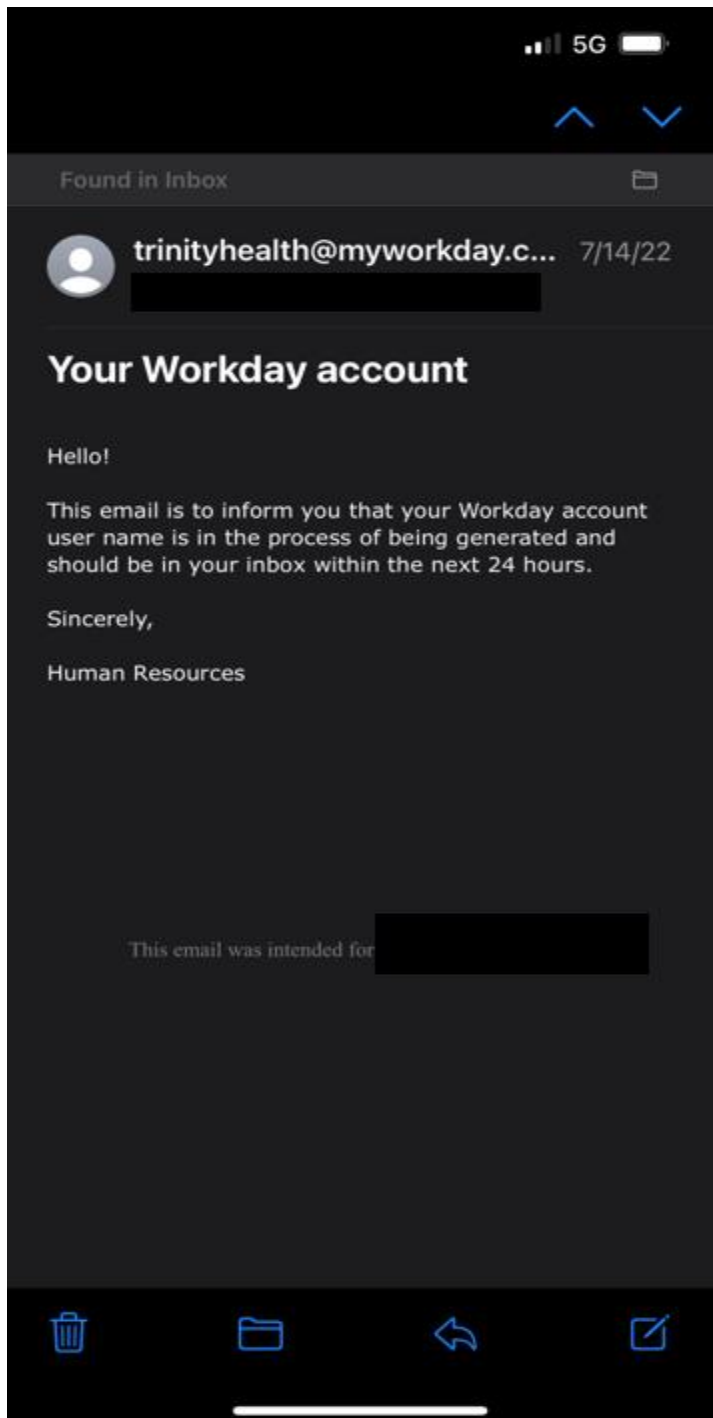
**Subject Line (Your Name, thank you for applying!)**

**\*\* No need to take action on this email\*\***



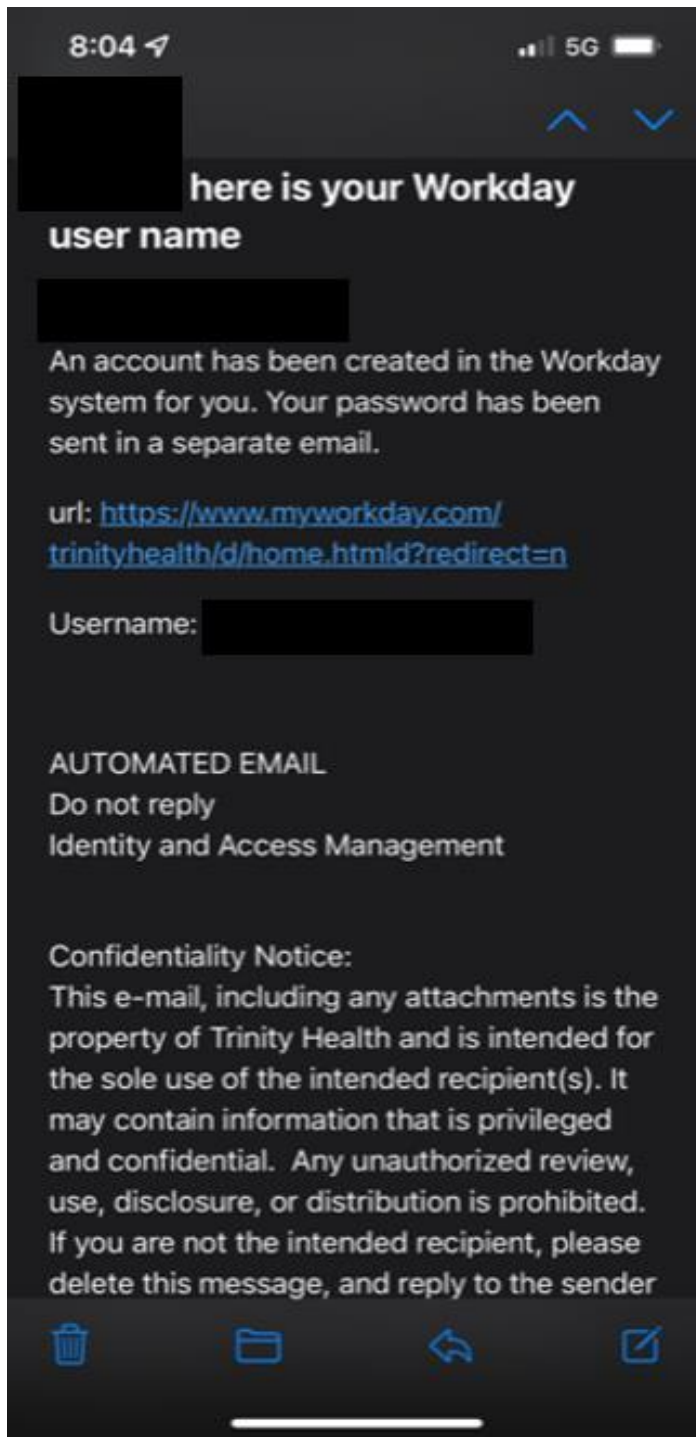
**Email 2:** Once you have been in contact with a HR specialist, an offer letter will be waiting for your signature within 24-48hours. **Subject Line (Congratulations (your name) You are Receiving an Offer!)**

**\*\*Take Action on this Email\*\***



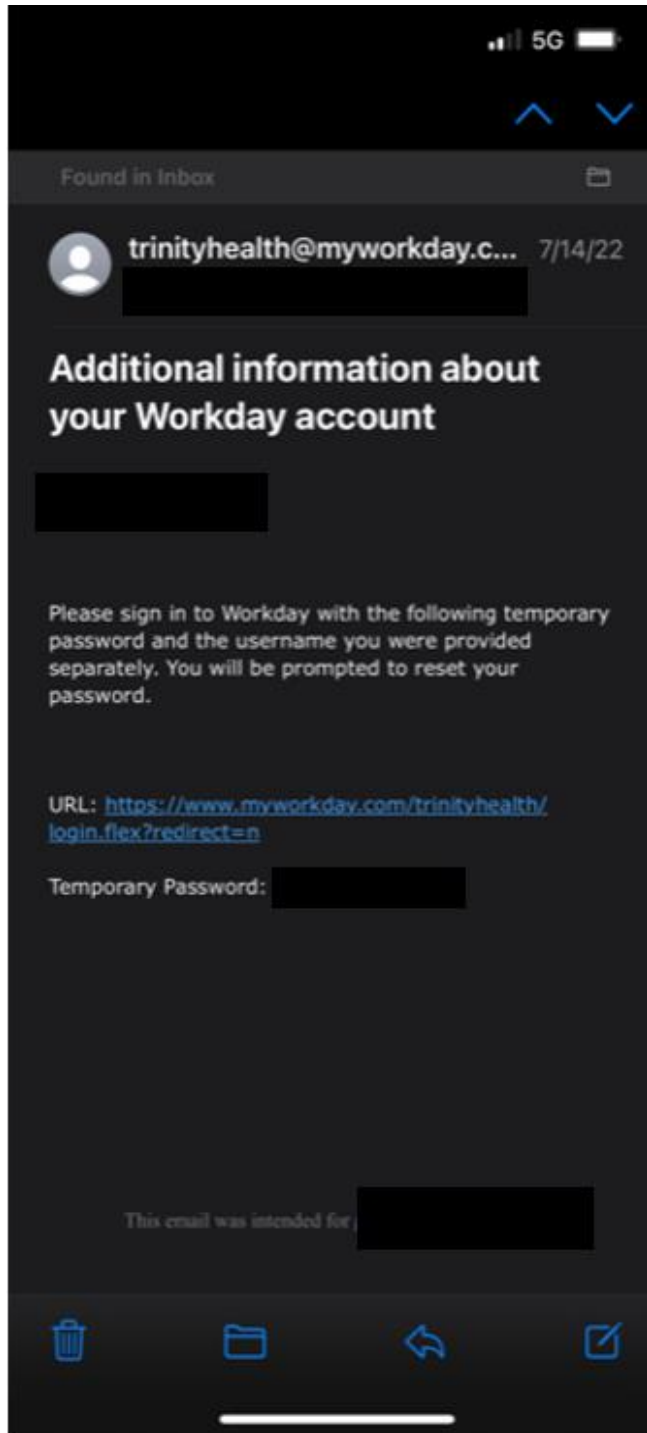
**Email 3:** This email indicates that you are in Workday. **Subject Line (Your Workday Account)**

**\*\*No need to take action on this email, please wait for two additional emails (refer to email4 and 5) to login to your Workday account\*\***



**Email 4:** This email provides your username to login to Workday. Refer to Email 3. **Subject Line (Your Name, here is your Workday username)**

**\*\* Please wait for the email with your temporary password to take further action. If you do not receive this email in your inbox, please contact a HR specialist \*\***



**Email 5:** This email provides your temporary password to login to Workday. Refer to Email 3 and 4 **Subject Line (Additional information about your Workday Account)**

**\*\* Take action, login to your Workday account with your username and temporary password, and use the URL provided in this email. If you do not receive this in your inbox, please contact a HR specialist \*\***