

Role: Employee

Why would I do this?

- To view/print paystubs and tax documents in Workday after leaving Jabil.

What do I need to know?

- ADP will maintain all payslips prior to December 27, 2020 along with previous three years of tax documents.
- Workday will maintain all payslips and tax documents after December 27, 2020.

How do I do it?

Follow the steps outlined below to complete the process.

1. Prior to exiting Jabil, update your primary home email address in Workday.
 1. This can be done by employee or HR.
2. Upon termination, two emails will be sent to the primary home email address listed in Jabil.
 - a. The first email will include the Workday User ID.

From: <jabil@myworkday.com>
Date: Wed, Jan 6, 2021 at 8:21 AM
Subject: Jabil Workday Account
To: < >

Employee Name

Here's the username for your Workday account: User ID

Jabil Employees: if you have connectivity issues please contact the Jabil Service Desk by typing <https://jabilit.service-now.com/sp> in a web browser. Please do not reply directly to this email.



- b. The second email will include the temporary password and link to log into Workday.

From: <jabil@myworkday.com>
Date: Wed, Jan 6, 2021 at 8:21 AM
Subject: Jabil Workday Credentials
To: < >

Employee Name

Here's a temporary password for your Workday account: Temporary Password

Please logon to the system by the following link and reset your password.



3. Follow the Workday link, reset your password and then access payroll documents through the "Pay" icon on the homepage.