



To view/print paystubs and tax documents after leaving Jabil follow these instructions:

1. Prior to leaving Jabil, **update your primary home email address in Workday**. This step can be completed by the employee or HR partner.
2. Upon termination, two emails will be sent to the primary home email address listed in Workday. **The Workday User ID and Password will be sent separately.**

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.

The second email will include the temporary password 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" app in the "Menu".