

Workday onboarding

Please update Workday, our HR system, with your personal and professional information.

1. Go to <https://www.myworkday.com/mmc>.
2. Sign in with your **6- or 7-digit Marsh McLennan employee ID** and your **Marsh McLennan network password**.
3. Complete your Okta multifactor authentication.
4. Click the **Go to My Tasks** link and then click the blue **Submit** button.
After you click **Submit**, several onboarding tasks should appear. If they don't appear automatically, click the browser **Refresh** button or press **F5** on your computer's keyboard.
5. When the handbook task displays, click the **I Accept** box and submit the handbook. This task does not apply to you, and you must submit it to proceed with the other tasks.
6. Review each of these items and, if correct, click **Submit**.
NOTE: The list of documents varies slightly by state. Several items such as photo and social network are optional.
 - Personal Information.
NOTE: It is important to enter your preferred name (if it is different from your legal name). Many of our systems use the preferred name, and you don't want to have to change it each time you're given access to an application.
 - Home Contact Information.
 - Government IDs.
 - Emergency Contacts.
 - Disability Self-Identification.
 - Veteran Status Identification.
 - Photo.
 - Social Network.
 - Prior Job History.
7. Next, payroll-related tasks should appear. If they don't appear automatically, click the browser **Refresh** button or press **F5** on your computer's keyboard. These tasks are required for you to complete and submit.
 - Complete Federal Withholding Elections.
 - Complete State and Local Withholding Elections.
 - ▶ Click **OK** to bring up the State form to complete. If you work in a State with no tax withholding, click **Cancel** on this task.
 - Payment Election Enrollment Event (Direct Deposit).
 - ▶ Review, correct or add accounts if necessary.

After you complete the above activities, you have successfully completed your Workday onboarding. In the upper right, click **your initials or picture**, and then click **Sign Out**.