



inotiv
analyze. answer. advance.



WHERE
insights LEAD TO
answers

New Hire Workday Guide

Your Essential Guide to Navigating Onboarding with Ease

Welcome to Inotiv!



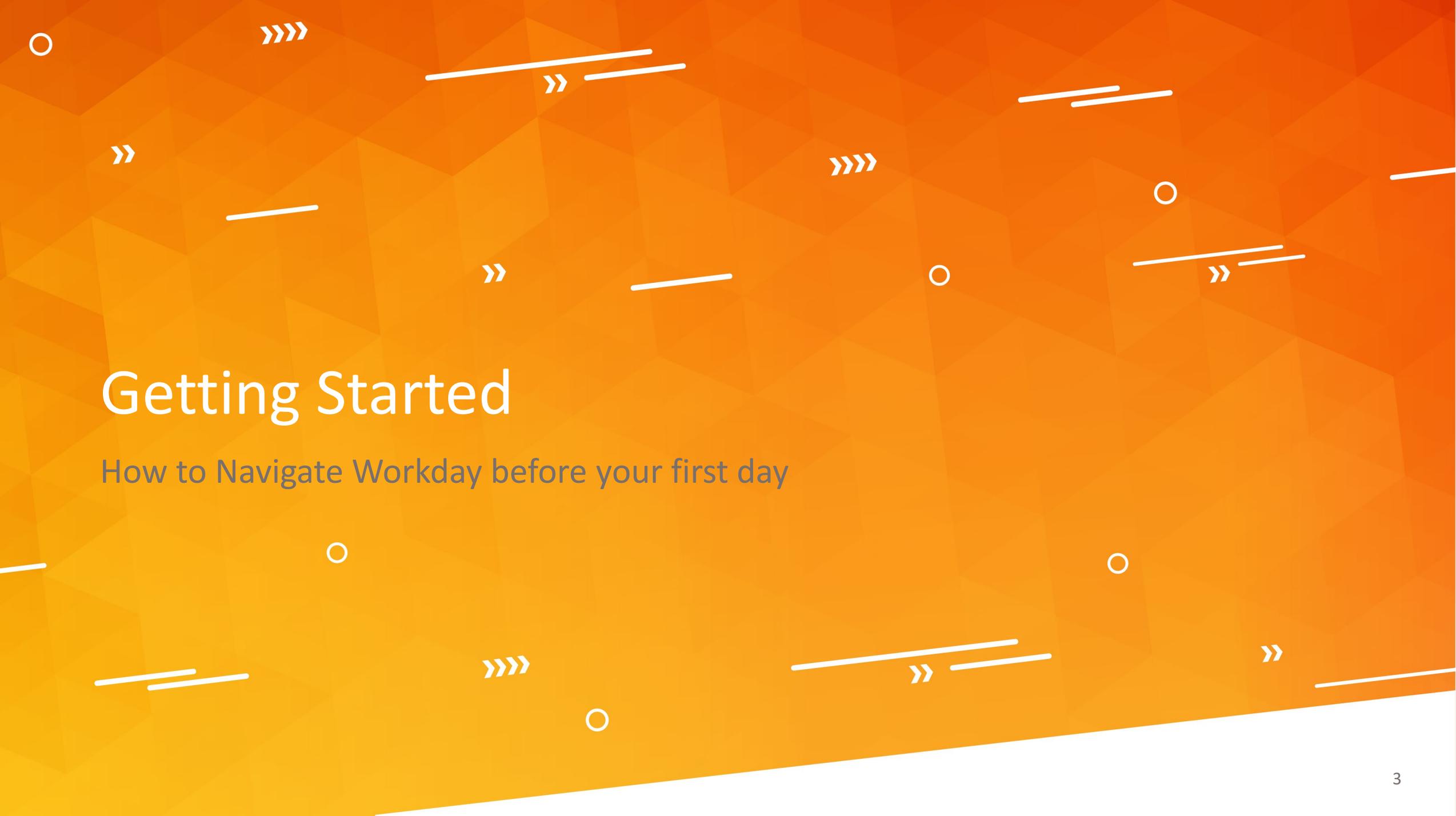
We're thrilled to have you join our team as part of a global organization dedicated to advancing drug discovery and development. At Inotiv, our mission is rooted in delivering scientific expertise, innovation, and the highest standards of quality to support the creation of safe and effective therapies.

Your journey at Inotiv is more than just a job—it's a chance to be part of a passionate team committed to innovation and improving lives.

As you settle in, this guide will help you navigate Workday, an essential tool to streamline and simplify your onboarding experience. Whether you're managing your personal information, accessing benefits, or tracking PTO, we've got you covered with this helpful guide.

Don't hesitate to reach out to your HR Leader if you have questions—help is always just a click away!

Once again, welcome aboard. We're excited to see the impact you'll make!

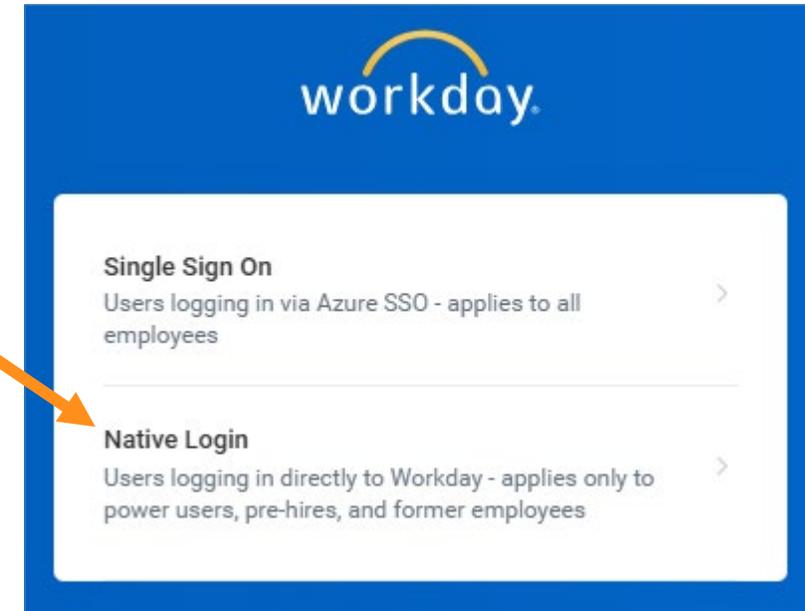


Getting Started

How to Navigate Workday before your first day

Username & Password

- You should receive 2 emails from Workday
 - > One with your username
 - > One with a temporary password
 - You will be asked to update your password the first time you login
- Use “Native Login” to access your account
- Once you login, please take a look around!



Homepage - Onboarding



Here's What's Happening

It's Tuesday, December 17, 2024

Please click the "Announcements" to get started with Onboarding.

Awaiting Your Action

 Update Contact and Personal Information: Scientific Project Coordinator (UK) (Position Fill:12/23/2024,Harvey UKGarrison (15083))
My Tasks - 2 minute(s) ago

 [Go to My Tasks \(1\)](#)

Announcements

1 of 1 < >



Welcome to Inotiv!
To get started with your onboarding, click the link b...

Timely Suggestions

Here's where you'll get updates on your active items.

Your Top Apps



Personal Information

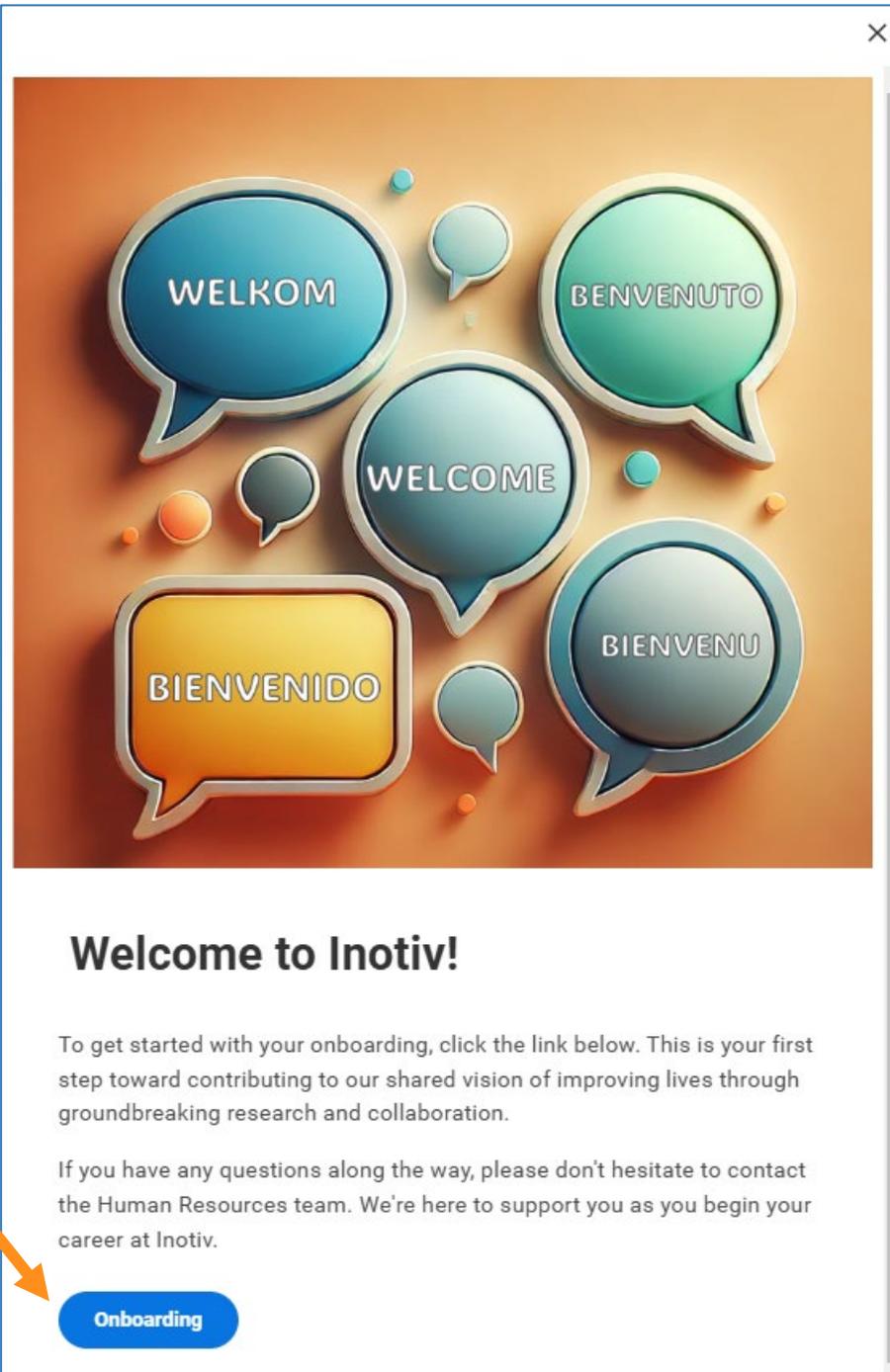


Favorites

 [View All Apps](#)

Onboarding

Click the blue Onboarding button to go to your personalized dashboard.



Welcome to Inotiv!

To get started with your onboarding, click the link below. This is your first step toward contributing to our shared vision of improving lives through groundbreaking research and collaboration.

If you have any questions along the way, please don't hesitate to contact the Human Resources team. We're here to support you as you begin your career at Inotiv.

[Onboarding](#)

Onboarding Homepage

First, listen to a Welcome message from our CHRO.

MENU  Search   

Onboarding

 **Jeff Krupp (11376) says:**
Take a moment to hear an important message from Inotiv's Chief Human Resources Officer. [View More](#)

Getting Started

0 Completed | 2 Ready

0% Your Progress

[Go to Inbox](#)

Company Resources

-  **Employee Referral**
Refer someone to work at Inotiv!
-  **Benefits Website**
Explore all Inotiv US Benefits and Resources
[Inotiv Benefits and Resources](#)
-  **Benefits Guide**
What are the 2024 Benefits?
[US 2024 Benefits Guide](#)

Helpful Resources

-  **Payroll / Holiday Calendar**
See when we have holidays and when you get paid!
[Payroll/Holiday Calendar](#)
-  **Inotiv Company Store**
Want Inotiv SWAG? Click here!
[Inotiv Company Store](#)
-  **Inotiv Integrity Line**
[Inotiv Integrity Line](#)
-  **Company Solutions**
Discover our Life Saving Solutions
[Company Solutions](#)

Helpful Contacts

-  **Evelina Woodall (10973)**
Sr. HR Business Partner
-  **Renee McDaniel (11177)**
Director, Human Resources
-  **William Ball (11696)**
Sr. Benefits Specialist

After Day 1 Resources

-  **Inotiv Community Connection**
See recent communications
[Corporate Communications](#)
-  **Core Values and Competencies**
Learn more about Inotiv's Core Values!
[Inotiv Core Values](#)
-  **HR Leaders**
Click to find your HR Leader
[Inotiv HR Site Leaders](#)
-  **Organizational Chart**
Looking for someone? Search here

Onboarding Homepage

Click "Play" to watch.

The video will open in a new window.

The screenshot shows a video player window overlaid on a webpage. At the top of the window is a circular profile picture of Jeff Krupp. Below it, the text reads "Jeff Krupp (11376) says:". The video content shows Jeff Krupp, a man in a dark suit and light blue shirt, speaking. A large play button icon is centered over the video. Below the video, the text identifies him as "Jeff Krupp, Chief Human Resource Officer". At the bottom of the video player, there is a white banner with the text "Welcome to Inotiv!" and "Take a moment to hear an important message from Inotiv's Chief Human Resources Officer." The background webpage is partially visible, showing a navigation menu, a "2 Ready" status indicator, and a list of contacts and resources.

Onboarding Homepage

Check out:

- Company Resources
- Helpful Resources
- Helpful Contacts
- After Day 1 Resources *(won't have access until your first day)*

The screenshot displays the Inotiv Onboarding Homepage. At the top, there is a navigation bar with a 'MENU' icon, the Inotiv logo, a search bar, and notification icons. Below this is a blue banner with the text 'Onboarding' and a message from Jeff Krupp (11376), Chief Human Resources Officer, with a 'View More' link.

The main content area is divided into three columns:

- Getting Started:** A progress indicator showing 0 Completed and 2 Ready steps. A circular progress gauge shows 0% progress. A 'Go to Inbox' link is at the bottom.
- Company Resources:** A list of resources including Employee Referral, Benefits Website, Benefits Guide, US 2024 Benefits Guide, Payroll/Holiday Calendar, Inotiv Company Store, Inotiv Integrity Line, and Company Solutions. This section is circled in red.
- Helpful Resources:** A list of resources including Payroll/Holiday Calendar, Inotiv Company Store, Inotiv Integrity Line, and Company Solutions. This section is circled in red.
- Helpful Contacts:** A list of contacts including Evelina Wood (10973), William Ball (11696), and Renee McDaniel (11177). This section is circled in red.
- After Day 1 Resources:** A list of resources including Community Connection, Corporate Communications, Core Values and Competencies, Inotiv Core Values, HR Leaders, Inotiv HR Site Leaders, and Organizational Chart. This section is circled in red.

Two orange arrows originate from the 'Check out:' list and point to the 'Company Resources' and 'Helpful Contacts' sections.

Onboarding Homepage

Access Tasks that need your attention in either place.

The screenshot shows the Inotiv Onboarding Homepage. At the top left is a 'MENU' icon and the Inotiv logo. A search bar is in the top center. On the top right, there are icons for notifications, messages (with a red '2' badge), and a user profile. Below the navigation bar is a blue header with the text 'Onboarding'. A message from Jeff Krupp (11376) is displayed, with a 'View More' link. The main content area is divided into three columns. The left column, 'Getting Started', shows a progress indicator with '0 Completed' and '2 Ready' (highlighted by an orange arrow), and a '0% Your Progress' circular gauge. The middle column contains 'Company Resources' (Employee Referral, Benefits Website, Benefits Guide) and 'Helpful Resources' (Payroll / Holiday Calendar, Inotiv Company Store, Inotiv Integrity Line, Company Solutions). The right column contains 'Helpful Contacts' (Evelina Woodall, Renee McDaniel, William Ball) and 'After Day 1 Resources' (Inotiv Community Connection, Core Values and Competencies, Inotiv Core Values, HR Leaders, Inotiv HR Site Leaders, Organizational Chart). An orange arrow points from the '2 Ready' indicator to the messages icon in the top right.

Getting Started

0 Completed

2 Ready

0% Your Progress

Go to Inbox

Company Resources

- Employee Referral
Refer someone to work at Inotiv!
- Benefits Website
Explore all Inotiv US Benefits and Resources
[Inotiv Benefits and Resources](#)
- Benefits Guide
What are the 2024 Benefits?
[US 2024 Benefits Guide](#)

Helpful Resources

- Payroll / Holiday Calendar
See when we have holidays and when you get paid!
[Payroll/Holiday Calendar](#)
- Inotiv Company Store
Want Inotiv SWAG? Click here!
[Inotiv Company Store](#)
- Inotiv Integrity Line
[Inotiv Integrity Line](#)
- Company Solutions
Discover our Life Saving Solutions
[Company Solutions](#)

Helpful Contacts

- Evelina Woodall (10973)
Sr. HR Business Partner
- Renee McDaniel (11177)
Director, Human Resources
- William Ball (11696)
Sr. Benefits Specialist

After Day 1 Resources

- Inotiv Community Connection
See recent communications
[Corporate Communications](#)
- Core Values and Competencies
Learn more about Inotiv's Core Values!
[Inotiv Core Values](#)
- HR Leaders
Click to find your HR Leader
[Inotiv HR Site Leaders](#)
- Organizational Chart
Looking for someone? Search here

Onboarding - Tasks

Select each Task and add/edit any requested info.

Anything with an asterisk (*) is required.

Click the blue "Submit" button to clear the Task.

The screenshot shows the inotiv user interface. On the left is a sidebar with 'My Tasks' and a list of tasks. The main area displays a task titled 'Update Contact and Personal Information' for 'Onboarding for Donald Duck (15053)'. Below this is a form for 'Change Home Contact Information' with fields for Address, Usage, and Visibility. At the bottom of the form is an 'Add' button. At the very bottom of the page are three buttons: 'Submit' (highlighted in blue), 'Save for Later', and 'Close'. Two orange arrows originate from the text box above: one points to the 'Add' button and the other points to the 'Submit' button.

My Tasks

- All Items
- Saved Searches
- Filters
- Archive
- Bulk Approve

All Items 2 items

Search: All Items

[Advanced Search](#)

Update Contact and Personal Information 11/25/2024 ☆
Information: Veterinarian (Position Fill:12/02/2024,Donald Duck (15053))
Effective: 12/02/2024

Edit Government IDs: Veterinarian 11/25/2024 ☆
(Position Fill:12/02/2024,Donald Duck (15053))
Due: 11/27/2024

Update Contact and Personal Information Onboarding for Donald Duck (15053)

Change Home Contact Information

Address

Primary
Yes

Address
123 Main Street, Alice, TX 12345

Usage
(empty)

Visibility
Private

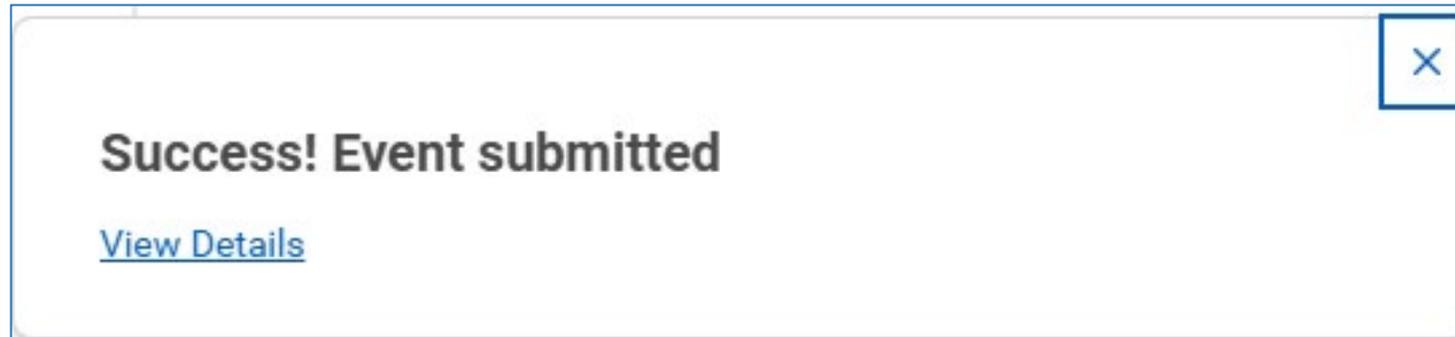
Add

Phone

Submit Save for Later Close

Onboarding - Tasks

You successfully completed the Task when you see the message below.



Onboarding - Tasks

As you complete Tasks; check back for more.

Make sure to read any helpful instructions provided.

Click the blue “Submit” button to clear the Task

The screenshot displays the inotiv application interface. At the top left is the 'MENU' icon and the 'inotiv' logo with the tagline 'analyze. answer. advance.'. A search bar is located at the top right. The main content area is divided into three sections: 'My Tasks' on the left, 'All Items' in the center, and a task detail view on the right. The 'My Tasks' sidebar lists 'All Items', 'Saved Searches', 'Filters', 'Archive', and 'Bulk Approve'. The 'All Items' list shows several tasks for a user named 'Donald Duck (15053)', including 'Update Emergency Contact', 'Complete Federal Tax Forms', 'Enter Direct Deposit Information', 'Benefit Elections', and 'Complete Form I-9'. The task detail view on the right is titled 'Change Emergency Contacts' and includes a text instruction: 'Please make sure to add Emergency Contact information, including a phone number and/or email address for each of the Emergency Contacts.' Below this instruction are form fields for 'Primary Emergency Contact', 'Legal Name', 'Relationship', 'Preferred Language', and 'Primary Address'. At the bottom of the form are three buttons: 'Submit', 'Save for Later', and 'Cancel'. Two orange arrows originate from the text boxes on the left: one points to the 'Update Emergency Contact' task in the list, and the other points to the 'Submit' button.

Onboarding Homepage

As you complete required Tasks in Onboarding, your progress will update.

You will only be 100% after you complete the New Hire Survey, that you will be sent 2 weeks after you start.

The screenshot displays the Inotiv Onboarding Homepage. At the top, there is a navigation bar with a 'MENU' icon, the Inotiv logo, a search bar, and a 'Get the Workday Mobile App' button. Below the navigation bar, the 'Onboarding' section features a message from Jeff Krupp (11376), Chief Human Resources Officer, with a 'View More' link. The main content area is divided into several sections: 'Getting Started' with a progress indicator showing 9 completed tasks and 0 ready tasks, and a 45% progress circle; 'Company Resources' with links to Employee Referral, Benefits Website, Inotiv Benefits and Resources, Benefits Guide, and US 2024 Benefits Guide; 'Helpful Resources' with links to Payroll / Holiday Calendar, Inotiv Company Store, Inotiv Integrity Line, and Company Solutions; 'Helpful Contacts' with profiles for Evelina Woodall, William Ball, and Renee McDaniel; and 'After Day 1 Resources' with links to Inotiv Community Connection, Corporate Communications, Core Values and Competencies, Inotiv Core Values, HR Leaders, Inotiv HR Site Leaders, and Organizational Chart.

Getting Started

9 Completed | 0 Ready

45% Your Progress

[Go to Inbox](#)

Company Resources

- [Employee Referral](#)
Refer someone to work at Inotiv!
- [Benefits Website](#)
Explore all Inotiv US Benefits and Resources
- [Inotiv Benefits and Resources](#)
- [Benefits Guide](#)
What are the 2024 Benefits?
- [US 2024 Benefits Guide](#)

Helpful Resources

- [Payroll / Holiday Calendar](#)
See when we have holidays and when you get paid!
- [Payroll/Holiday Calendar](#)
- [Inotiv Company Store](#)
Want Inotiv SWAG? Click here!
- [Inotiv Company Store](#)
- [Inotiv Integrity Line](#)
- [Inotiv Integrity Line](#)
- [Company Solutions](#)
Discover our Life Saving Solutions
- [Company Solutions](#)

Helpful Contacts

- [Evelina Woodall \(10973\)](#)
Sr. HR Business Partner
- [William Ball \(11696\)](#)
Sr. Benefits Specialist
- [Renee McDaniel \(11177\)](#)
Director, Human Resources

After Day 1 Resources

- [Inotiv Community Connection](#)
See recent communications
- [Corporate Communications](#)
- [Core Values and Competencies](#)
Learn more about Inotiv's Core Values!
- [Inotiv Core Values](#)
- [HR Leaders](#)
Click to find your HR Leader
- [Inotiv HR Site Leaders](#)
- [Organizational Chart](#)
Looking for someone? Search here

Keep Workday Working for You!

Congratulations on taking your first steps in exploring Workday!

Remember, this guide is just the beginning. Workday is more than an onboarding tool—it's your go-to hub for managing your career at Inotiv. Whether it's submitting PTO or sick days, viewing your paystubs, exploring the organizational chart, or staying updated on company announcements, Workday is here to make things easier for you.

We encourage you to check back regularly to:

- **Complete learning and training modules** to sharpen your skills.
- **Submit time off requests** and manage your schedule.
- **View and download your paystubs** anytime.
- **Stay connected** with the latest company news and updates.
- **Explore organizational charts** to understand how you fit into our growing team.

If you ever have questions or need help, in Workday you can leverage Workday's Assistance, or contact your HR team.

Thank you for being a part of Inotiv's mission to innovate and improve lives. Together, we're making an incredible impact!

