

# DEVELOPING NEW EMPLOYEES AND MANAGERS

## New Employee Orientation Resources



The agency NEO program must be a training or training program in Workday Learning that a new hire can be enrolled into and marked complete once they have satisfied the completion requirements. This document contains resources for items 5 – 7 of the [NEO criteria](#) (safety, health, wellness, Workday, and statewide policies) that agencies have access to in Workday to help them build their agency NEO program for the non-agency specific items.

### Criteria #5 | Safety, Health, & Wellness Resources

SAIF has several online self-paced courses in Workday agencies can access covering safety topics. See the table below with the direct links to access the courses in Workday.

Course	Direct Link to the Course in Workday
SAIF - Accident-Incident Analysis	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$813/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$813/rel-task/2998\$29489.html</a>
SAIF - Hazard Identification	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$815/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$815/rel-task/2998\$29489.html</a>
SAIF - Healthy Choices: Eating well when life gets in the way	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$816/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$816/rel-task/2998\$29489.html</a>
SAIF - Human and Organizational Performance	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$817/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$817/rel-task/2998\$29489.html</a>
SAIF - Leadership Styles	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$818/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$818/rel-task/2998\$29489.html</a>
SAIF - Mapping your Total Worker Health Journey	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$819/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$819/rel-task/2998\$29489.html</a>
SAIF - Mindful Leadership	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$820/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$820/rel-task/2998\$29489.html</a>
SAIF - Safety Basics: Accident Analysis	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$822/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$822/rel-task/2998\$29489.html</a>
SAIF - Safety basics: Hazard Identification	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$823/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$823/rel-task/2998\$29489.html</a>
SAIF - Safety Basics: Safety Committees and Safety Meetings	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$824/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$824/rel-task/2998\$29489.html</a>
SAIF - Safety for Supervisors	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$826/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$826/rel-task/2998\$29489.html</a>
SAIF - Safety In Motion® Leg Strength and Balance™	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3914/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3914/rel-task/2998\$29489.html</a>
SAIF - Safety In Motion® Lifting Options Technique and Pace™	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3923/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3923/rel-task/2998\$29489.html</a>
SAIF - Safety In Motion® Position Elbows Closer™	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3912/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3912/rel-task/2998\$29489.html</a>
SAIF - Safety In Motion® Use Mid-range Wrist Motions™	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3913/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$3913/rel-task/2998\$29489.html</a>
SAIF - Slips trips and falls	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$827/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$827/rel-task/2998\$29489.html</a>
SAIF - Sun Safety for Your Health	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$828/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$828/rel-task/2998\$29489.html</a>

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Course	Direct Link to the Course in Workday
SAIF - Sun Safety Game	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$829/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$829/rel-task/2998\$29489.html</a>
SAIF - Total Worker Health	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$830/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$830/rel-task/2998\$29489.html</a>
SAIF - What is at the end of your fork?	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$831/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$831/rel-task/2998\$29489.html</a>

DAS – Risk Management has two online self-paced courses in Workday that agencies can access covering ergonomics and vehicle use. See the table below with the direct links to access the courses in Workday.

Course	Direct Link to the Course in Workday
DAS - Risk - Ergonomically Adjusting Your Workspace	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$745/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$745/rel-task/2998\$29489.html</a>
DAS - Risk - Vehicle Use and Access	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$746/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$746/rel-task/2998\$29489.html</a>

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### Criteria #6 | Workday Resources

There are several online self-paced courses and knowledge articles in Workday agencies can access covering how to navigate Workday, entering time, and how to read your payslip. See the table below with the direct links to access the courses and knowledge articles in Workday.

Course	Direct Link to the Course in Workday
DAS - WDL - General Navigation	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$2050/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$2050/rel-task/2998\$29489.html</a>
General Learning Navigation	<a href="https://wd5.myworkday.com/oregon/d/inst/6a2ad8effe5b1001c13ad0ba80360000/rel-task/2998\$40834.html">https://wd5.myworkday.com/oregon/d/inst/6a2ad8effe5b1001c13ad0ba80360000/rel-task/2998\$40834.html</a>
Navigate Workday Using Icons	<a href="https://wd5.myworkday.com/oregon/d/inst/ad6e0a19f4a510015641b593d49c0000/rel-task/2998\$40834.html">https://wd5.myworkday.com/oregon/d/inst/ad6e0a19f4a510015641b593d49c0000/rel-task/2998\$40834.html</a>
Global Navigation Menu	<a href="https://wd5.myworkday.com/oregon/d/inst/f51c61c83da601011dbe886d24670000/rel-task/2998\$40834.html">https://wd5.myworkday.com/oregon/d/inst/f51c61c83da601011dbe886d24670000/rel-task/2998\$40834.html</a>
DAS - PTT - Employee Eligibility Types and Why They Matter	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4739/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4739/rel-task/2998\$29489.html</a>
DAS - PTT - Employee Resources	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4916/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4916/rel-task/2998\$29489.html</a>
DAS - PTT - How to Enter Time as a Not Eligible for OT/ST Employee	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4719/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4719/rel-task/2998\$29489.html</a>
DAS - PTT - How to Enter Time for Overtime Eligible Employees	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4720/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4720/rel-task/2998\$29489.html</a>
DAS - PTT - How to Enter Time for Straight Time Eligible Employees	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4749/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4749/rel-task/2998\$29489.html</a>
DAS - PTT - Manager Time Tracking Course	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4740/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$4740/rel-task/2998\$29489.html</a>
DAS - Reading Your Payslip	<a href="https://wd5.myworkday.com/oregon/email-universal/inst/17816\$6485/rel-task/2998\$29489.html">https://wd5.myworkday.com/oregon/email-universal/inst/17816\$6485/rel-task/2998\$29489.html</a>

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## Criteria #7 | Statewide Policy Review & Acknowledgement Resources

DAS – CHRO has the following statewide policy review and acknowledgments set-up as digital courses in Workday. These aren't shared statewide, but if your agency would like to include them in the NEO reach out to Brandy Meng to have them shared with your agency (see contact information at the end of this document).

1. DAS – ADA Policy Review
2. DAS – Domestic Violence, Sexual Assault, and Stalking Policy Review
3. DAS – Drug-Free Workplace Policy Review
4. DAS – Employees Work & Family Needs Policy Review
5. DAS – Family and Medical Leave Policy Review
6. DAS – Holiday Leave Policy Review
7. DAS – Holiday Leave with Pay Policy Review
8. DAS – Leaves without Pay Policy Review
9. DAS – Mobile Communication Device Agreement
10. DAS – Sick Leave Policy Review
11. DAS – Special Leave with Pay Policy Review
12. DAS – State Vehicle Use and Access Policy Review
13. DAS – Statewide Travel Policy Review
14. DAS – Statutorily Required Leaves Policy Review
15. DAS – Temporary Interruption of Employment Policy Review
16. DAS – Unclassified Service Employment and Termination Policy Review
17. DAS – Vacation Leave Policy Review
18. DAS – Violence-Free Workplace Policy Review
19. DAS – Working Remotely Policy Review

## Contact

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