

Post-Termination Access:

Logging in & Navigation

LOGGING IN

Your **Post-Termination Access** begins the day after you leave Geisinger.

Note: Be sure to use Google Chrome, if possible, to login. After your termination date you **will not** be able to use the Workday Mobile Application.

1. On your **home device**, navigate to **Workday** at <https://wd5.myworkday.com/wday/authgwy/geisinger/login.html?redirect=n>
2. Select **Forgot Password**
3. Enter your **Employee ID number** as your **username** (this is not your Geisinger email address)
4. Enter your **personal email address**

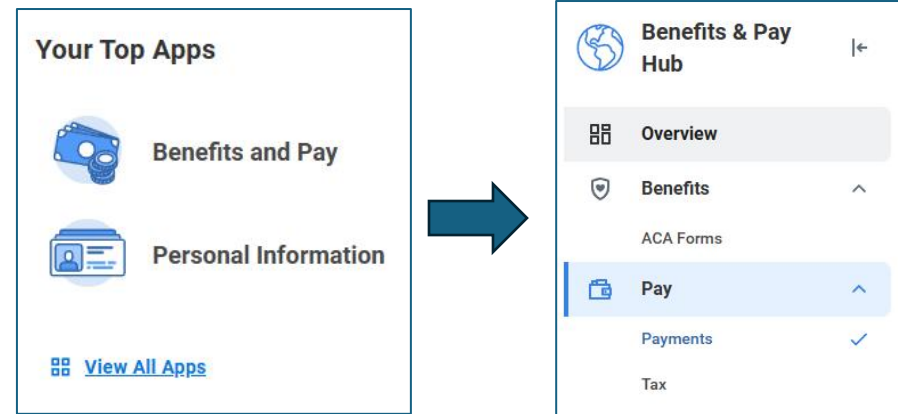
This must be a personal email address that is **on your worker record** in Workday prior to your termination.
5. Once you click **submit**, instructions will be emailed to your personal email address on how to reset your Workday password.

The link is valid for **one hour**.

If you encounter any difficulties with this process, please contact the Employee Contact Center at 570-271-6640 or via email at EmployeeContactCenter@geisinger.edu.

Geisinger

NAVIGATE THE HOME PAGE



On the right-hand side are Applications. As a terminated worker, you have access to two applications, each with some possible actions:

- **Personal Information Application**
 - **Personal Information:** Allows you access to view/update your personal information such as marital status
 - **Home Contact Information:** Allows you to update your home address and other contact information such as phone number and personal email address.
- **Benefits and Pay**
 - **ACA Forms:** access to **past 1095-C** documents
 - **Payments:** access to past payslips for pay periods paid through Workday
 - **Tax:** access to your tax documents (W-2s), once made available for the year.