Jazz Pharmaceuticals

Onboarding Guide



Jazz Pharmaceuticals

jazzpharmaceuticals.com

Welcome to Jazz!

We are delighted that you are joining us.

Your onboarding with Workday is designed to ensure your successful integration into the company.

Information Needed

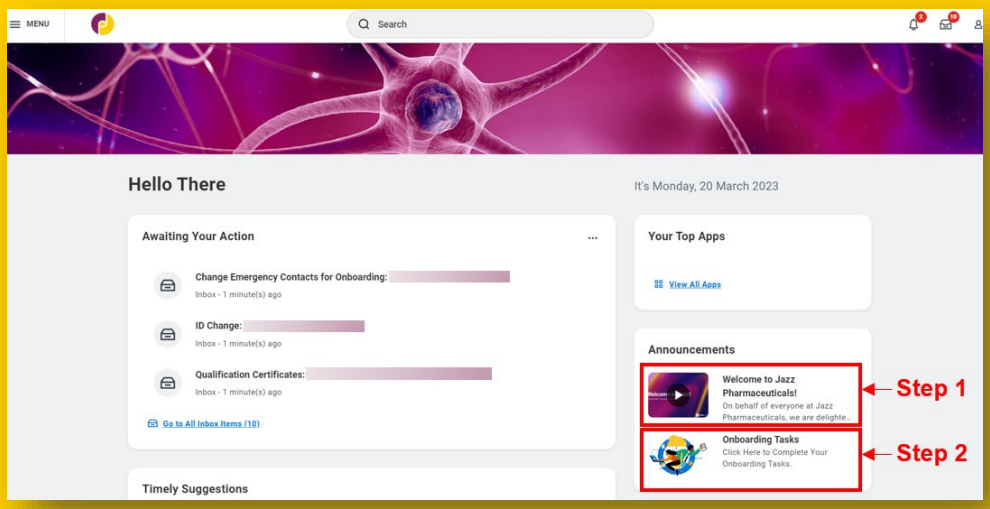
- Name
- Address
- Phone Number
- Email Address
- Payment Elections/Bank Details
- Government IDs
- Right to Work
- Emergency Contacts
- Country Specific Payroll and Onboarding Documents

You will have received the details on how to login into Workday by email. You should login so that you can supply us with the information above prior to starting with Jazz. If you have any difficulties, please email us at ***AskHR@JazzPharma.com***

What Will I See When I First Login?

Step 1

You will be taken to the Home Page. Under ***Announcements***, click on the ***Welcome to Jazz Pharmaceuticals*** message from our CEO, Bruce Cozadd.

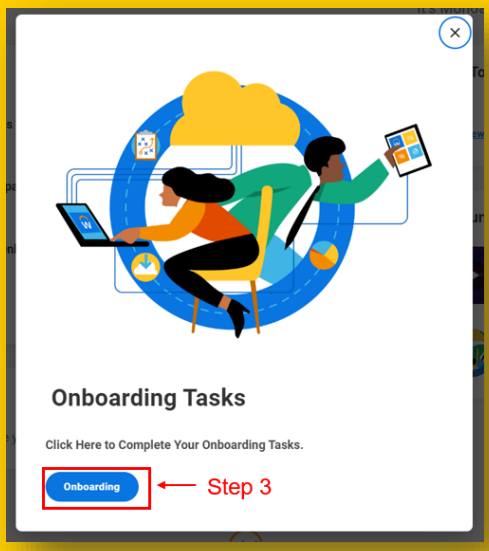


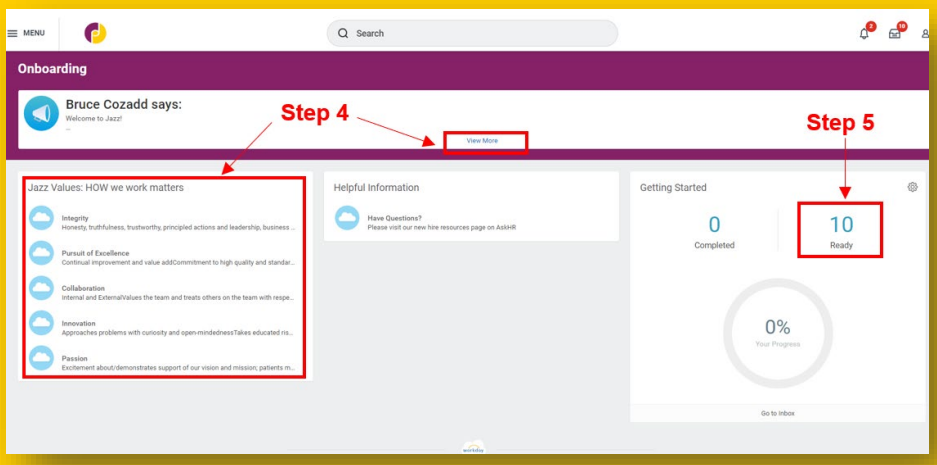
Step 2

Once you have watched this welcome video, please click on ***Onboarding Tasks***.

Step 3

Click ***Onboarding*** to review the Onboarding Homepage.





Step 4

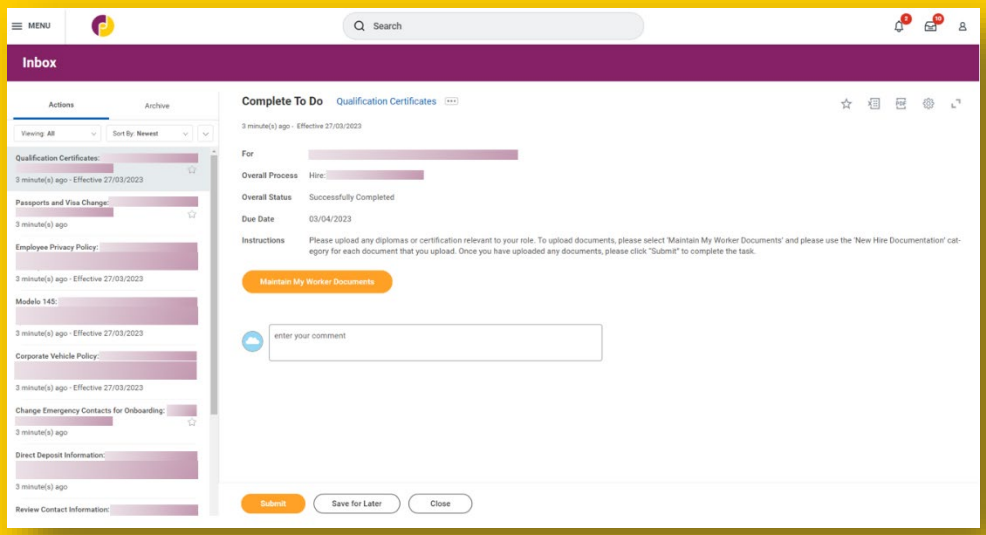
Please spend some time reviewing the information on the Onboarding Homepage, including the Jazz Values and click ***View more*** to see a message from Bruce Cozadd.

Step 5

Once you have reviewed this page, please click on the ***Ready*** tasks under the ***Getting Started*** tab.

Step 6

Work through the tasks in your Workday inbox and ensure that each task is completed. Ensure you click ***submit*** on each task (once all tasks are complete, your Workday inbox should be empty).



Please Note

Please ensure **all** onboarding tasks in your Workday inbox are completed as soon as possible and preferably prior to your first day. Before exiting your Workday onboarding, please refresh the page and ensure that there are no outstanding tasks.

It is important that the information you provide is up-to-date and accurate for our HR and payroll teams. If your personal details change, you will be able to edit this information at any time.

If you have any questions regarding the onboarding tasks, please contact **AskHR@JazzPharma.com**.