

Onboarding Checklist

Asia & Oceania

This checklist contains tasks to be completed during your onboarding period. Check the instructions of each stage in our [Onboarding Site](#) to ensure a smooth onboarding experience!

Pre-Onboarding Tasks - Checklist you must complete before your Start Date

- Complete your background check application using the link from CV check (AU & NZ)/ Hireright (SG).
(See the "Background Check" tab for more details)
- Send your picture and details about yourself (short intro) that HR will request by email.
- Complete your Workday onboarding tasks prior to your start date.
(See the "Workday Onboarding" tab for more details)
- Send your payroll documents through DocuSign, complete it before your start date.

1st Day Onboarding Tasks - Checklist you must complete on your First Day

- Log into your laptop on your start date – Do not attempt to log in before
(See the Equipment Setup Instructions for more details)
- Attend New Hire Orientation (NHO) on your first week *(See the "Day One at WEX" tab for more Instructions)*

Contact recruitment@wexinc.com if you have any questions!