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

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

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	https://wd5.myworkday.com/oregon/email-universal/inst/17816$745/rel-task/2998$29489.htmld
DAS - Risk - Vehicle Use and Access	https://wd5.myworkday.com/oregon/email-universal/inst/17816$746/rel-task/2998$29489.htmld

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

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 the DAS CHRO Workforce Development Team 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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