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By now, you should have received 2 emails: one from *Your Magellan HR Team*, containing the link to Okta, and then a separate email containing your Okta password.

We realize that questions may arise during this process, so below is a reminder of some resources that will help:



Helpful Resources

- [Access Okta/Magellan Hub](#) (Job Aid)
- [Complete Onboarding Tasks](#) (Job Aid)
- Watch a brief overview of [completing your onboarding tasks](#) (6 min video)
- Visit [Information Station](#) and go to the **Training** page for resources and the **FAQ** page for answers to frequently asked questions.



What to Have Ready for Workday Onboarding

- **Banking/direct deposit**
(Refer to Ultipro: *Menu>Myself>Pay>Direct Deposit>Click on the link – Account Number*)
- **Emergency contacts**
(Refer to Ultipro: *Menu>Myself>Personal>Employee Summary>Contacts*)
- **Tax exemptions**
(Refer to Ultipro: *Menu>Myself>Pay>Income Tax Income*)



Who to Contact for Help

- Okta: GetIT@afsc.com
- Workday: GetHR@afsc.com
- HR Policies or Benefits: GetHR@afsc.com
- Timesheets, Time Reporting, Paychecks: GetPayroll@afsc.com
- Charge Codes: GetBusinessOffice@afsc.com

If you have additional questions or concerns, please let me know.

Thank you,
Kate Lyle, Vice President, Human Resources

