

Logging into Workday after Termination

How to access Workday for W-2s, payslips and more after leaving Corewell Health

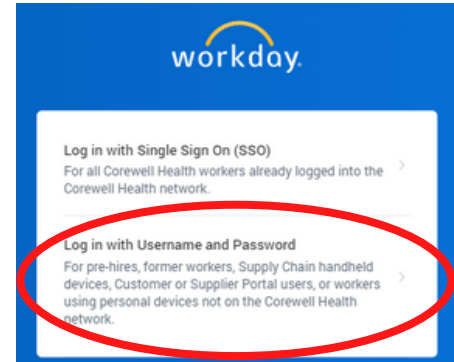
The day after your termination date, your Workday account is reset and your username becomes your 6-digit employee number (5-digits for South/Lakeland). A temporary password will be emailed to your **personal email address*** listed in Workday.

NOTE: You're Workday account access will **EXPIRE 80 weeks** after termination.

1 Open Workday

Enter the Workday login URL* in your internet browser.
Click **"I'm using my personal computer or mobile device."**

*URL: <https://wd5.myworkday.com/spectrumhealth/login.html>



2 First time logging in

If this is the first time you are logging into Workday as a terminated worker, click on **"Forgot Password?"** on the login screen.

If this is not your first time logging in as a terminated worker, continue to **step 4**.

3 Reset your password

On the **"Forgot Password?"** page, enter your username (your **6-digit employee number/5-digits** for South/Lakeland).

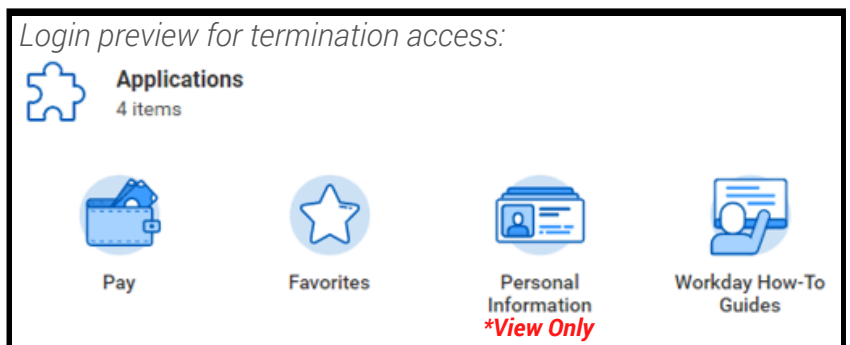
Enter your **personal** email address.*

Once your password has been successfully reset, that will be the password used to log into Workday going forward.

4 Log into Workday

Enter your username (your **6-digit employee number/5-digits** for South/Lakeland).

Enter the password you created during your initial termination login.



5 Still need help?

If additional troubleshooting is needed, **contact Corewell Health HR Support Center** at 877.AskHR11 (275.4711).

To update your personal information in Workday (including personal email address) or for assistance with locating your employee number, contact **Corewell Health HR Support Center at 877.AskHR11 (275.4711).*