Logging into Workday after Termination

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

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

NOTE: Your 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 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 Lakeland).
   Enter the password you created in step 3 above.

5. Still need help?
   If additional troubleshooting is needed, contact Spectrum Health People Solutions Center at 616.486.SHHR (7447).

*To update your personal information in Workday (including personal email address) or for assistance with locating your employee number, contact Spectrum Health People Solutions Center at 616.486.SHHR (7447).