

Logging into Workday after Termination

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

Two weeks after termination, your Workday account is reset and your username becomes your 6-digit employee number. A temporary password will be emailed to your **personal email address*** listed in Workday.

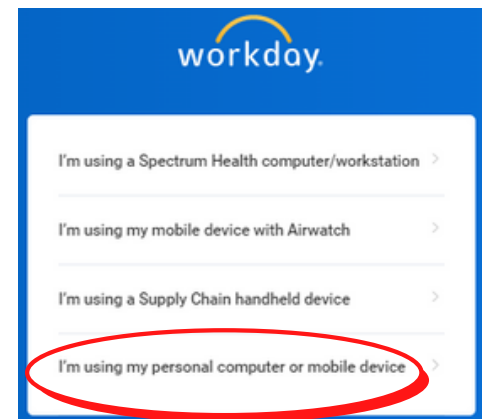
NOTE: Your Workday account access will **EXPIRE 80 weeks** after termination.

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

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**).

Enter your **personal** email address.*

To update your personal email address in Workday or to obtain your employee number, contact **Spectrum Health People Solutions Center at 616.486.SHHR (7447).*

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**).

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).