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).