

# The Seasonal Employee Portal

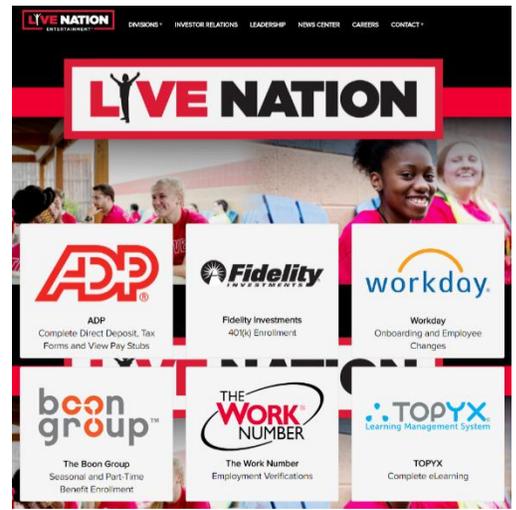
Access the Seasonal Employee Portal by following this link:

<http://www.livenationentertainment.com/seasonalemployee/>

Here you will have access to **Workday**, your **ADP account**, and more!

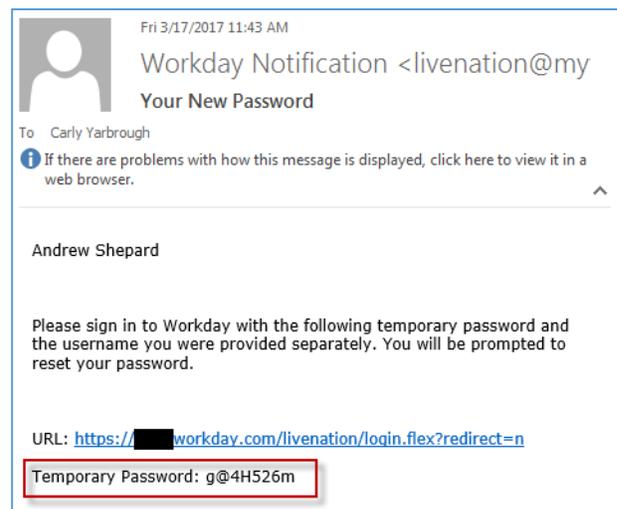
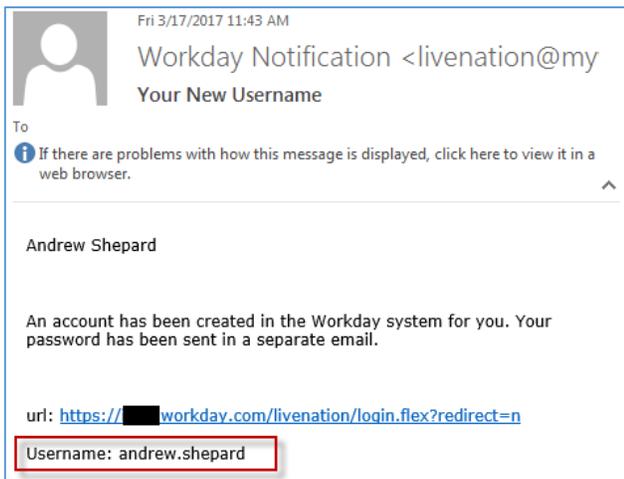
Please select **Workday** first, and you will be prompted to input the appropriate log-in credentials.

**Workday** will have sent your log-in credentials to your **personal email address** (or whatever email you provided on your application) when you were hired in the system by your manager.



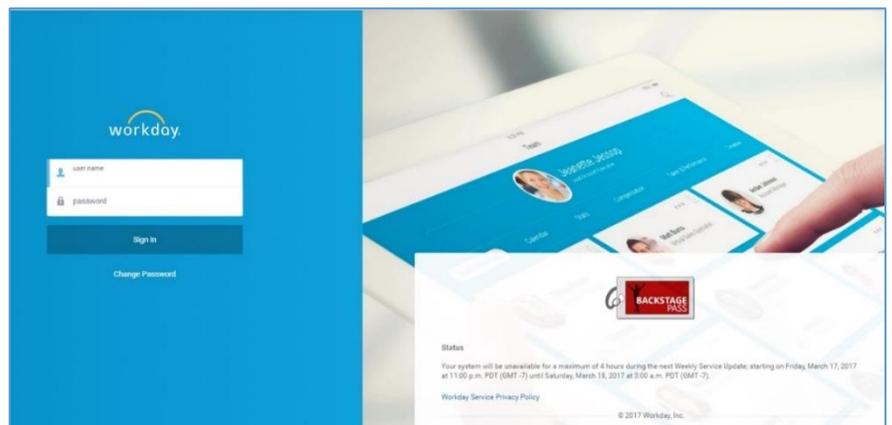
## Logging in to Workday for the First Time

1. Once you have been hired into Workday by your Manager, you will receive three emails to the personal email account you identified when you applied:
  - a. Welcome Email with brief onboarding instructions
  - b. Username Email (**Note:** usernames are typically in the format **firstname.lastname** and are located at the **bottom of the email**).
  - c. Temporary Password email (**Note:** temporary passwords are **randomly generated** and are located at the **bottom of the email**).
  - d. If your temporary password has expired or have forgotten your password please contact Live Nation IT Support at 877-598-6948.



2. When you access the link provided in the email you received, you will be directed to this page:
3. Please enter the **case-sensitive** username and password into the fields (**Note:** if you copy and paste the fields, you will need to be sure **NO spaces** are included).

You can also access Workday directly by typing this link:

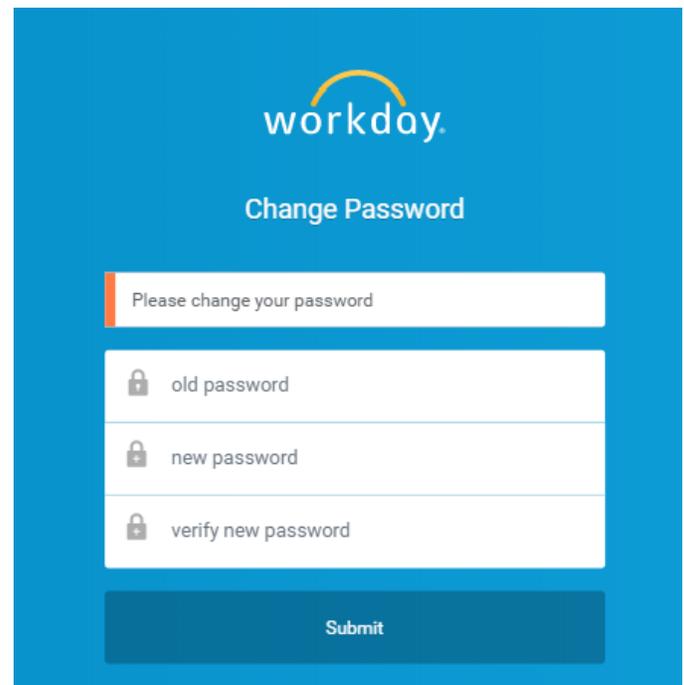


<https://www.myworkday.com/livenation/login.flex?redirect=n>

4. You will then be prompted to **change your password before proceeding**. For **Old Password** please enter the **Temporary Password** that was provided in the email. Your Workday Password must meet the following criteria:

- At least 8 characters in length
- Must contain at least one upper-case letter
- Must contain at least one lower-case letter
- Must contain at least one number
- Must contain at least one special character

The new password you create will be the **new password moving forward**. If you have **5 failed sign-on attempts**, you will be **locked out**. At this point you may reach out to **Live Nation IT Support** at 877-598-6948 and they can reset your password for you.

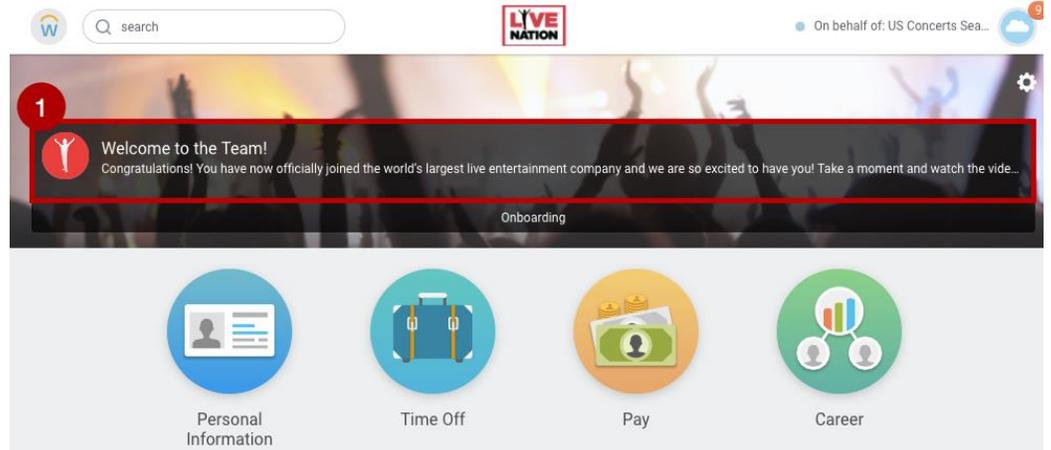


The image shows a screenshot of the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, the title 'Change Password' is centered. A message box says 'Please change your password'. There are three input fields, each with a lock icon on the left: 'old password', 'new password', and 'verify new password'. At the bottom, there is a dark blue 'Submit' button.

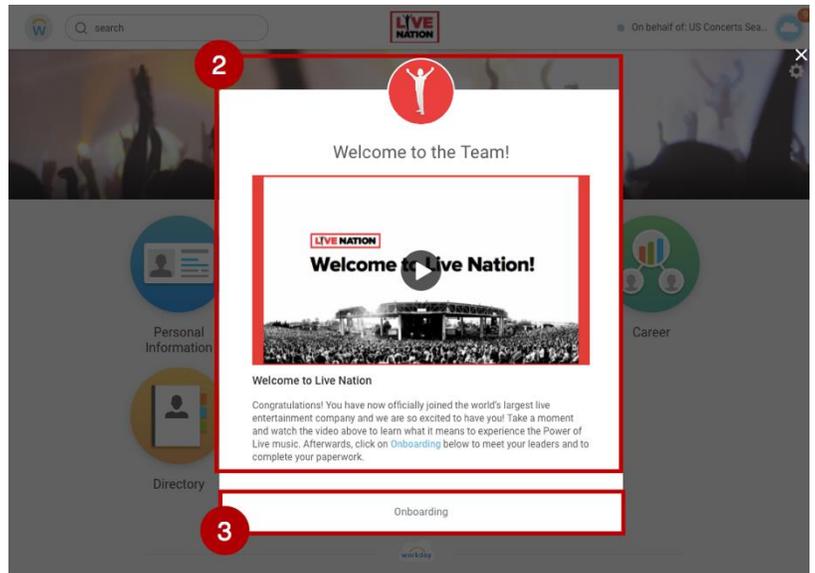
# Completing Your Onboarding Tasks

Now that you are logged into Workday, you have tasks to complete:

1. On your Home Page, select the **announcement** on the top of your page.

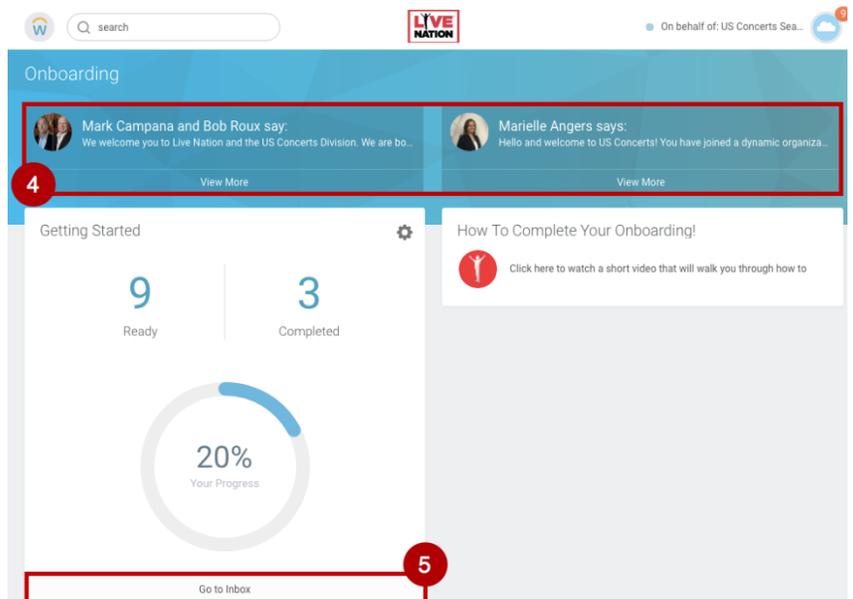


2. **Optional:** Watch the Live Nation video and read the brief welcome message.
3. Select the button labeled as **Onboarding** on the bottom of the announcement to proceed.



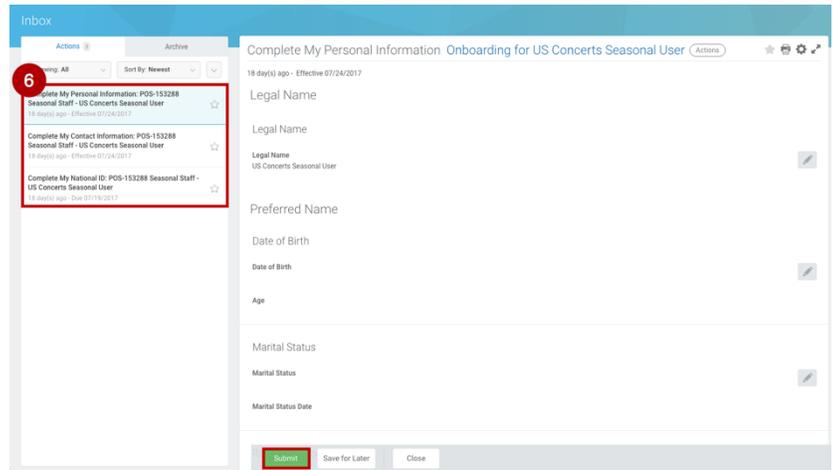
4. **Optional:** Read the welcome messages from your Division President and Human Resources Leader.
5. Under the **Getting Started** section, you will find your **Onboarding Task Progress Indicator**. Here you will find exactly how many tasks you still need to complete.

To navigate to your inbox to complete your tasks, select **Go to Inbox** at the bottom of the section.



6. In your Inbox, you should see **3 tasks** for you to complete in the left-hand column. The first task is pre-selected for you.

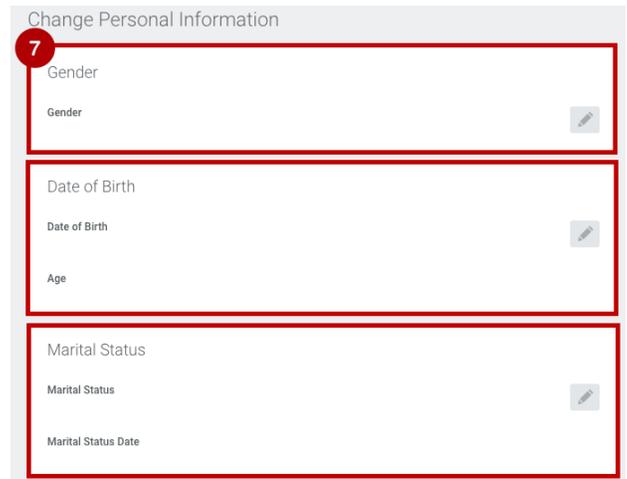
**Note:** Each task has a green **Submit** button. Select this button **ONLY** when you have fully completed the task.



7. Now that you're more familiar with the layout of your Inbox, you can go ahead and complete your first task.

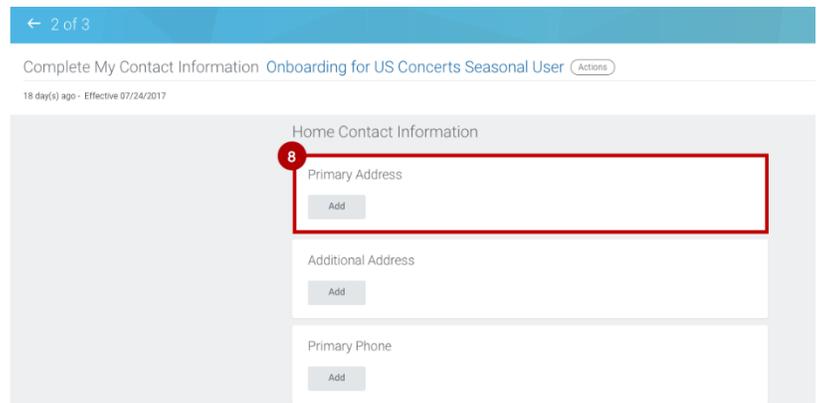
In this task, you will need to **verify your Personal Information**.

Ensure all of your information is correct. **If there are any fields left blank, please fill them out now.**



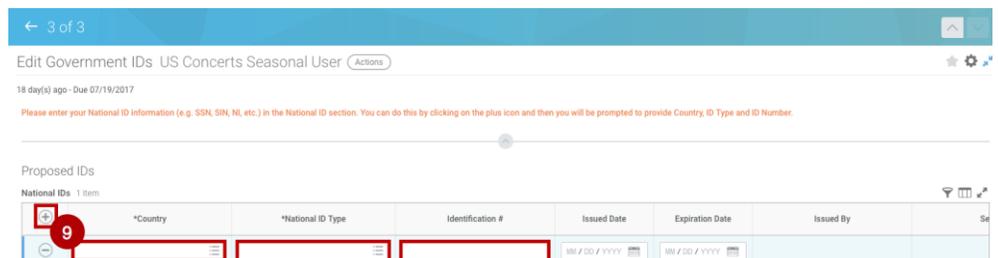
8. Your second task will ask you to input your Contact Information. If you didn't include this information in your application, you will need to complete it now.

**Please provide us with your Address and Phone Number.**



9. The third task will ask you to input your **Government ID Information** (aka **Social Security Number**).

Select the **plus (+)** icon to expand the field for you to enter your information.



Search for United States. Select **National ID Type (SSN or Other)**. Under **Identification #**, enter your Social Security Number, then click Submit.

After you've completed the first three tasks, your inbox will refresh with **10 new tasks** for you to complete. Be sure to read and acknowledge all tasks, and **don't forget to click "Submit" for each document!**

**If any tasks are left incomplete, you will run the risk of not getting your first paycheck on time!**

At the bottom of your inbox task list, you will find your I-9 form. Be sure to thoroughly complete this form prior to your first day!

First you will need to verify your **Personal Information.**

**10.** Next, identify your **citizenship status.**

**11.** You will then need to provide your signature by selecting the **I Agree** box.

**12. Only if Applicable:**

Input Preparer or Translator information if utilized either of these resources.

**13.** Don't forget to click on **"Submit"** when you're done!

The screenshot shows the 'Complete Form I-9' interface. At the top, it says '9 of 9'. The main section is 'Section 1. Employee Information and Attestation'. Below this, there are several input fields: 'Last Name (Family Name)' with 'Seasonal User', 'First Name (Given Name)' with 'US Concerts', 'Middle Initial', 'Other Last Names Used (if any)', 'Address (Street Number and Name)' with '20934 Central Avenue', 'Apt. Number', 'City or Town' with 'Glendale', 'State' with 'CA', 'ZIP Code' with '91203', 'Date of Birth' with '08 / 03 / 1992', 'U.S. Social Security Number' with '293-74-1935', 'Employee's E-mail Address' with 'uscs@test.com', and 'Employee's Telephone Number' with '+1 (909) 234-3450'. A red box labeled '10' encompasses the top part of the form. Below this is the 'I attest, under penalty of perjury, that I am' section with four radio button options: 'A citizen of the United States', 'A noncitizen national of the United States (See instructions)', 'A lawful permanent resident (Alien Registration Number/USCIS Number):', and 'An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)'. A red box labeled '11' encompasses this section. Below the attestation is a list of document numbers to provide: '1. Alien Registration Number/USCIS Number:', 'OR', '2. Form I-94 Admission Number:', 'OR', '3. Foreign Passport Number:', and 'Country of Issuance: (empty)'. A red box labeled '12' encompasses this section. Below that is the 'Signature of Employee' section with a warning and an 'I Agree' checkbox. A red box labeled '13' encompasses this section. Below that is the 'Preparer and/or Translator Certification (check one):' section with two radio button options and a 'How Many?' field. Below this is the 'Signature of Preparer or Translator' section with an 'I Agree' checkbox and fields for 'Last Name (Family Name)', 'First Name (Given Name)', 'Address (Street Number and Name)', 'City or Town', 'State', and 'ZIP Code'. A red box labeled '14' encompasses this section. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.

## Updating Your Personal Information in Workday

1. Go to the website indicated above, click on the Workday link.
2. Select the **Contact** tab.
3. Select the **Contact** or **Emergency Contact** sub-tab.
4. Select **Edit**.
5. Select the **Pencil** in the section you want to edit.
6. Update appropriate fields. Those with an \* are required.
7. **Optional adding Mailing Address:** Update Primary Address and remove the categories under Usage by clicking on the X. Update Mailing Address by adding an **Additional Address** and select **Mailing** under Usage.
8. Select the **Checkmark** when your changes in the section are completed.

When you've made all your changes, select **Submit** at the bottom of the screen. Or, to save your work for later, select **Save for Later**.

This screenshot shows the 'Contact' tab selected in the top navigation bar. Below it, the 'Contact' sub-tab is active. An 'Edit' button is highlighted with a red box. Below the 'Edit' button, the 'Home Contact Information' section is visible, containing a table with one row of contact data.

Address	Usage	Visibility	Shared With	Effective Date
123 Merryville Lane Anytown, CA 99551 United States of America	Home (Primary)	Private		03/18/2016

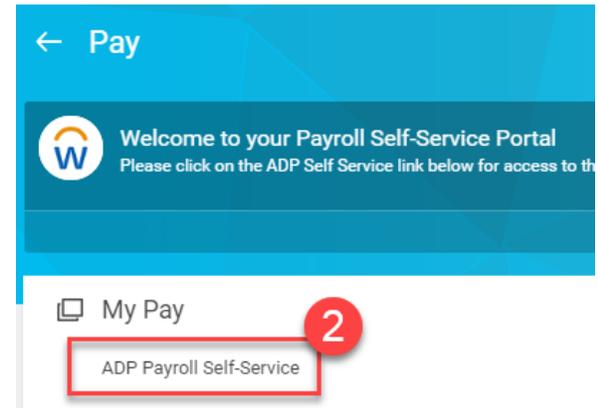
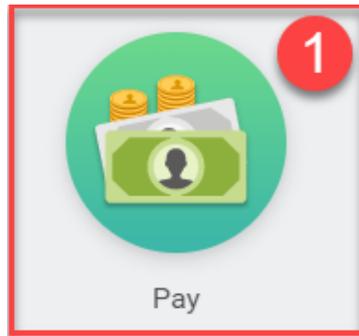
This screenshot shows the 'Home Contact Information' section with the heading 'Primary Address'. The address field is highlighted with a red box and contains the text: 'Address 123 Merryville Lane, Anytown, CA 99551'. A pencil icon is visible to the right of the address field.

This screenshot shows two address sections. The 'Primary Address' section has an address field highlighted with a red box containing '285 West 6th Street, Unit 206, San Pedro, CA 90731'. Below it, the 'Usage' field is empty. The 'Additional Address' section has an address field highlighted with a red box containing '123 Main St, Los Angeles, CA 90731'. Below it, the 'Usage' field is set to 'Mailing'. Both sections have a pencil icon to the right of the address field.

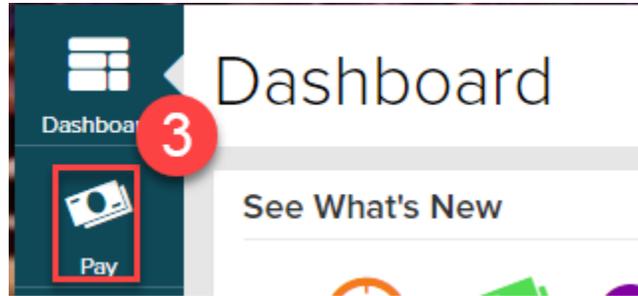
This screenshot shows the bottom of the contact form. The 'Primary Address' section is visible, with the address field containing '123 Merryville Lane, Anytown, CA 99551'. Below the address field, the 'Effective Date' is set to '03 / 24 / 2016' and the 'Country' is 'United States of America'. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

## Updating Your Direct Deposit

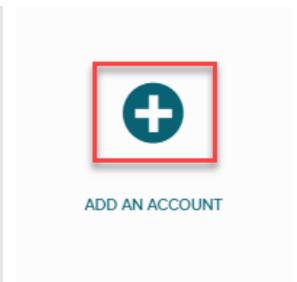
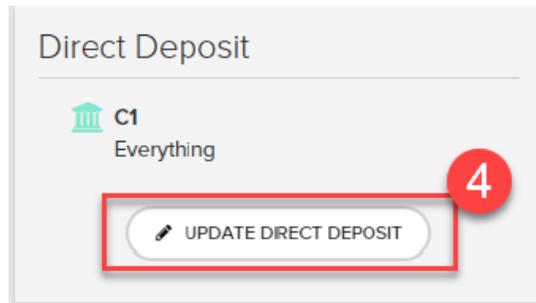
1. On the Home Page of Workday select the **Pay** worklet.
2. Select **ADP Payroll Self-Service**.



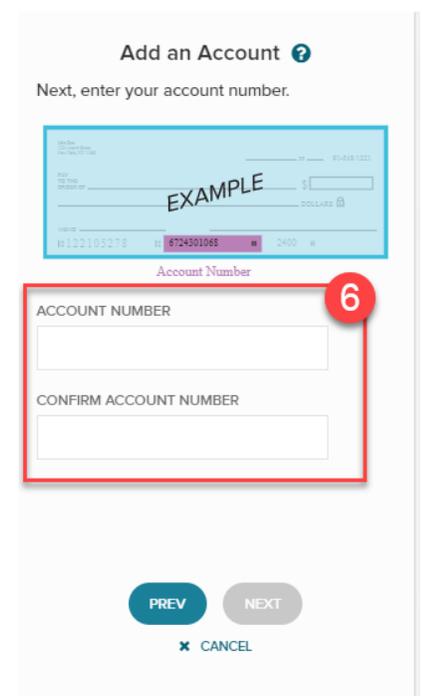
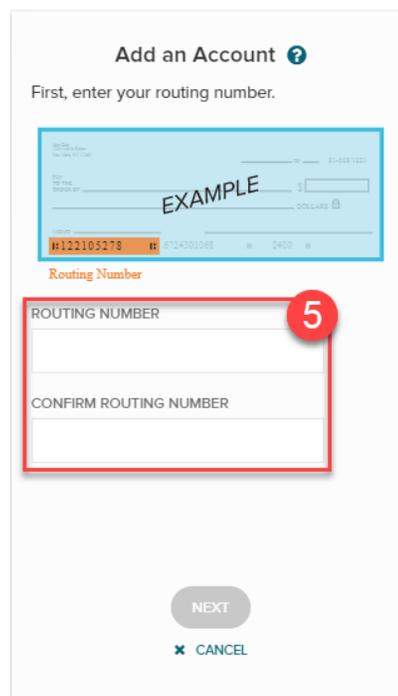
3. Under Dashboard, select **Pay**.



4. Under Direct Deposit select **Update Direct Deposit** then **Add An Account**.



5. Add your **Routing Number** and reconfirm under **Confirm Routing Number**. Select **Next**.
6. Add your **Account Number** and reconfirm under **Confirm Account Number**. Select **Next** and **Done**.



7. Select **Federal** under Tax Withholding and **Edit Withholding**.

Tax Withholding ?

Federal

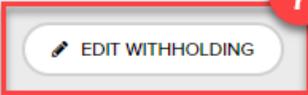
Marital Status  
Married

Total Allowances  
0

Additional Amount Withheld  
\$0.00

Non-resident Alien  
No

Last Name Differs SSN Card  
No

  EDIT WITHHOLDING

### WORKDAY TERMINOLOGY

Term	Definition
Workday ID / Employee ID	8-digital identification number associated with your Workday profile
ADP Payroll ID	6-digit identification number associated with your ADP account for Payroll purposes
National ID	Social Security Number