

Tip Sheet: *New Employee Onboarding*

Welcome to Hexcel!

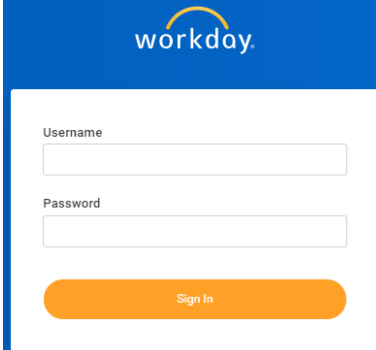
As a new employee, you will receive an email providing your account information to access Workday, Hexcel's Human Capital Management System.

Logging into Workday:

- Click on the link in the email sent to you from noreply@hexcelworkday.com
- Enter your employee ID provided in the email
- Enter your temporary password provided in a separate email
- Click **Sign In**

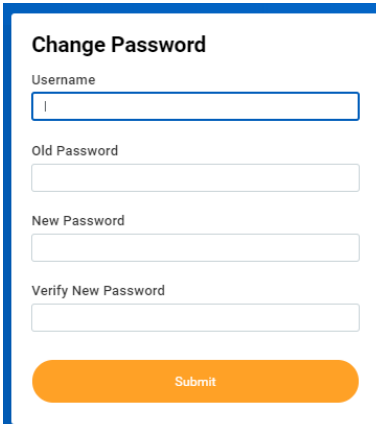


Note: Be sure to check you junk/spam folder if you did not receive the system generated email notification



Changing Your Password:

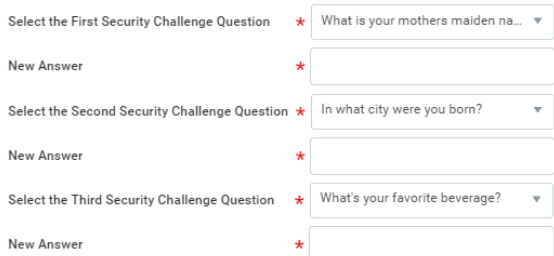
- Enter your user name in the first field
- Enter the temporary password (emailed to you previously) in the second field
- Enter a new password in the third and fourth fields. Your password must be ten (10) characters long and must include an upper case letter, lower case letter, and a number. Please be sure the password is something you will remember, as you will use it each time you access the system.
- Click **Submit**



Security Challenge Questions:


- Enter answers for the Manage Password Challenge Questions
- You may select the drop-down to select from additional questions
- Click **OK** when you are finished

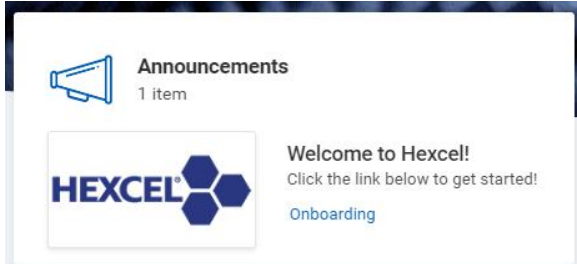
Manage Password Challenge Questions




Getting started at Hexcel

Log in to Workday with the user name and password you set up previously. From there, see the Announcements section on your homepage. Click on the **Onboarding** link to access the dashboard to begin.

 **Note:** The Onboarding dashboard is only available for 30 days from your hire date.

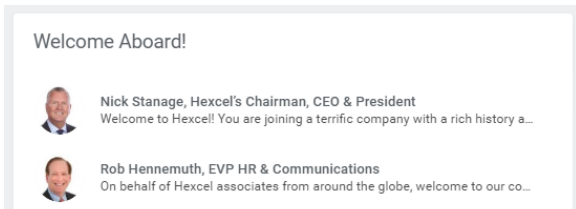


Announcements
1 item


 **Welcome to Hexcel!**
Click the link below to get started!
[Onboarding](#)


Welcome Aboard!

After reviewing the short **Welcome to Hexcel** message at the top, you can read the welcome messages from our company executives. Site leadership messages will also be available based on your location.



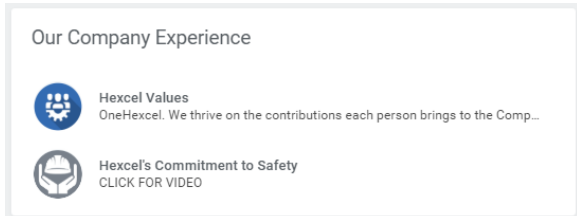
Welcome Aboard!

 Nick Stanage, Hexcel's Chairman, CEO & President
Welcome to Hexcel! You are joining a terrific company with a rich history a...


 Rob Hennemuth, EVP HR & Communications
On behalf of Hexcel associates from around the globe, welcome to our co...


Our Company Experience

This section highlights information on our Hexcel Values and commitment to safety. Additional videos and information will be available based on your location.



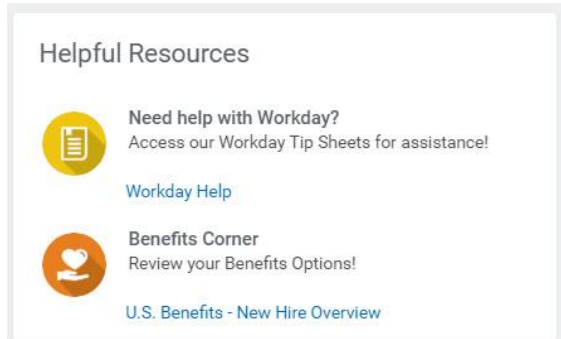
Our Company Experience

 **Hexcel Values**
OneHexcel. We thrive on the contributions each person brings to the Comp...


 **Hexcel's Commitment to Safety**
[CLICK FOR VIDEO](#)


Helpful Resources

Need extra guidance? Our Workday Help site is always available to walk you through the main features of Workday. This applies to areas on your Onboarding, as well as other processes and tasks that are common to our employees. We have **Tip Sheets** on the major functions in Workday, with many of them translated into other languages. The resources content will vary depending on your location.



Helpful Resources

 **Need help with Workday?**
Access our Workday Tip Sheets for assistance!
[Workday Help](#)

 **Benefits Corner**
Review your Benefits Options!
[U.S. Benefits - New Hire Overview](#)

Workday Onboarding Inbox Tasks

Now that you have reviewed the welcome announcement and messages, you are ready to begin the required onboarding tasks. These action items are located in your Workday Inbox. You can access your inbox from any area of Workday by clicking on the inbox icon next to your picture in the upper right corner of the screen. If you are on your main page, the first three items of your inbox are displayed for quick reference.

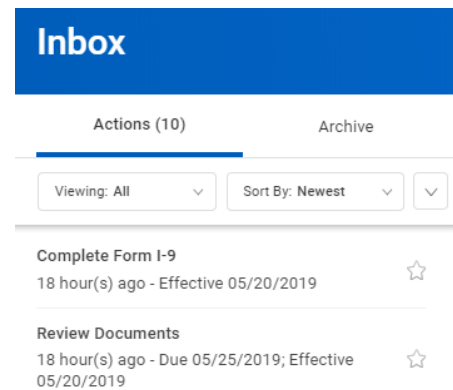


Pre-Hire Onboarding Tasks

Before your first day at Hexcel, you will be required to complete the below onboarding tasks.

- Edit Government IDs
- Update Personal Information
- Review Name & Contact Information
- Proprietary Information document review
- Export Compliance document review

Once completed, you will receive the additional task to complete your federal withholding elections and a reminder to bring your appropriate government identification on your first day.



First Day Onboarding Tasks

On your first day, you should expect to find numerous inbox tasks that require your attention. Many of these are time sensitive and need to be completed within a few days.

- Complete Form I-9
- Code of Conduct document review
- Site specific policies and document review

Additional required documents and tasks are dependent on your location.



If you have questions or need additional help, your local Human Resources representatives are available to guide you.

Again, welcome to Hexcel!