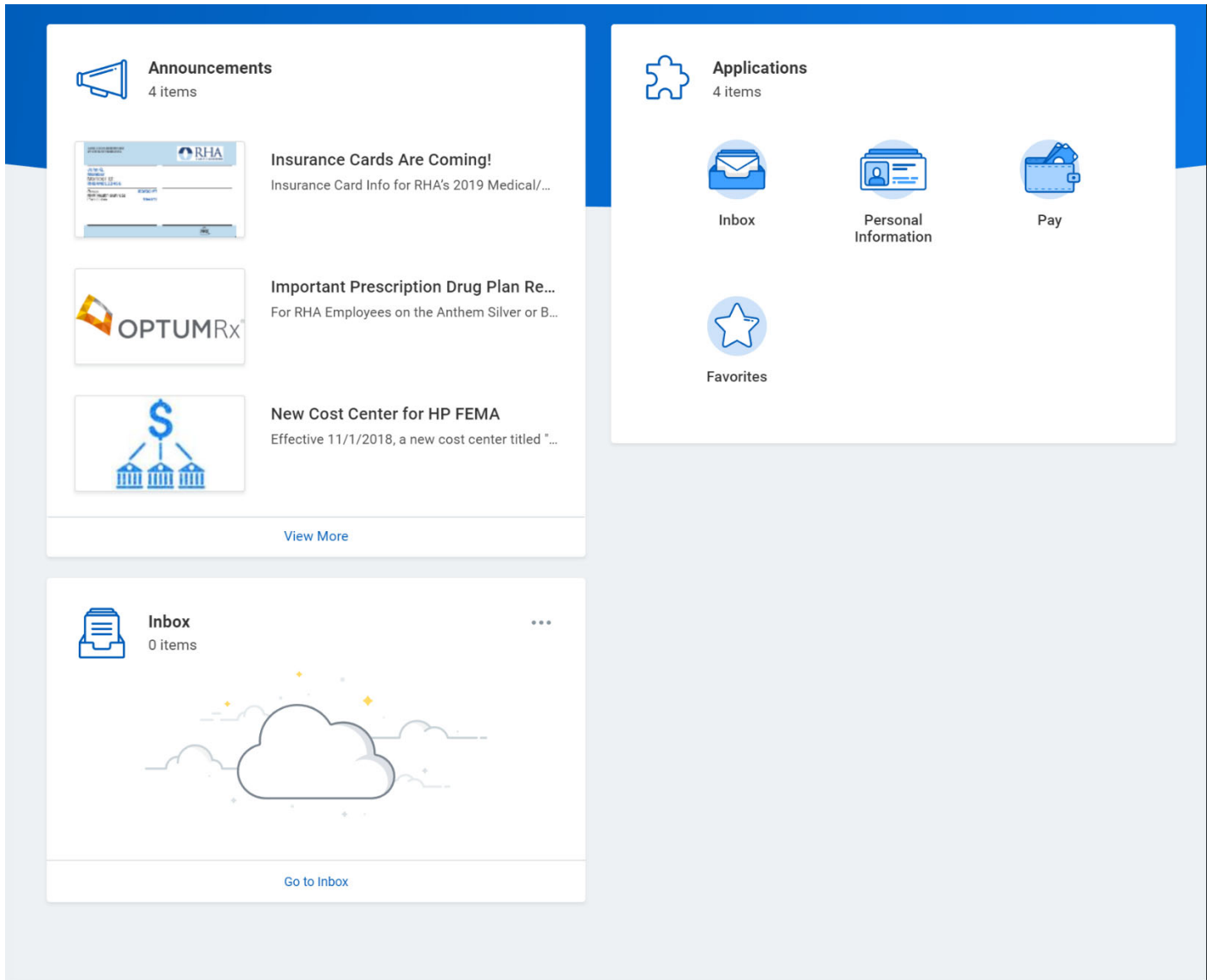


## Former Employee Access Guide

Former Employees can login and will see the applications available to the former employee.



The screenshot displays the Workday user interface for a former employee. The interface is divided into two main sections: Announcements and Applications.

**Announcements (4 items):**

- Insurance Cards Are Coming!**  
Insurance Card Info for RHA's 2019 Medical/...
- Important Prescription Drug Plan Re...**  
For RHA Employees on the Anthem Silver or B...
- New Cost Center for HP FEMA**  
Effective 11/1/2018, a new cost center titled "...

[View More](#)

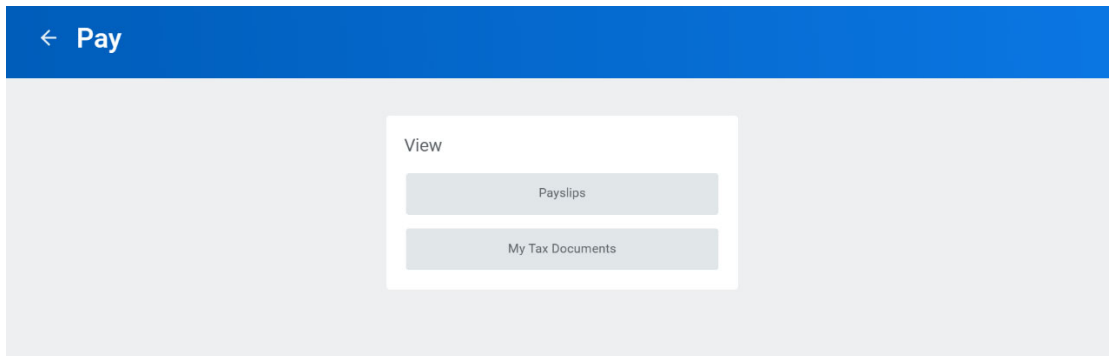
**Applications (4 items):**

- Inbox**
- Personal Information**
- Pay**
- Favorites**

**Inbox (0 items):**

[Go to Inbox](#)

## Former Employees can access pay slips and tax forms using the Pay application



## Contact Information (Address, Email, Phone) can be updated using the Personal Information Application

