

# ***Onboarding Checklist***

- Complete Personnel Profile in iGreentree
- Read Background Check Notice
- Print and Complete the Background Information Disclosure Form and bring to an Onboarding Event
- Print and Complete the Pre-Placement Assessment and bring to an Onboarding Event
- Print and Complete the Certification Form and bring to an Onboarding Event
- Print and Complete the Ascension Release Form and bring to an Onboarding Event
- Watch for separate emails (2) containing Workday username and password. Once you've received Workday log in information, log into Workday and complete the following onboarding forms:
  - Form I-9
  - Contact Information
  - Personal Information
  - Drug Free Workplace Policy
  - Veterans Voluntary Self-Identification
  - Voluntary Self-Identification of Disability
- Call (715) 389-4700 to schedule pre-employment drug screen (Monday – Friday, 8:30a.m. – 5:00 p.m.)
- Attend Onboarding Event
  - Complete Form I9 with HR Representative
  - Receive benefits packet
  - Turn in Completed Forms
- Sign up for benefits in Workday
- Complete Payroll information in Workday

\*All of these items are found on the Pre-Employment Website.