

# ***Onboarding Checklist***

- Complete forms that were sent via email from MCHS HR Forms Return email.
- 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
- Complete Health Assessment in ReadySet
- Attend an Onboarding Event
  - Go to <https://signup.com/go/zjzSzAT> to schedule a time to attend an onboarding event.
  - Complete Form I9 with HR Representative
  - Have security Photo Taken
- Sign up for benefits in Workday
- Complete Payroll information in Workday