

Onboarding Checklist

- Complete Personnel Profile in iGreentree
- Read Background Check Notice
- Print and Complete the **Background Information Disclosure Form** and bring to Onboarding Event
- Print and Complete the **Pre-Placement Assessment** and bring to Onboarding Event
- Print and Complete the **Certification Form** and bring to Onboarding Event
- Print and Complete the **Non-Disclosure Agreement** and bring to Onboarding Event
- If hired May 2017 or after, complete **Release of Information Authorization Form** for Employee Health and bring to 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
- If your work location is Marshfield, **Call (715) 389-4700** to schedule pre-employment drug screen (Monday – Friday, 8:30a.m. – 5:00 p.m.). If your work location is not Marshfield, an HR Representative will reach out to you to schedule.
- Attend Onboarding Event
 - Complete Form I9 with HR Representative
 - Receive benefits packet
- Sign up for benefits in Workday
- Complete Payroll information in Workday

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