

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/cDbcHbi> 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