



Employment Information Transition Checklist

- Receive welcome email from MCHS HR with link to onboarding website for all of your onboarding needs.
- Receive two separate emails from Marshfield Clinic Health System with 1.) login credentials for Workday system, 2.) login temporary password, expected the afternoon of September 13, 2023.
- Log into the Health System Workday database to complete pre-employment policy review and forms, including, but not limited to:
 - Drug Free Workplace Policy
 - Voluntary Self-Identification of Disability
 - Veterans Voluntary Self-Identification
 - Updating other personal information
 - Updating contact information
 - Completion of the Federal Form I-9
 - Direct Deposit/Payment Elections
 - W-4 Withholding Elections

Workday requirements will be delivered in the Workday Inbox in stages. As you complete Workday Inbox items, select Refresh and additional Inbox items will generate for completion. Please complete all steps up through, at minimum, completion of Section I of the Form I-9, by October 24, 2023.

- Complete and submit additional Employment Information Transition forms.
 - You will receive an email from MCHS HR Forms Return on September 13, 2023 to be completed electronically and outside of the Workday system. **Please complete the forms and submit requested documents as soon as possible but no later than October 24, 2023.** These forms include:
 - Background Information Disclosure Form
 - Employment Transition Worksheet
 - License/Certification Form
- Complete the Health Assessment questionnaire in ReadySet.
 - All associates are required to self-enroll in ReadySet, MCHS Employee Health platform. Visit: <https://marshfieldclinic.readysetsecure.com>
 - Click **“New User? Click here to begin”** and follow the instructions to create an account.
 - Organizational 4-digit code: **2387**
 - Program type: **MMC-Dickinson**
 - Population type: **Welcome**
 - Enter your demographic information
 - Complete the Health Assessment survey by **Monday, October 2.**
- Complete remaining portions of the Form I-9.
 - Members from MCHS HR will be onsite to complete the Form I-9 Collection:
 - Thursday, October 5, and Friday, October 6,
 - Monday, October 9 and Tuesday, October 10,
 - Wednesday, October 18 and Thursday, October 19,
 - Monday, October 23 and Tuesday, October 24.
 - Additional details for the timing of these events can be found on the onboarding website.
 - Please bring valid types of identification with you to the onboarding session. Refer to the list of Acceptable I-9 Documents on the onboarding website for more detail.