YOUR TASKS	Checklist
Links below are not compatible with Internet Explorer. Please use another browser.	

		YOUR TASKS	Checklist
1	**Sign Offer Letter & Enter Personal Info**	Within 24 Hours: • Watch for email from trinityhealth@myworkday.com with subject line "Congratulations! You are receiving an Offer!" • Follow link to sign offer letter within 24 hours of receipt • Enter SSN & Personal Information Contact HR Service Center at 877-750-4748, option 3 for assistance	☐ Sign Offer Letter ☐ Enter Personal Info electronically, as prompted by Workday
2	**Employee Health Appointment**	**Schedule Employee Health Appointment at the Loyola Outpatient Center by calling: 888-584-7888** • Appointment should occur as soon as possible after you sign your offer letter, but no later than 10 days prior to your start date • Complete Heath History Form • Bring documents to appointment: Health History, govt issued picture ID, Proof Covid Vaccination • Please **arrive 20 minutes early** to your appointment to complete required paperwork • Use this Employee Health Map to find your way! If you are unable to attend your appointment, call 888-584-7888 at leader 24 hours in advance to reschedule	☐ Schedule Employee Health Appt ☐ PLEASE come to your appointment prepared with these items! _**Not completing Employee Health requirements by your appointment date can result in delay of start date:**_ 1. Heath History Form 2. Picture ID 3. Proof Covid Vax
3	**Provide Requested Documents**	If your position requires licensure or certification, email documentation to your Onboarding Coord within 5 days of accepting offer. Additional information, including a list of BLS certification providers AHA BLS, is included in our New Hire Portal.	☐ License, Certification, BLS documents emailed to Onboarding Coord
4	**Background, Education & Employment Verification**	Watch for an email from noreply@sterlingcheck.com and immediately follow the instructions to initiate a background check, education and employment verification. IDPH may require unlicensed colleagues in patient care roles to complete additional steps. Your Onboarding Coord will assist you with this process.	_**All New Hires:**_ ☐ Respond to Sterling email _**Unlicensed Patient Care Workers only:**_ ☐ Complete Healthcare Worker Form ☐ Complete LiveScan Form _(if needed)_ ☐ Complete Fingerprints and email Receipt of Completion to Onboarding Coord _(if needed)_
5	**I-9 Form**	The I-9 is a required federal form that verifies identity and eligibility to work in the U.S. Instructions are included in the New Hire Portal	☐ Complete Section 1 **EQUIFAX** form

		2-Step verification process:
		• **Step 1:** Follow this link to **EQUIFAX**
		   o Complete section 1 of the form **and** schedule your in-person appointment
		• **Step 2**: Present your documents during your scheduled in-person appointment
		   o Visit Official Website of Homeland Security for list of accepted documents
			☐ Schedule and attend I-9 Appt (bring necessary documents)

6	**Onboarding Tasks in Workday**	• Rehires will receive email to their primary home email address with their username and work email address. Instructions will be provided on how to reset your password and login to Workday to complete onboarding tasks
		• All other new hires:
		   o Receive two emails from Trinity Health with username and temporary password. This may take up to 5 business days after step #1 is completed.
		   o Once you login, please complete all onboarding tasks available to you. As you complete certain tasks, more tasks may appear.
		   o If you are not accessing the site from a Loyola Medicine location, please change the web address to https://remotepss.trinity-health.org.
		
		Technical assistance 1-888-667-3003
			Trinity Username & Password
			☐ ***Rehires:*** Watch for email from Trinity Health with username & work email. Set password
			☐ ***New Hires:*** Watch for 2 emails from Trinity Health with username and temp password
			☐ Complete 7 initial onboarding tasks, then 3 more for Benefits, Direct Deposit & W2

7	**Non-Nursing & Non-Clinical Colleagues: Watch for your "Cleared to Start" Email**	As you complete these pre-hire steps, you can rest assured we are doing everything on our end to get you started on schedule. • You will receive an email notifying you that you are approved to start work on the Friday prior to your start date • This email will include links to our New Colleague Orientation (NCO) class o The first day of orientation is typically completed online using your own computer at home. If you do not have a computer, please let me know so other arrangements can be made. • If you are not cleared to start before your start date, we will notify you via email and let you know next steps.	☐ Watch for **Cleared to Start** email which contains link for New Colleague Orientation
	Nursing & Clinical Colleagues: Watch for your "Cleared to Start" Email	As you complete these pre-hire processes, you can rest assured we are doing everything on our end to get you started on schedule. • You will receive an email notifying you that you are approved to start work on the Friday prior to your start date • You will receive a separate email from Loyola's Center for Professional Practice and Development with details about your orientation schedule	☐ Watch for **Cleared to Start** email ☐ Watch for email from the Center for Professional Practice & Development regarding Nursing Orientation