

## CONTACTS & SUPPORT

Keep these resources handy throughout onboarding

### YOUR LEADER

#### Details in offer letter

Start date, time, parking, and first-day questions

### HR SERVICE CENTER

#### 1-855-394-4747

Benefits, policies, and general HR questions

### IT HELP DESK

#### (877) 403-4357

Available 24/7/365 | Login, equipment, and connectivity support

## BEFORE YOUR FIRST DAY

BEFORE DAY ONE

### CHECKLIST ITEMS

### NOTES

- ☐ Complete the New Colleague Experience before your first day with HSHS
- ☐ Attend HR Connect session
- ☐ Review your offer letter and confirm your leader's contact information
- ☐ Ask your leader about your start date, start time, parking, and other first-day details
- ☐ Watch for prehire Workday access emails from [hshs@myworkday.com](mailto:hshs@myworkday.com)
- ☐ If prehire Workday access is provided, sign in and complete prehire onboarding tasks before your first day

## WORKDAY ONBOARDING PRIORITIES

BEFORE DAY ONE / FIRST FEW DAYS

### CHECKLIST ITEMS

### NOTES

**If NOT completed prior to your first day, these items should be completed on your first day or within the first few days:**

- ☐ Complete Form I-9 / citizenship attestation - REQUIRED before the end of your first day
- ☐ Submit payment elections / direct deposit
- ☐ Complete federal, state, and local tax elections and the W-2 / electronic tax document election
- ☐ Verify address, contact information, and emergency contact information
- ☐ Complete veteran status and disability self-identification tasks

## FIRST-DAY READINESS

DAY 1

### CHECKLIST ITEMS

### NOTES

- ☐ Connect with your leader and confirm your schedule and first-day expectations
- ☐ Confirm access to your HSHS email and check it frequently for important communications
- ☐ Locate Workday Help - MyHR for HR questions, benefits, policies, and HR programs
- ☐ Complete any remaining available Workday onboarding tasks

## WORKDAY LEARNING, POLICIES & SAFETY

DAY 1 - WEEK 1

### CHECKLIST ITEMS

### NOTES

- ☐ Locate your colleague ID, paystubs, direct deposit, tax forms, benefits, and performance information in Workday
- ☐ Complete assigned new-hire, annual safety, and role-specific Workday Learning
- ☐ Review the Policy Roadmap for HSHS expectations, attendance, information security, social media, appearance, and colleague rights
- ☐ Know where to find the Human Resources Response Line on the intranet under System-wide Helpful Links
  - Concerns may be reported anonymously through the HRRL if desired
- ☐ Locate the Workplace Violence Colleague Support Toolkit in Workday and learn your ministry's reporting and emergency resources

## TIMEKEEPING & IT SUPPORT

DAY 1 - WEEK 1

### CHECKLIST ITEMS

### NOTES

- ☐ Locate API MyTime on your desktop or identify the badge reader used by your ministry
- ☐ Learn how to manage time, view your PTO balance, request PTO, and clock in / out
- ☐ Contact the IT Help Desk for login or password issues, equipment problems, connectivity issues, or error messages
- ☐ Use ServiceNow to Order Something, search the Knowledge Base, or Get Help with a problem

## BENEFITS ENROLLMENT

WITHIN 30 DAYS

### CHECKLIST ITEMS

### NOTES

**You have 30 days from your hire date to enroll in benefits.**

- ☐ Complete the Benefits Enrollment task launched within your Workday onboarding tasks
- ☐ Review the 2026 Enrollment Guide for plan options, costs, and contact information
- ☐ Confirm that most benefits begin the first day of the month on or after your hire date
- ☐ Review coverage for eligible family members and verify your elections
- ☐ Visit [Workday](#) for current benefits information

## PAYROLL, RETIREMENT & OPTIONAL EARNED WAGE ACCESS

FIRST 60 DAYS

### CHECKLIST ITEMS

### NOTES

- ☐ Review the 2026 payroll schedule: pay periods run Sunday through Saturday and paychecks are issued biweekly on Fridays
- ☐ Review PTO, disability, parental leave, bereavement leave, and HSHS holiday information
- ☐ Register at [NetBenefits](#) or use the NetBenefits app to manage your retirement account
- ☐ Review your 403(b) contribution; you will be auto-enrolled at 4% after 60 days if you take no action
- ☐ Optional: review [Earned Wage Access enrollment](#) and the [EWA Program FAQs](#)

## WELLNESS, RECOGNITION & SUPPORT RESOURCES

ONGOING

### CHECKLIST ITEMS

### NOTES

- ☐ Explore the Employee Assistance Program, PerkSpot discounts, and Active & Fit Direct gym memberships
- ☐ Locate LiveWELL resources through the intranet, Workday, or MyHR in Workday Help
- ☐ Review the Appreciation Hub and available colleague recognition programs

## 30-DAY CHECK-IN

30 / 60 / 90 DAYS

### CHECKLIST ITEMS

### NOTES

- ☐ What have you learned during your first 30 days?
- ☐ What are you enjoying about HSHS and your new role?
- ☐ Do you see opportunities for improvement or need additional support?
- ☐ Confirm that benefits enrollment is complete before the 30-day deadline
- ☐ Start defining short-term and long-term goals

## 60-DAY CHECK-IN

30 / 60 / 90 DAYS

### CHECKLIST ITEMS

### NOTES

- ☐ What have you learned during your first 60 days?
- ☐ What is going well, and what would improve your experience?
- ☐ Has your trainer, peer mentor, or leader provided the support you need?
- ☐ What do you need to reach your short-term and long-term goals?
- ☐ Review your 403(b) contribution before automatic enrollment at 4% after 60 days
- ☐ Are there other areas of interest you would like to learn more about?

## 90-DAY CHECK-IN

30 / 60 / 90 DAYS

### CHECKLIST ITEMS

### NOTES

- ☐ Celebrate your first 90 days
- ☐ What is going well, and what still needs improvement?
- ☐ Are there additional learning opportunities that interest you?
- ☐ How are you progressing toward your short-term and long-term goals?
- ☐ Agree on the frequency of future check-ins with your leader