



Congratulations on your offer! As discussed in our conversation, there is now an Employment Offer awaiting your review in your Workday account at our career page.

Below are instructions to guide you through our hiring process.

☐ **Step 1. Review & Sign the Offer Letter within 24-48hours**

Your offer letter will be waiting for your signature by logging into your Workday account. You will receive an auto-generated Workday email with the link.

1. Once you are at the review document stage click on the blue **E-sign by Adobe Sign** button.
2. Next click on the yellow **Start** button and follow the prompts through signing your Offer Letter.
3. After signing the Offer Letter you must click the yellow **OK** button to complete this step.
4. You will then be taken through **2 additional tasks** that need to be reviewed
  - a. Update Personal Information – Date of Birth / Ethnicity / Marital Status / National ID – click Add button to enter in your Social Security Number

If every item was completed there should be **3 Green Check marks** (  ) listed under the "Your Tasks" section.

☐ **Step 2. Review New Hire Portal**

All of the information you'll need to complete the onboarding process is located [here](#) **New Hire Portal | Trinity Health System** on the New Hire Portal. **Please review in its entirety.**

The New Hire Portal includes the following topics:

- Before You Begin Employment
- Your First Week
- Benefits and Perks
- Additional Resources

☐ **Step 3. Complete First Advantage Background Check**

You will receive an email from First Advantage (formerly Sterling), our background check vendor, for completion. The email will come from a [fadv.co](#) email domain. Please ensure you are checking all your e-mail folders for this link. Please complete within 24 hours of receipt. This is an approved request, please do not delete. Please reach out to your recruiter or TA Coordinator with questions.

☐ **Step 4. Equifax I-9 Virtual**

The Form I-9 is a two-part document. You'll receive **two emails from Equifax containing a username and password**. You'll use this information to login and complete your I-9 Form. You'll be prompted to verify your IDs virtually using video for section 2. Follow the instructions on the New Hire Portal <https://www.stmaryshealthcaresystem.org/careers/new-hire-portal/before-you-begin>



#### ☐ **Step 5. Workday Login Information**

After signing the offer letter, you will receive a **Username and Temporary Password** to login to Workday: <https://www.myworkday.com/trinityhealth/login.html> to complete your inbox onboarding tasks. If you are unable to log-in, contact Trinity Information Systems (TIS) at 734-712-2288 for assistance.

If you are a rehire, you will receive an additional e-mail for reactivating your account.

Onboarding Tasks to complete prior to your start date, including (but not limited to):

- Direct Deposit
- Tax Forms
- Employment Agreements
- Benefit Enrollment, if eligible (have 30 days from start date to enroll)

\*\*If you're having issues completing the inbox onboarding tasks, contact **HR Shared Services at 1-877-750-4748**

#### ☐ **Step 6. Attend Employee Health Pre-Employment Screening Appointment**

Attend the appointment you scheduled with your Talent Acquisition Partner during the verbal offer. This information can be found in the 'Welcome Email' sent to you after the verbal offer acceptance.

Review all of the information on the 'Schedule Your Employee Health Appointment' section of the New Hire Portal <https://www.stmaryshealthcaresystem.org/careers/new-hire-portal/before-you-begin>

Bring the following items to your Workplace Health appointment:

- ✓ Valid government-issued photo ID
- ✓ Immunization records
- ✓ Covid Vaccine Card or Covid Exemption Form (if applicable)

#### ☐ **Step 7. Clear to Start Email**

You will receive an email (1-3 business days before your start date) notifying you that you are approved to start work. This email will include New Colleague Orientation schedule. Your manager will reach out with the rest of the first week's schedule.

Some new hires will complete the orientation at home using your own computer. You'll be notified by your manager if this applies to you. If you do not have a computer, please notify your manager so other arrangements can be made.

If for any reason you are not cleared to start before the deadline, your TA Partner will notify you via email and provide next steps.

Once again, congratulations and we can't wait for you to join the team! -The Talent Acquisition Team