



Welcome to Trinity Health

Important: Please read this document entirely!

Workday is our Human Resource Information System. Your task as a new colleague is to complete all of the onboarding forms in your Workday inbox before your HR appointment and physical, with the exception of your benefits; you have thirty (30) days from your start date to make your benefit elections, if benefit eligible.

You will receive a username and password from trinityhealth@myworkday.com which will come in two separate emails, one can take a bit longer to receive than the other. Please be sure to check your spam folder. If you do not receive one or the other within two business days, please contact the HR Service Center at 1(877) 750-4748. **You will need to complete these documents before your HR appointment and physical.** If you need further assistance please let the HR front desk know when you arrive to your Human Resource appointment.

Document Instructions

Follow the below instructions to fill out your documents in Workday. You cannot use your smartphone to complete these forms

Conflict of Interest Disclosure

Review the PDF. Click on the E-sign by Adobe Sign, complete the information requested. Sign and submit.

The screenshot shows a document titled "Conflict of Interest Disclosure" with a sub-header "Review Documents for Onboarding for". It includes a document icon, a PDF icon, and a document name "Conflict of Interest Disclosure-Trinity". Below this, there are instructions: "Please click the 'E-sign by Adobe Sign' button to sign the document. If you would like a copy of this document, click on the pdf icon to download." and "Once you have signed the document, Click 'Submit' on the task in your Workday Inbox." At the bottom, there is a blue button labeled "E-sign by Adobe Sign".

Review New Hire Document

Review each PDF. Select the box next to "I agree". Click submit at the bottom of the page.



Review New Hire Documents Review Documents for Onboarding for

18 day(s) ago - Effective 07/30/2017

Documents

| | |
|---------------------|---|
| Document | Agreement to Notify Employer of Arrest/Conviction-Trinity |
| Instructions | Please read carefully, sign and keep a copy for your records. |
| Signature Statement | Click the acknowledgement box to indicate that you have read and agree to the terms of this document. |
| I Agree | <input type="checkbox"/> |

| | |
|---------------------|---|
| Document | Healthcare Reform Notice on Health Insurance Marketplace Coverage - Trinity |
| Instructions | Please read carefully, sign and keep a copy for your records. |
| Signature Statement | Click the acknowledgement box to indicate that you have read and agree to the terms of this document. |
| I Agree | <input type="checkbox"/> |

Code of Conduct Acknowledgement, Confidentiality and Network Access

Review each PDF. Click on E-sign by Adobe Sign. Follow the signature prompt. Be sure to select the first bubble, which indicates "colleague". Sign and submit.

Code of Conduct Acknowledgment, Confidentiality and Network Access Documents

Review Documents for Onboarding for

Actions

18 day(s) ago - Effective 07/30/2017

Documents

| | |
|--------------|---|
| Document | Code of Conduct Acknowledgment-Trinity |
| Instructions | Please click the "E-sign by Adobe Sign" button to sign the document. If you would like a copy of this document, click on the pdf icon to download. Once that is completed on both documents, Click "Submit" on the task in your Workday Inbox. |
| Document | Confidentiality And Network Access Agreement - Trinity |
| Instructions | Please click the "E-sign by Adobe Sign" button to sign the document. If you would like a copy of this document, click on the pdf icon to download. Once that is completed on both documents, Click "Submit" on the task in your Workday Inbox. |

Click the below button to e-sign. Please note that when signing documents you will be leaving Workday Service. You may need to wait a few seconds for the signature status of the documents to be updated in Workday before you can submit the Inbox task. Please wait until you are redirected to Workday before you close your browser.

E-sign by Adobe Sign

Self-Identification of Disability

Select the option that applies best in relation to you. Submit.

Veteran Status Identification

Select the option that applies best in relation to you. Submit.

Emergency Contact

Please provide the following information for your emergency contact: *name, relation to you, phone number and primary address*. Use the arrows to the right to enter information into a field. Once complete, submit the document.



Primary Emergency Contact

Legal Name

Legal Name *



Relationship

Relationship *



Contact Information

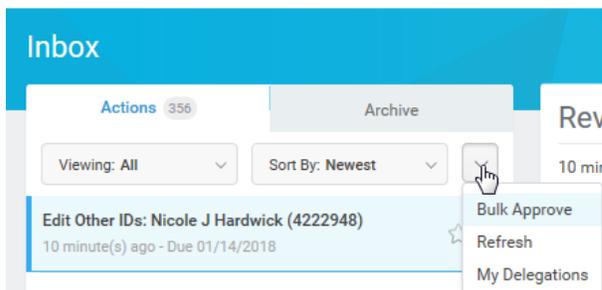
Please verify that your contact information is correct. Under the primary address field, there will be a "**Usage**" field that does not have an asterisks. Please be sure to choose an option in this field to continue. Your work email address will populate after you have started employment and be primary.

Completing your I-9

I have sent separate Instructions for completing your I-9, please follow them. **Please click submit at the bottom of the page and move on to the next task.**

Now that all of your documents are submitted, you will need to refresh your page. See below.

Refresh your Workday inbox.



You will now have four new documents in your inbox.

Review Benefit Documents

Review each PDF. Click "I agree" and Submit.

Payment Elections (Direct Deposit)



Click on "Add Payment elections", Add Account. You will then add your account information. Click Ok. Below, you will then select change election, this will allow you to set the amount that will be deposited into each account. Any account using "Balance" must be on the bottom row.

Tax Elections

Select the link provided "Update Withholding Elections". This will bring to you an external site. Review your information. Select "Continue to Forms", then "Create". You will need to do this for each form that appears. You will complete a Federal, State, and City, if applicable.

You are now done and can logout of the page.

Benefits

You will have 30 days from your hire date to complete your benefit election, if benefit eligible. Our Benefits Specialist will be going over benefit information in orientation.

Please contact the HR Service Center at 877-750-4748 if you are having issues with your login or if you do not receive the emails from Trinity Health.

Congratulations!

You have now completed your new hire onboarding.