

Your New Employee Onboarding Checklist

Welcome to the team! Here's how to get started.



Pre-boarding tasks

WITHIN 24 HOURS OF ACCEPTING:

- Watch our [New Hire Tasks video](#) to learn more about the actions you will need to take.
- [Log in to Workday](#) and complete the items below in your Workday candidate account:
 - Review and agree to offer letter.
 - Review and agree to background PDF information.
 - Background Check Authorization
 - Background Check Disclosure Final
 - Complete 'Update Identifiers' section.
 - Complete all required field(s)
 - Complete 'Update Personal Information' section.
 - Complete all required field(s)
 - Complete DHS Background Study, if your role requires it.
 - If you did not complete **all action steps** (including fingerprint and photograph) for the DHS study prior to clicking 'OK', you can retrieve the information in Workday.
 - *You will have information presented on the 'Review Document' page, and you must click 'OK' to proceed and to finalize your offer.*

Note: To complete Workday tasks, log in to your [Workday Candidate Account](#) > **Candidate Home** > **My Tasks** > **Start** and complete any outstanding task(s). Tasks left incomplete may affect the discussed start date.

WITHIN 48 HOURS OF ACCEPTING:

- Review Verified Credentials, LLC (VC) email.
 - An email will be sent 24-48 hours after the Workday offer acceptance tasks are completed.

2 WEEKS PRIOR TO START:

- Complete new hire health screening.
 - An email will be sent to confirm your phone call appointment and the requirements for the health screen.

1 WEEK PRIOR TO START:

- Review your instructions to complete early access, set up account for Allina Health's Learning Hub and complete Form I-9.
- An email from noreplyearlyaccess@allina.com will be sent the Tuesday prior to your start date.

- If you are a current contingent worker converting to a permanent employee, you will not receive an early access email as your A# and current password will remain the same to log into Allina Health’s network
- This early access is only available for **seven days** and will allow you to securely log into Allina Health’s network to complete the items below:
 - **I-9:** The completion of an I-9 is required within 3 days of your first day. If you cannot meet in person within this timeframe, you will receive instructions for how to complete that requirement. See more details below.
 - **Learning Hub:** Early access will allow you to prepare for your education via the Learning Hub which will be assigned on your first day.

If you did not receive this email, please contact Allina Health’s IS Service Desk at 612-262-1900 prior to your start date.

- **Review the instructions below to prepare for your first day!**



Day 1 tasks

<p>Attend Welcome to Allina! <i>This session is required. If you are unable to attend, please follow up with your leader to attend the following week’s session.</i></p>	<p>Time: 9–10:30 a.m. Join Session: Click here to join Welcome to Allina!</p> <ul style="list-style-type: none"> ● You do not need to be at an Allina Health location to attend this session. ● <i>If you need further help or have issues, contact Allina Health’s IS Service Desk at 612-262-1900.</i>
<p>Complete online education</p>	<p>Time: From 10:30 a.m. throughout the day. Details: After your Welcome to Allina! session concludes, begin working on your online education.</p> <p>Note: <i>If you are a contingent converting to a permanent employee, please use your current A# and password to access the Allina Health Learning Hub.</i></p> <ol style="list-style-type: none"> 1. Log in to Allina Health’s Learning Hub at allinalearninghub.com with: <ul style="list-style-type: none"> ○ your username – this is your “A” number; see email from identity.noreply@allina.com. ○ password – see email from identity.noreply@allina.com. <ul style="list-style-type: none"> ▪ If you did not receive or are unable to locate this email, or have an issue with logging in, please contact Allina Health’s IS Service Desk at 612-262-1900. ○ <i>emergency access code</i> – enter code, reference early access email from noreplyearlyaccess@allina.com. 2. On the homepage review your education under ‘Required Learning with a Due Date’ 3. Complete your applicable education that has today’s due date 4. To the right of each required trainings, click the arrow to launch each module

	<p>Call the Allina Health's IS Service Desk at 612-262-1900 if you did not receive the below information:</p> <ul style="list-style-type: none"> • password email • early access email • assigned education modules in the Allina Health Learning Hub.
Complete your I-9	<ul style="list-style-type: none"> • Review How To Complete an I-9 Form - Employee Guide and Form I-9 Acceptable Documents USCIS. • Before the end of your first day of paid work you must complete the Form I-9 Section 1. This is completed in Workday. <ul style="list-style-type: none"> ○ Workday can only be accessed at an Allina Health site and on an Allina Health computer OR if you have signed up for early access. ○ You must present original unexpired work authorization document(s) to your leader no later than three business days after your first day of paid work. The document(s) will be used to complete the Form I-9 Section 2.
Union employees only: Connect with your Union	<ul style="list-style-type: none"> • If you are a Union employee, connect with your Union or local Union Steward to successfully complete information required by your Collective Bargaining Agreement. Timely completion of this process is a condition of your employment.
Complete additional to-dos <i>Follow your manager's instructions, as schedules will vary by site.</i>	<ul style="list-style-type: none"> • Review the 30-Day Benefits Checklist Knowledge Base article on HRConnect (access available starting on your first day). • Get your employee ID badge photo taken. • Complete your wage statement. • Review the Microsoft 365 New Employee support resources on HRConnect (access available starting on your first day).
Final step	<ul style="list-style-type: none"> • Return to the New Employee Onboarding Roadmap to continue your journey!