

HENRY FORD HEALTH[®]

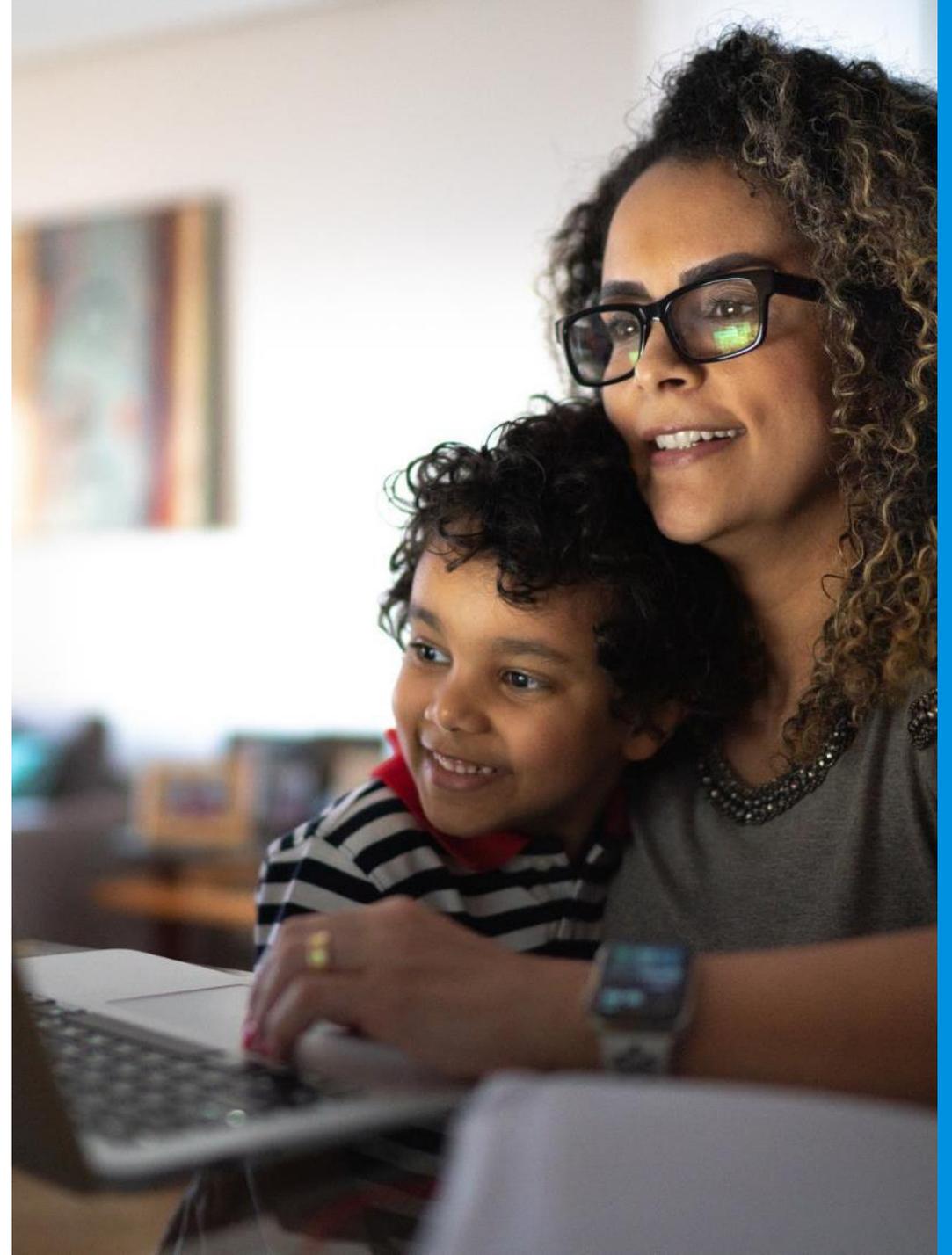
Onboarding Essentials

"Your First Steps to Something Great."

Pre- Hire Tasks

Prior to this session, you should have:

- Navigated to the careers page and logged in with the username and the password created when you applied for the position.
- Reviewed the welcome letter from President and CEO, Robert Riney.
- Reviewed and submitted Personal Information Form. The name used should be your legal name.
- Completed the EEO & Veterans Status Forms
- Completed the Mandatory Arbitration Agreement – you will receive an email, and the subject line will say 'Notification: Mandatory Arbitration Form'
- Consent to Background Check – after consenting, you will receive an email from Corporate Screening, subject line will say 'Review & Complete: Additional Information Required'



Background Check

- After you consenting to the background check, you will receive an email from our background vendor (Corporate Screening); look for an email with the subject line, "Review & Complete: Additional Information Required." Please sign in to our background vendor portal, fill out the necessary details, and submit. For instructions, please refer to the email you received.
- **Education:** Enter the highest COMPLETED level of education – do not include certifications or incomplete degrees.
- **Employment:** Henry Ford Health requires AT LEAST ONE employment instance be validated. Provide previous 10 years of history. You must enter in all missing information and say "Yes" to contacting prior employers. If your most recent employer includes temporary or contract work, provide the name of the agency you collected your income from, not the place you were assigned to work.
- **Personal Details:** Requests for additional information may come from Corporate Screening or Henry Ford Health- please respond promptly. Ensure that personal details are entered correctly. Incorrect information could impact your start date. Check that your name, social security number and date of birth are correct.
- **License:** If you are in a licensed position, please enter the license information applicable to your position, for example an RN license. Do not enter BLS or ACLS.

Background Check: Frequently Asked Questions

Q1: I never received an email to complete the background check form. What do I do?

- Check your email often including spam/junk folders. Confirm with Onboarding what email address was submitted with the background check.

Q2: Help! I can't log in.

- You'll need to enter your last name, email address, and last 4 of SSN if applicable. Entry is not case sensitive. The email address is likely the email address used to apply to Henry Ford Health. If you're having trouble, first check with Onboarding to confirm the last name, email, and last 4 of SSN submitted with your order. If you're still having trouble, contact Corporate Screening's Customer Care team.

Q3: How do I request a copy of my background check or dispute the result of my background check?

- Call our Corporate screening at 800-229-8606 x5 between 7am – 3pm EST or send an email to CScompliance@fadv.com. If emailing, include your full name, the company you applied for your current address, and your request.

Background Check: Frequently Asked Questions

Q4: How do I check the status of my background check?

- Contact the corporate screening Customer Care team. Chat: Select platform: Corporate Screening Services – EASE to prevent transfers. Phone: 800-229-8606, Monday through Friday, 8am – 8pm EST. Email: css@fadv.com

Q5: Corporate screening has been unable to verify my employment?

- You will be asked to provide one of the acceptable documents listed below: A W-2 form that includes the employer's name. OR A check stub that includes the employer's name. OR A bank statement that shows direct deposit that includes the employer's name.

Q6: Corporate screening has been unable to verify my education?

- You will be asked to send a copy of your completed high school diploma/college degree or transcripts with a graduation date included.



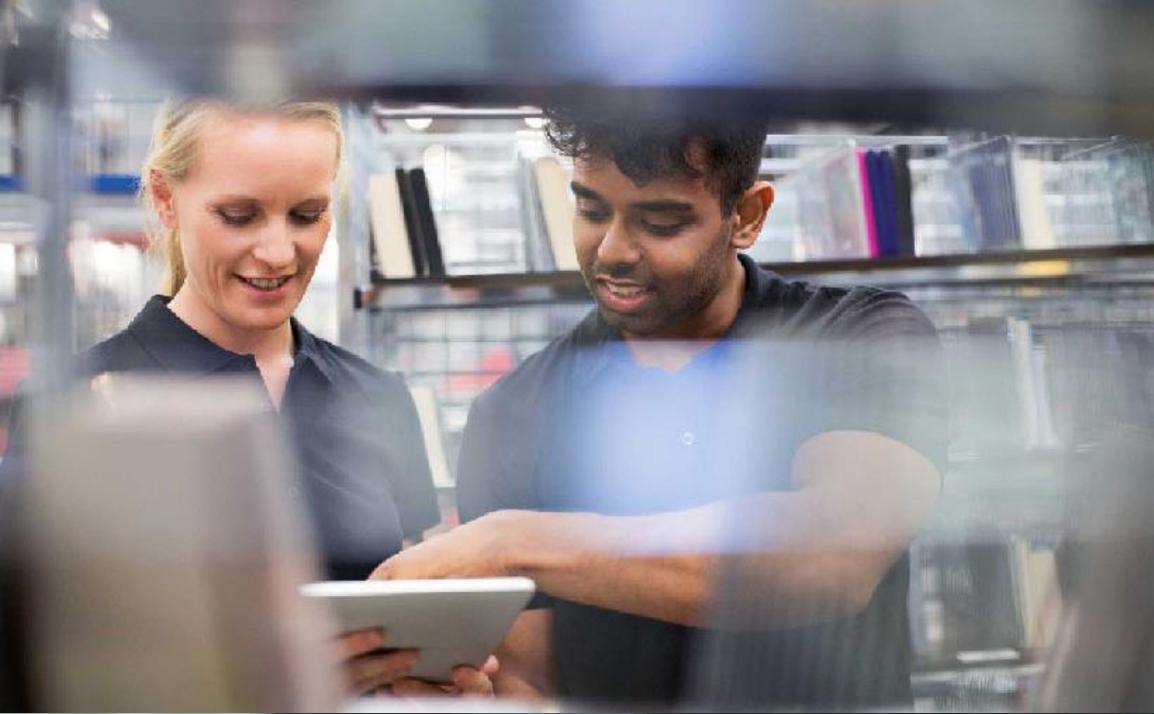
New Employment Physical

- You should have received an email with your scheduled date and time for your appointment. Refer to your email to confirm the date, time, and location of your physical, **as well as** the required documents to bring.
- At your appointment you will complete a urine drug screen, a blood draw, and a mask fit test if required.
- You must bring in a valid photo ID to your appointment, it cannot be expired.
- Employee Health can be reached at 313-651-1119.
- You will receive an email from Employee Health notifying you if you have passed your physical or if an additional appointment is necessary for additional follow-up. Results can take up to 10 days.



New Employment Physical

- If you are applying for an immunization exemption, you will need to submit through the [HFHS Immunization Portal](#). The Tip Sheet is attached to this email. Here is the [link](#) to all the immunization forms. To avoid delays in your start date, please upload your completed exemption as soon as possible, approval can take 7-10 business days
- **Note: it's crucial you make every effort to attend your appointment on the original scheduled date.** Rescheduling the appointment will cause a delay in your start date. If you do need to reschedule your appointment, please contact the Onboarding and Retention team.



Form I-9

- The I-9 is a form that is used to prove your eligibility for employment in the United States. All associates are required to complete an I-9 per federal requirements. **This will be completed in two sections.**
- Section 1 of the I-9 is filled out by you the employee. You will fill out your contact information, citizenship status, and upload pictures of the documents that you plan to use to prove your employment eligibility.
- Section 2 of the I-9 is filled out by an Authorized Representative. This is an individual that you choose to review the documents of your choice. This person can be a friend, family member, coworker, neighbor, etc. who is able to meet with you to review your docs. They will complete their section using the link you provide.
- Failure to complete the I-9 before your start date will result in a start date change.

Form I-9

- The I-9 is completed online via our vendor Form I-9 Compliance. Please search your inbox for an email with the subject : Electronic Form I-9 Invitation Henry Ford. This email will contain the link to access the I-9 as well as your login ID.
- Complete Section 1 of the I-9:
 - Fill out your contact information
 - Chose your citizenship status
 - Upload pictures of the front and back of the document(s) of your choice
 - Assign Someone as your authorized representative to complete section 2
- Complete Section 2 of the I-9 :
 - Meet with your Authorized Representative in person
 - Provide your authorized representative with the document(s) of your choice
 - Ask your representative to log into the I-9 website using the link and userID in their email
 - Your representative will complete "Section 2 Employer Review and Verification"
 - Your representative will enter the Issuing authority, document number, and expiration date of your document(s)
 - Ask your representative to sign the I-9 using the signature validation checkbox
 - Once your representative gets the verified and secure page, the I-9 is complete

Q1: I never received an email to complete the I-9. What do I do?

- Check your email often including spam/junk folders. Reach out to Onboarding if you cannot locate.

Q2: Help! I can't log in.

- The email link expires after 30 days. Please reach out to Onboarding for a new link/email if it has expired.

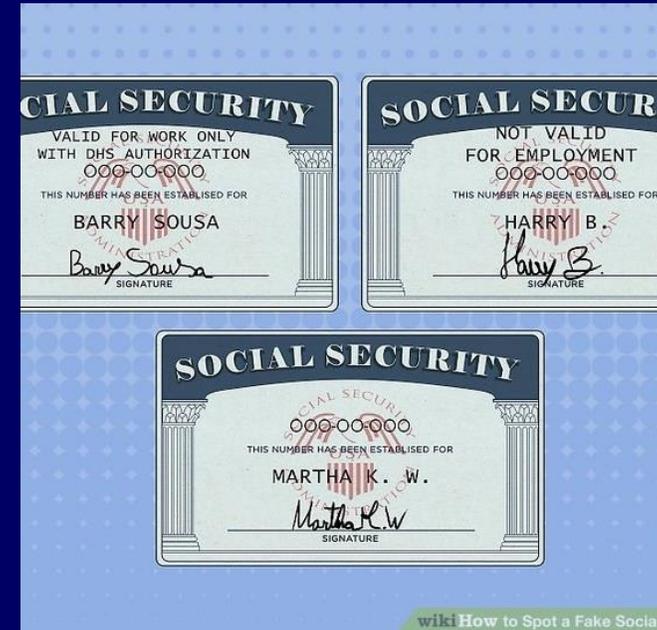
Q3: I do not have an in-person verifier to complete step 2.

- If you do not have a verifier, you can [book an appointment](#) with HR Onboarding to validate your documents remotely at your convenience.

Q4: I am Canadian and do not have an SSN. How do I complete my I-9?

- On your I-9 when it asks for a Social Security Number, you can check the box that says "social security number applied for" this will allow you to continue. DO NOT put in your Social Insurance Number. You will not be able to use a social security card that has a restriction.

Form I-9: Frequently Asked Questions



HR Onboarding
Bookings Page:



BLS Certification (certain clinical positions only)

- If you are working at a former Ascension location, you do not need to complete.
- If you have been hired as a Registered Nurse, Medical Assistant, Nurse Assistant, Nurse Extern, Patient Safety Assistant, or LPN: Please **complete the BLS certification information.**

How do I know when I am done?

- To be clear to start, you have:
 - Cleared your Employee Health Physical
 - Completed Step 1 and 2 of the I-9 Process
 - Passed your Background Check
- Once these steps are complete, you are clear to start. You will receive a clearance email with the link to register for New Employee Orientation via Microsoft Teams.

Badging

- Please use this guide on [how to receive your badge](#) as well as [badging attire guidelines](#)
- Legacy Henry Ford Locations can use any HF location to take the picture.
- Legacy Ascension locations should follow the badging resource
- Please bring a photo ID with you to take your badge photo

Learning Modules

- To access your modules, go to Employee Self Service <https://workforceconnect.hfhs.org> and follow the instructions below:
 - Click on HFHS University in the Expressway Box.
 - Click on Transcripts
 - The modules will either say "Henry Ford Health New Hire Curriculum part 1 of 2" or "Henry Ford Health Orientation Online Training Curriculum."
- You will be required to complete learning modules during New Employee Orientation. Modules must be completed by Noon on your first day of employment. **Refer to this job aid** to validate access to the HFH University.
- You may need to use desktop mode in your phone browser settings and/or turn off the pop-up blocker for the modules to work.

Welcome Letter

- You will receive your New Employee letter via email to your personal email address within 30 days of your start date. If your start date is 30 days from today and you have not received the email, please contact Onboarding for assistance.
- You will use your **employee ID number and password** to log in to Employee Self Service. The new hire letter will have your six-digit employee ID number and default password. Your default password is the first two letters of your first name (lowercase), followed by your Birth year, followed by the last 4 digits of your Social Security Number and Then the first two letters of your last name (uppercase), followed by an exclamation mark (!).
- You can only access Self-Service using your employee ID. You will not be provided with your **Corp ID** until your First week. The Corp ID will be provided later by your leader.

Employee Self Service Tips

- When electing your W-4 withholding, be sure to thoroughly review the W4 election page before finalizing your W4 election! ***We HIGHLY recommend speaking to a tax advisor before claiming Exempt from federal tax withholding. Claiming Exempt from federal tax withholding will exempt you from paying federal taxes.***
- Ensure you have correctly entered your bank account and routing numbers when electing Direct Deposit.
- Benefits: Please visit the [My Total Rewards Center](#) for information related to your benefits, paid time off, and retirement. Access to the My Total Rewards Center is effective after your official date of hire.
- You will need to log in using your employee ID to view some of the following pages.
 - OneHENRY: [View Homepage](#)
 - Payroll related information: [Payroll](#)
 - Retirement Information: [Retirement Plans](#)
 - Benefit Information: [Total Rewards Center](#)
- Contact Employee Services at 1-855-874-7100 or EmployeeServices@hfhs.org for questions regarding your benefits, direct deposit, or W-4 election.
- Employee Self Service FAQ: [Self Service FAQ](#)

Contact Information

- Onboarding: 313-874-1095 or [**HROnboarding@hfhs.org**](mailto:HROnboarding@hfhs.org)
- Employee Services: 855-874-7100 or [**employeeservices@hfhs.org**](mailto:employeeservices@hfhs.org)
- IT Help Desk: 248-853-4900
- For information regarding your schedule, please contact your Hiring Manager.