

Wellstar Day 1 New Hire Guide

Hello New Team Member!

Welcome to your Day 1 Orientation. Please use the following steps to assist you in navigating through your Day 1 experience. The steps need to be completed in order.

STEP 1: Get Ready, Get Set!



At 7:00AM- 8:30AM today, please [click the link here](#) to access your instructions and complete the following items: (1) MyID Activation and (2) Set up of VIP Two-Factor Authentication. Note: This **must be done today prior to the start of your virtual orientation at 9:00AM**.

Please note: If you have questions or need assistance, please contact the HR Service Center at 470-267-1234 for assistance.

Welcome back to our rehires! For rehires, when setting up your VIP account, please contact the Service Desk directly for assistance at 470-956-6000.

At 8:45AM- Sign in to your Virtual TMC0 Orientation session using the ZOOM link provided by your Preboarding Coordinator in your clearance letter. If your link doesn't work, you can access the session by typing orientation.wellstar.org in your browser. Your session will begin at 9:00AM and last until approximately 12:00PM.

STEP 2: Go!



12:30 PM – 5:30 PM Complete your self-paced learning module.

Log into SuccessFactors [Click Here for Success Factors Login](#)

Next complete your **TMC0** online learning module as listed on your Success Factors To Do list.

This is a required module for your orientation that must be completed by **5:30PM today on Day 1. You must complete this module to begin your role with Wellstar.**

STEP 3: Keep It Up – You're on the way!



Make a plan for Day 2. [Click here](#) to understand where you'll be reporting for Facility Day 2 and who to contact with questions.

Review the New Team Member and Caregiver Toolkit. [Click Here](#) for resources and videos about important information like Benefits, Direct Deposit, Wellness, Employee Giving and our Mission, Vision and Values.

Explore Your benefits: Click [here](#) to view a video library about *Wellstar Rewards* – Wellstar's benefits and wellbeing program, as well as Wellstar's Retirement Plan.

STEP 3: Keep It Up – You’re on the way! continued...

Let us know how we did. After you’ve completed your modules, [please take this brief survey](#) – it should take three minutes or less, and it helps make sure we’re delivering a world-class welcome for all future new hires.

STEP 4: Let us help!



The **HR Service Center** is available to provide support and answer any questions you may have regarding your Onboarding experience. Contact the **HR Service Center @ 470-267-1234**.

Thank you in advance for completing the items above– we’re so glad you’re here!

Your Wellstar Onboarding Team

7/5/22