



First Day Information

Prior to your First Day...

Did you complete your **Preboarding To-Dos**?

- Complete Preboarding Program
- FBI Clearance
- Child Abuse Clearance
- Background check
- Drug Screen
- Employee Health- ReadySet account created
- Form I-9
- Education/Diploma- *(if applicable)*
- License/Certification- *(if applicable)*

A member of the HR Preboarding team will review your Preboarding To-Dos to ensure you are cleared to begin employment. You will receive an email from your Preboarding Coordinator letting you know when you are cleared to begin employment

Orientation/First Day

You will receive information via email regarding orientation/your first day of employment. This email is usually sent out the Wednesday before your start date.

Additional Details

- Connect with your manager prior to your start date to discuss your schedule, where to report on your first day, hours of work, etc...
- If you have any questions about your first day, please contact your manager.

One Final Set of HR/Payroll Forms

Shortly after your first day of employment, you will receive information to log in to Infor Global HR and navigate to the Employee Transition Programs link to set up direct deposit. You will also be provided instructions on how to submit for reimbursement for your clearances. It is imperative that you complete those tasks before the end of your first week of employment.

Best wishes on your new position at Penn State Health!