



Carolinas HealthCare System

ONBOARDING CHECKLIST

The action items listed below must be completed after your first day of orientation

	Form or Process	Date Due	Action
	Data Request Form: all items will be mailed to the address provided on this form, including your first live paycheck	Orientation	Complete the entire form and return to: Executive Total Rewards and Physician Benefits via fax: 704-631-0121 <u>or</u> scan and email: ExecutivePhysician.Benefits@carolinashealthcare.org .
The following processes must be completed by logging into YourHRLink from the Carolinas HealthCare System Network PeopleConnect You will receive your username and password during your first week at orientation.			
	Form W-4	Within 2 weeks	Complete the process on YourHRLink.
	Corporate Payroll Direct Deposit Authorization	Within 2 weeks	Complete the process on YourHRLink.
	Benefits Enrollment	Within 31 days of hire date	Please visit: http://healthandretirement.carolinashealthcare.org/new-teammate-benefits-enrollment for links to benefit information and enrollment.
The following will be mailed to your home address.			
	MetLife Variable Universal Life Insurance Application	See application	Upon receiving your enrollment guide from MetLife (mailed to your address on file) follow instructions to enroll online at https://mybenefits.MetLife.com . After completing your online application, your policy will be mailed to your address on file.
	Unum Individual Long Term Disability Application	See application	Complete and return via fax to 678-624-7044, scan and email to disability@toddorg.com , <u>or</u> mail in postage paid return envelope provided. After completing your application, policy will be mailed to your address on file.
	EMPOWER Retirement Plan Contributions	By mid-month prior to beginning contribution	Upon receiving your Welcome Guide from Empower Retirement. Complete the process by visiting www.carolinashealthcare.org/retirement .
	AON Hewitt Dependent Eligibility Verification	60 days from receipt	Upon receiving requested documentation from AON Hewitt (mailed to your address on file), return completed documentation via fax to 877-965-9555, <u>or</u> secure email provided by AON Hewitt.
For questions, contact Executive Total Rewards and Physician Benefits at 704-631-0120 or via email at ExecutivePhysician.Benefits@carolinashealthcare.org .			