



ONBOARDING CHECKLIST

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 ExecutivePhysician.Benefits@atriumhealth.org . or via fax 704-631-0121
The following processes must be completed by logging into YourHRLink from the Atrium Health Network PeopleConnect		
Form W-4	As soon as possible	Complete the process on YourHRLink. https://peopleconnect.atriumhealth.org/Human-Resources/Pay-and-Time
Corporate Payroll Direct Deposit Authorization	As soon as possible	Complete the process on YourHRLink. https://peopleconnect.atriumhealth.org/Human-Resources/Pay-and-Time
Benefits Enrollment	Within 31 days of hire date	Please visit: https://humanresources.atriumhealth.org/Health-and-Retirement for links to benefit information and enrollment
The following will be mailed to your home address or emailed to your address on file.		
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 email to disability@toddorg.com , fax to 678-624-7044, <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.atriumhealth.org/retirement .
Dependent Eligibility Verification	60 days from receipt	Upon receiving requested documentation from AON Hewitt, return completed documentation via, the secure email provided or fax to 877-965-9555.
Bank of America HSA Account Information	90 days of hire	Bank of America may request additional information to set up your personal HSA bank account. Please respond to inquiries from Bank of America as quickly as possible to ensure deposit of funds.
For questions, contact Executive Total Rewards and Physician Benefits at 704-631-0120 or via email at ExecutivePhysician.Benefits@atriumhealth.org .		