

90-Day New Employee Checklist

HR Self Service

My Profile

- Add a cell phone number under contact information. This is imperative for our Everbridge emergency notification system.
- Add one or more emergency contacts.

Direct Deposit

- Add one or more bank accounts for your paycheck direct deposit.
 - It will take about 2 weeks for payroll to confirm your direct deposit with your bank.

Benefits-Your benefits booklet is located in the Employee Portal and NetLearning.*

- Enroll in your benefits within **30 days** of your date of hire
- If adding dependents to your benefits, you must submit your dependent proof by your benefit effective date.
 - Email: Ashley Hoffman at ashley_hoffman@rush.edu OR
 - Bring dependent documents to the HR office.

Time Clock

- Ask your Clinical Coordinator or Manager which Kronos Time Clock to use for your shifts.

Paycheck

- Pick up your first paycheck **Live** in person in Human Resources.
 - If you do not pick this by the following Tuesday, it will be mailed to the address we have on file.

NetLearning

- Complete your new required online educations within your first 90 days.
 - **Username:** ID Number
 - **Password:** lastnamefirstinitial (must be 8 characters, use " – " to make up for characters
 - **Link:** <https://lms.healthcaresource.com/MyNetLearning/Login.aspx?ID=168>.
 - **Ensure you are using Google Chrome.**

90-Day Survey

- Complete 90-day survey sent to your Rush email address.

For additional assistance please contact Jamie Turner at jamie_l_turner@rush.edu OR (630) 692-5217.