

# First Day Information

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## Preboarding Tasks

Before your first day, a member of the HR Preboarding team will review your completed items to confirm you are cleared to begin employment. Make sure all of the following have been completed:

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

 You will receive an email from your Preboarding Coordinator confirming when you are cleared to begin employment.

## Orientation & Your First Day

You will receive a detailed email with information about orientation and your first day of employment. This email is typically sent out on the **Wednesday before your start date**, so keep an eye on your inbox as that date approaches.

Please note that some areas of Penn State Health do not hold a live, in-person orientation — orientation will occur virtually instead. If you will be working in one of the following areas, please contact your hiring manager directly for details on your first day:

- Shared Services (Corporate)
- Surgery Center of Lancaster
- Lancaster Orthopedic Group

If you don't receive first day instructions, please contact your manager or Preboarding Coordinator.

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## Final HR & Payroll Forms

Shortly after your first day, you will receive instructions to log in to **Infor Global HR** and navigate to the **Employee Transition Programs** link. From there, you will be able to set up **direct deposit, W-4 (tax withholdings)** and submit for **reimbursement of your clearance costs**. It is essential that these tasks are completed **before the end of your first week**.

We also strongly encourage you to **connect with your manager prior to your start date** to discuss the following:

- Your work schedule and hours
- Where to report on your first day
- Any department-specific expectations or preparations

If you have any questions about your first day that aren't covered in the orientation email, your manager is your best point of contact.

Best wishes on your new position at Penn State Health! We are so glad to have you join our team and look forward to the contributions you will make.