

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: ExecutivePhysician.Benefits@atriumhealth.org
The following processes must be completed by logging into CORE Connect from the Atrium Health Network - PeopleConnect			
	Federal and State Tax Forms	As soon as possible	Complete the process through CORE Connect
	Corporate Payroll Direct Deposit Authorization	As soon as possible	Complete the process through CORE Connect
The following processes must be completed by logging into TotalRewards.org			
	Benefits Enrollment and Dependent Eligibility Verification	Complete within 31 Days	Complete the enrollment process through www.TotalRewards.org
The following will be mailed to your home address or emailed to your address on file			
	MetLife Group 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@onedigital.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 .
	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 soon as possible to ensure deposit of funds.

For questions:
Please contact the HR Service Center at 704-631-1500