

SSM Health

Preboarding Requirements

4 Steps to complete your Preboarding

Step	Details	Tasks to Complete
1.	You will receive an email from noreply@us.fadv.co This email from First Advantage (FADV) is the e-invite to complete your Background Check and receive your registration for your Drug & Health Screening. <i>*You must submit this e-invite within two (2) business days of offer acceptance.</i> <i>**You must attend your health screening within two (2) business days of receiving your registration, or your offer may be rescinded.</i>	☐ Background Check submitted ☐ Drug & Health Screen Registration ☐ SSM Employee Health Consent Form Signed ☐ TB Assessment Completed ☐ Hep B Declination Signed ☐ Tdap Documentation Uploaded (if available) ☐ Influenza Documentation Uploaded (seasonal) <u>SSM Religious Flu Exemption Waiver</u> <u>SSM Medical Flu Exemption Waiver</u> <i>*Email completed waivers to identified committees on form. You will receive email notification of approval/denial.</i>
2.	You will receive an email from Noreply-Concierge@fadv.com that contains your registration pass for your drug and health screening. Attend your drug & health screening appointment. You must attend your health screening appointment within two (2) business days of receiving your registration pass from FADV. Be sure to bring the registration pass and your government-issued photo ID to your appointment.	<u>Urine Based</u> ☐ Drug Screen <u>Blood Draw</u> ☐ Hepatitis B Surface AB Titer Quant ☐ Measles, Mumps, & Rubella Titer ☐ TB QuantiFERON Gold Plus ☐ Varicella (Chicken Pox) Titer
3.	You will receive two emails from ssmh@myworkday.com Two separate emails will include: - A link to set up a new SSM Health account in Workday* - Your password in the second email <i>*Note, this account is separate from your candidate account.</i> Please be sure to complete this on a desktop or laptop computer, do not try to use the Workday app on your phone. This is the	☐ Wisconsin BID Consent Form (WI new hires only) ☐ Update Personal Information ☐ Update Home Contact Information ☐ Upload I-9 Documents (click HERE for a list of acceptable documents.) ☐ Complete Form I-9 ☐ Disability Self-Identification ☐ Veteran Status ☐ Confidentiality Acknowledgement ☐ Emergency Contacts



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		preboarding version which will not work on the app. Please select "Submit" as you complete each task. <i>Once in Workday, there is a brief onboarding video available. This video will help navigate you through the site.</i>	☐ Payment Election ☐ State Tax Election ☐ Federal Tax Election ☐ Acknowledge Electronic W-2 ☐ Review SSM Health Benefit Guide <i>*Note, incomplete tasks will impact your preboarding process and could delay your start date.</i>
4.	Schedule your Virtual Teams Meeting to verify your identification documents for your I-9.	Your Preboarding Specialist will provide you with a link to view their calendar to schedule this 10-minute meeting. You will upload your identification documents during step #3. Please be sure pictures are clear, and documents are unexpired original/certified copies. Photocopies or expired documents are not accepted per United States Department of Homeland Security. <i>*Note, you are required to present the same IDs you uploaded to Workday while on camera during the meeting. If you do not bring the IDs, the meeting must be rescheduled.</i>	☐ Scheduled Virtual I-9 Meeting ☐ Attend Virtual I-9 Meeting Questions regarding your overall preboarding process? Contact your preboarding specialist directly. If you do not have their contact information, please use the general contact information below and a member of the team will assist. People Services: 844-776-6947 Email: DL-OnboardingCoordinators@ssmhealth.com

Questions regarding your First Advantage e-invite?

Candidate Support

- First Advantage login assistance
- Application Assistance
- Background check & education verification questions

Phone: 833-780-7902 EXT 2003

Email: CandidateSupport_Tier1B@FADV.com

Click [here](#) for Candidate Chat Support

Concierge Support

- Drug & health screening inquiries
- Clinic changes
- New registration form for health screening

Phone: 833-631-2427 Client Code: 8116

Email: SSMHealth_DHS@FADV.com