

Start Your Story

with the world leader in serving science.

#LifeAtThermoFisher

What story will you tell?



Welcome to Thermo Fisher Scientific! We are delighted you are joining our organization. Your role is critical in fulfilling the Mission of Thermo Fisher Scientific and we look forward to working with you. Please keep in mind that your start date is tentative based upon completion of your pre-employment screening. For questions related to this process, please reach out to your contact on the Talent Acquisition team.

Pre-Employment Screening Information:

Thermo Fisher Scientific's Mission is to enable our customers to make the world healthier, cleaner and safer. That Mission starts within our own work environment. **Following your offer acceptance, you will receive an email from First Advantage to begin your pre-employment screening.** As such, drug screening is a critical component of the pre-employment screening process. Your drug screen must be completed within **72 hours** of the drug screening invitation being sent. Failure to complete the drug screen within the allotted time may impact your ability to move forward in our hiring process. If you do not see this email in your inbox, please check your spam/junk folder.

Note: You may be contacted by a First Advantage representative if additional information is required to complete your pre-employment screening. Please promptly respond to all requests and provide any documentation that will aid with verifications to prevent a delay in your start date.

- If you encounter any issues when completing the First Advantage form or require an alternate testing location for your drug screen, please call First Advantage at 1-866-394-3767 for assistance.

Onboarding Instructions:

Following your offer acceptance, you will receive an email from ColleagueServices@thermofisher.com with the subject "Welcome to Thermo Fisher Scientific! It's time to start your journey!" If you do not see this email in your inbox, please be sure to check your spam/junk folder.

This email contains a link to access our Colleague Services Center and you will be provided with a username and password to login.

It is important that you login to our pre-hire portal on our Colleague Services Center to begin your onboarding journey and learn more about what to expect over the next several weeks. We encourage you to visit the pre-hire portal frequently to ensure that you have completed your critical tasks and are set up for success on your first day.



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Form I-9 Actions:

Within the pre-hire portal on the Colleague Service Center, you will have a task to complete your Form I-9 within the 'My Tasks' section. **Please allow at least 24 hours after acceptance, before taking action on the I-9 task.** When completing the I-9 task, ensure you utilize Google Chrome as your web browser. Please read the instructions within the task carefully. When you click the URL within the task, you will be taken to a knowledge article with further instructions and a URL to login to our I-9 Compliance Center.

Should you have any questions or issues with completing your Form I-9, please contact us.is@thermofisher.com.

IMPORTANT - Failure to return any supporting documents or failure to act on any of the above tasks within 48 hours of receipt will affect your start date, therefore it is important that you respond to all of the communications you receive. In the weeks prior to your start date, please check your email often for updated information pertaining to your employment.

Colleague Services and the Colleague Service Center:

Colleague Services is our highly skilled and knowledgeable HR team within the Colleague Service Center, here to respond to your inquiries to ensure positive resolutions to your HR questions and needs.

Colleague Services can be engaged through the Colleague Service Center. You can open a case with Colleague Services through the pre-hire portal – it's easy to submit your question or inquiry, and the streamlined platform ensures your case is immediately routed to the right point of contact. Alternatively, you can email the team at ColleagueServices@thermofisher.com.

PLEASE NOTE: Upon hire, you may experience a slight delay in access to benefits enrollment, 401k, Payroll, and the Total Rewards site. This delay could last approximately 7-10 days; however, it will NOT impact your benefits eligibility date or paycheck.

Thank you and welcome again to Thermo Fisher Scientific! Our Talent Acquisition Team is here to assist you with any questions you may have during your onboarding. We wish you a happy and successful career and can't wait for you to join us!



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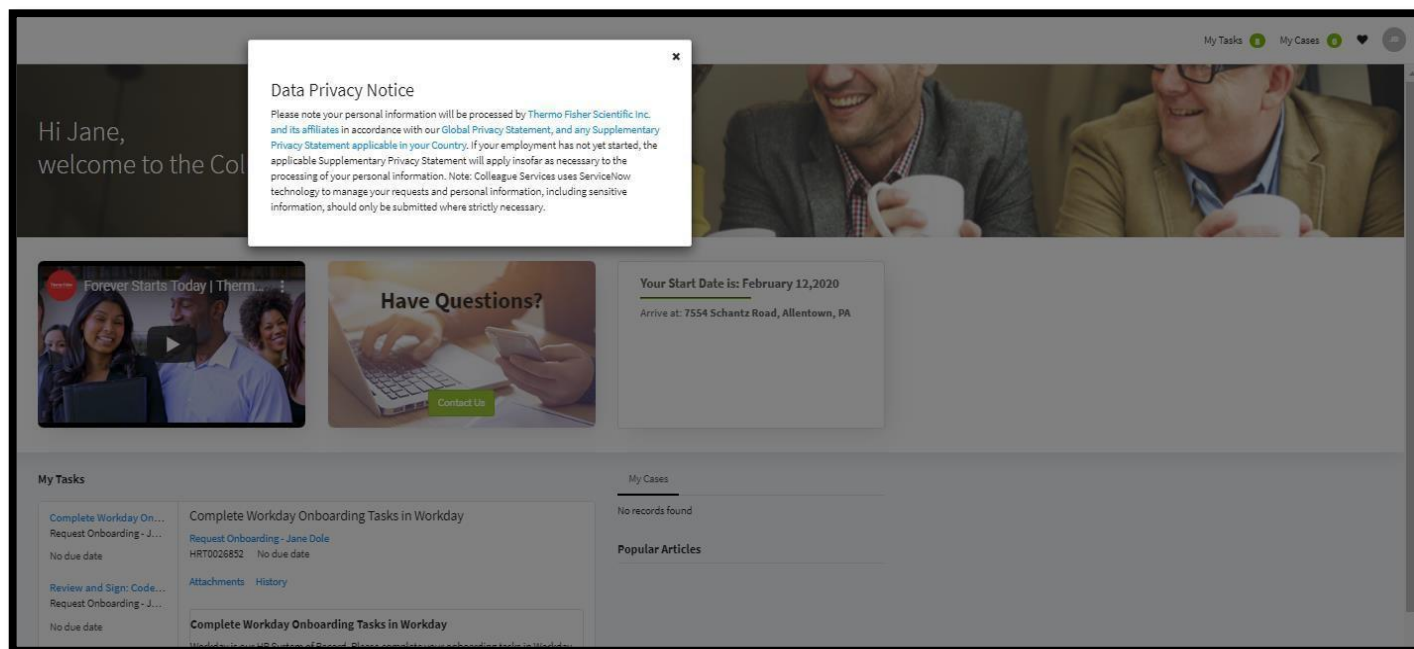


To start your onboarding in the Colleague Service Center:

1. **Login** - After accepting your offer, please allow at least 24 hours before logging into the Colleague Service Center. When logging in please ensure you are using *Google Chrome*.

You should have received two e-mails from colleagueservices@thermofisher.com: one with your username and one with your password. Use the URL & login credentials within the emails to login to the Colleague Service Center to begin your onboarding process. **Timely action is critical in completing these tasks to ensuring you are ready to go on day 1.**

2. **Data Privacy** - Upon your first login, you will see our Data Privacy Notice for your review. For more information, you can click on the hyperlinks in the box. Click the small x in the upper right corner to close and continue.

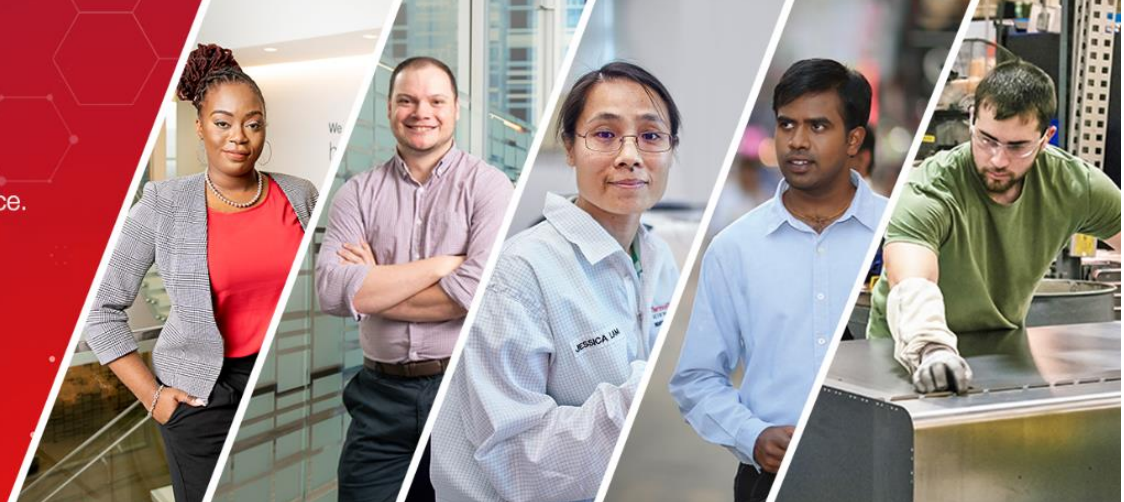


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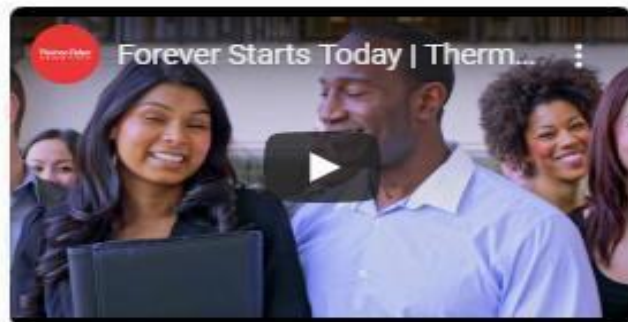
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3. **I-9** – Under the My Tasks section, find the task entitled “Complete Your Form I-9”.

1. Read the instructions, then click on the hyperlinked “Click here to open link”.



My Tasks

Complete Workday On...

Request Onboarding - J...

No due date

Review and Sign: Code...

Request Onboarding - J...

No due date

Review and Sign: Insid...

Request Onboarding - J...

No due date

Complete Your Form I-9

Request Onboarding - J...

No due date

Review and Sign: US W...

Request Onboarding - J...

Complete Your Form I-9

Request Onboarding - Jane Dole

HRT0026854 No due date

Attachments History

Complete Your Form I-9

Please click on the URL below to reference the instructions for logging into the I-9 Compliance Center and completing your Form I-9. Postponing this vital step in your onboarding process could impact your start date and payroll. Please note: It may take up to 24 hours to access your Form I-9. If you are unable to access your Form I-9 from within this task, please try again in 24 hours.

Click on the Complete button to mark task as complete.

[Click here to open link](#)

1 Click on the hyper-link: Click here to open link

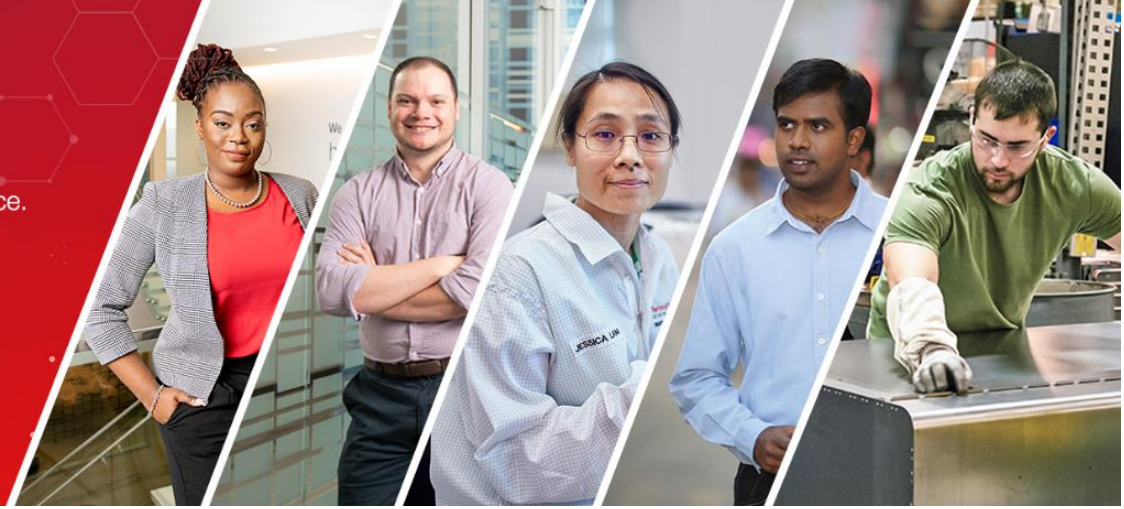
Complete

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-
2. The hyperlink will take you to a knowledge article. Please read the I-9 article to gain more information on this form and the process for completing this task.
3. Within the article, click the hyperlinked "I-9 Compliance Center".

Completing Your I-9 and Securing Employment Authorization

KB0020075
☆☆☆☆☆ 1 views

Completing Your I-9 and Securing Employment Authorization

This article provides an overview of how to access and complete Form I-9, lists the documents required for compliance, and explains the process for employment authorization.

What you need to know...

I-9 Compliance Center	Section 2: Select a Completer	List of Acceptable Documents
Login to the I-9 Compliance Center	Name someone in your personal or professional network who is not a relative or under 21 years of age	Click here for a list of acceptable documents for employment authorization

2

Read the information and instructions in the knowledge article to understand the steps you need to take to complete your Form I-9.

3

Click on the hyper-link: [I-9 Compliance Center](#). This will open another tab in your browser. The I-9 Compliance Center is where you will go to complete your Form I-9.

Filling Out the I-9

Federal law requires that all individuals hired to work in the United States provide proof of identity and authorization to work in this country. All new employees must complete the federal Form I-9 prior to beginning work at Thermo Fisher.

Section One: To Be Completed by All New Employees

- Login to the [I-9 Compliance Center](#) to complete Section One of Form I-9 at any time between now and your first day of work.
- You will receive a "Next Steps" email that contains a receipt code, a link to name your Section Two Completer, and the list of acceptable documents required for compliance.

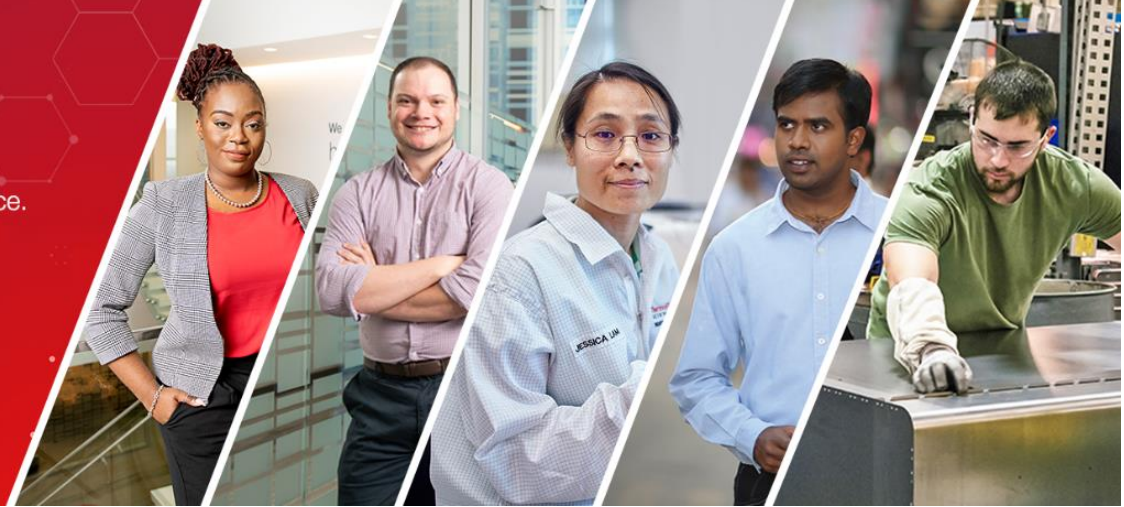


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4. You will be taken to our Equifax I-9 Compliance Center. Click the continue button.

WELCOME TO YOUR EMPLOYMENT CENTER!

We are excited to welcome you to Thermo Fisher Scientific!

Please click the Continue button below to complete Section 1 of your Form I-9. This should take about 5 minutes to complete.

To ensure there are no delays with your hire date, it is important that you complete your I-9 as soon as possible. Postponing this vital step in your onboarding process could impact your start date and payroll.

If you need any assistance please contact us.is@thermofisher.com

2 Forms to Complete

Personal Information

I9

EFX

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4 First, you will be asked to complete your Personal Information. To get there from this screen, click Continue.

CONTINUE >

5. Here you will be asked to complete a Personal Information section and then Section 1 of your Form I-9.

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EMPLOYMENT CENTER

Personal Information

I9

PERSONAL INFORMATION

My Account Summary Logout

* REQUIRED FIELD

Personal Information

Please confirm all pre-populated information is accurate and make changes if necessary. It is imperative to have the correct Social Security Number on your Form I-9 and within our HR System, Workday.

If your SSN is incorrect below, please update it and also contact HR1 to update your SSN in Workday. Failure to do so will cause payroll issues.

us.is@thermofisher.com

5 Complete all required fields as noted with an asterisk (*) and verify all pre-populated fields are accurate. If any fields contain inaccurate information, please correct and click Continue. Next, you will be taken to Section 1 of your Form I-9.

PERSONAL IDENTIFICATION

Social Security Number*

Confirm Social Security Number*

- OR -

SSN Applied For

First Name (Given Name)*

Middle Initial*

Last Name (Family Name)*

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CONTINUE >

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4. **Onboarding Tasks** - Next, find and open the task entitled “Complete Workday Onboarding Tasks in Workday”.
 1. Click on “Click here to open link”. You will be directed to your Workday inbox to complete two tasks: 1) Enter Personal Information and 2) Enter Contact Information. Complete those tasks in Workday, then navigate back to your Colleague Service Center inbox to continue completing your other onboarding tasks.

My Tasks

Review and Sign: In...
Request Onboarding ...
No due date

Complete Workday ...
Request Onboarding ...
No due date

Complete Your For...
Request Onboarding ...
No due date

Complete Workday Onboarding Tasks in Workday
Request Onboarding - Gather Ciia
HRT0008653 No due date

Attachments History

Complete Workday Onboarding Tasks in Workday

Workday is our HR System of Record. Please complete your onboarding tasks in Workday.

Click here to open link

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