



November 15, 2017

Shicheng Guo
3373 Lebon Dr.
San Diego, CA 92101

Dear Dr. Guo:

Welcome to Marshfield Clinic Health System! You are joining a leading health care system driven by a long-time commitment to serving patients through accessible, high quality health care, research and education.

We look forward to having you join us in the Postdoctoral Fellow-Research position in the Marshfield Clinic Research Institute-Center for Human Genetics. In this position, you will be earning an annual salary of \$53,000 or a bi-weekly salary of \$2,038.46 per hour, effective November 27, 2017. This temporary position is available until on or about November 2019.

On your first day, please come to the Froehlke Auditorium, located in the Melvin Laird center, by 8:00 a.m. for new hire orientation. Please plan to arrive at the Clinic by 7:30 a.m. to allow yourself time to park and arrive at the Froehlke Auditorium by 7:40 a.m. You may refer to the enclosed maps for directions and parking information. New hire orientation will be held on Monday, Tuesday and Wednesday, your first three days of employment, with lunch provided on Monday.

Marshfield Clinic uses Workday to collect all employment forms required for payroll and onboarding. Please log into Workday at <https://wd5.myworkday.com/marshfieldclinichealthsystems/login.flex>. You will receive 2 additional emails, one with your password to this site and one confirming your user name. Please use the attached instructions to complete all new hire employee paperwork prior to attending orientation.

You will complete an Employment Eligibility Verification I-9 Form in Workday to comply with the Immigration Reform and Control Act. As part of this compliance, you must present us with documents that identify you and indicate that you are eligible to work in the United States. Please have these documents with you at orientation.

Orientation for employee benefits will be scheduled during your first week of employment. If you wish to begin learning about your new benefit options now, we invite you to log in to Marshfield Clinic's Benefits Library at <https://www.marshfieldclinic.org/careers/orientation-on-demand>. An opportunity to make your benefit elections will be available through Workday following your date of hire.

Congratulations on this new opportunity! We look forward to working with you and to the contributions you will make to Marshfield Clinic.

Sincerely,

A handwritten signature in black ink that reads "Angela Koehler". The script is cursive and fluid, with the first letter of each word being capitalized and prominent.

Angela Koehler
Human Resources Representative