

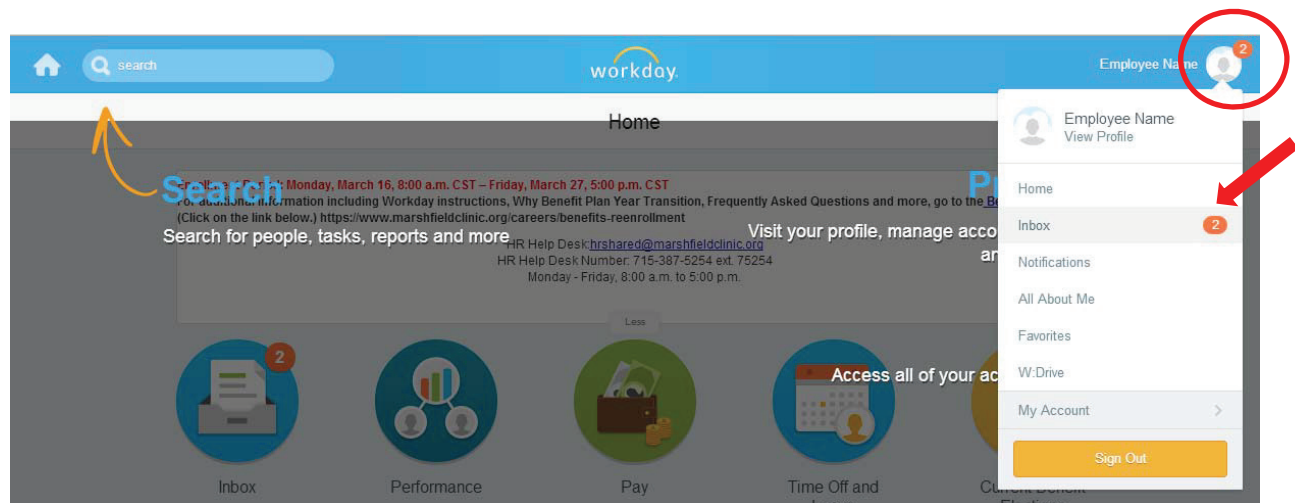


Welcome to Marshfield Clinic. We look forward to meeting you at New Physician and Employee Orientation on your first day of employment.

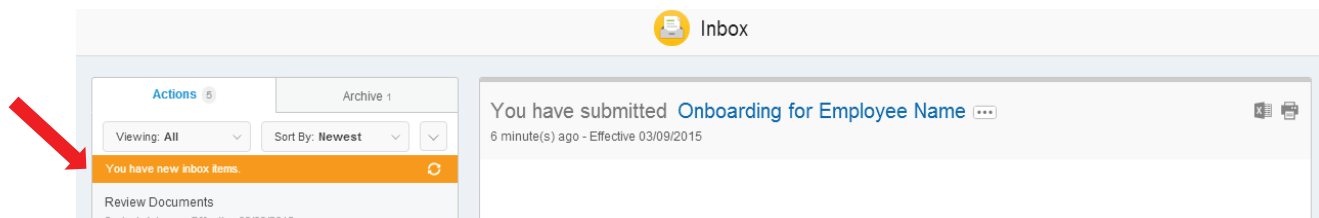
There is an important item we ask you to complete before your first day to ensure we receive your employment-related information accurately and in a timely manner. The information we ask you to provide as part of this onboarding process will be required for employment, payroll, and benefit purposes.

This Onboarding process will be completed via Marshfield Clinic's employment system, Workday. You will receive *two emails* from hr.workday@marshfieldclinic.org with instructions for logging into Workday and accessing your personal profile so that information may be entered prior to your first day of employment.

Please log into the system and change your password as requested. Once logged in, click on your *Inbox*, located in the upper right corner of the screen, and select *View Inbox*. This box will show that you have your first Onboarding items pending.



From within the *Inbox*, you will be asked to begin by reviewing and acknowledging your review of certain important documents. After you submit these tasks, an orange alert will appear. Click this and more items will then be delivered into your *Inbox*.

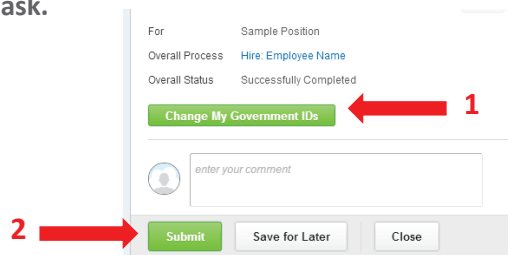


It is important that you complete each task delivered to your *Inbox* and fill in all fields completely and accurately as this establishes your employee and payroll record.

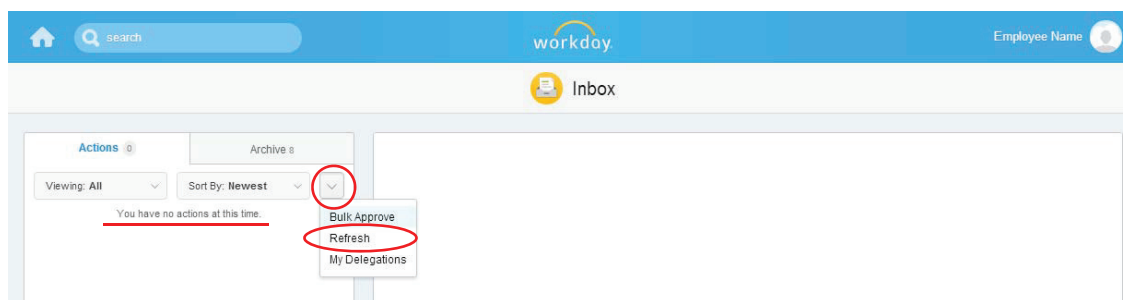
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Carefully read instructions in Workday for *each* delivered task.

At times, after completion of a task (1), you may still need to click a green *Submit* button in order to mark a specific task as complete (2). Again, as groups of tasks are completed in your *Inbox*, more will be delivered until we have received all of the necessary information.



Please complete and submit *all* tasks that are delivered to your *Inbox* until, after refreshing, there are no more tasks waiting for your completion.



After your third day of employment, additional items relating to orientation and benefit elections (based on eligibility), will also be delivered to your Workday *Inbox*.

When you arrive for New Physician and Employee Orientation, please be sure to bring identification as required based on the Form I-9 (instructions included within the Onboarding process of Workday). This identification will be reviewed prior to the start of orientation, as indicated in your welcome letter.

For assistance with Onboarding tasks, please contact us at 1.800.782.8581, extension 75254, or via email at hrshared@marshfieldclinic.org.

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What to expect during orientation

Our New Physician and Employee Orientation is designed to provide you with a smooth transition into your new position and provide you with a solid foundation for successful involvement, growth and development.

You may be scheduled for system orientation on Monday, Tuesday and Wednesday of orientation week. An orientation schedule will be provided to you on your first day. Generally, orientation is held from 7:45 a.m. – 5:00 p.m. but may differ at each location. Please follow the timeframe and location noted in your welcome letter. Orientation locations are listed below:

- Marshfield Center - Froehlke Auditorium in the Laird Center for Medical Research building
- Eau Claire Center - Administration, 2116 Craig Road
- Minocqua Center - Registration Desk, 9601 Townline Road
- Wausau Center - Human Resources, Administration, located at the west entrance at 2727 Plaza Drive
- Rice Lake – Lakewoods Conference Room, 1700 West Stout Street

You may have time to visit your department between orientation sessions, depending on your position. You will be oriented to your department/center after you complete system orientation. Physicians with hospital responsibilities will have hospital orientation scheduled for Thursday and Friday of their first week.

Please contact your Human Resources or Physician Recruitment Representative if you require any special accommodations for this orientation.

There are just a few more things you need to know before your orientation:

- Orientation begins promptly - please allow enough time for parking.
- Note that lunch is provided on your first day, as part of our orientation program. If you have any special dietary needs, please contact your Human Resource or Physician Recruitment Representative.
- A security photo will be taken within your first two days of employment.
- Dress for orientation is business casual.
- Please plan to turn off or silence cell phones during the Orientation presentations.

Questions?

Of course, if you have any questions now or in the future please contact your Human Resources Representative or your Physician Recruiter/Liaison:

- Marshfield Clinic Human Resources Office: 1.800.782.8581, ext. 75342
- Marshfield Clinic Physician Recruitment Office: 1.800.782.8581, ext. 15770

Marshfield Clinic is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.