

Manager: New Hire Checklist



Human Resources performs a variety of activities to ensure your new hire is ready and prepared for their first day and equipped with the basic information to begin employment with Trustmark. Our HR system, Workday, facilitates several tasks during the first few days in the organization including introducing information about our culture, our company values, our business units and our benefits. Your new hire will have access to what is called an onboarding dashboard for the first 45 days of their employment to have visibility of progress for their new hire tasks.

Below is a checklist of your responsibilities along with a summary of tasks your new hire will receive from Workday. To ensure completion of these requirements, daily email reminders will be sent to your new hire for any past due tasks.

Beyond the first few days, onboarding content and tools are developed by numerous functions, locations and teams across the organization to ensure new hires learn and gain knowledge to feel a part of the company and become fully productive and highly engaged.

Hiring Manager Responsibilities (not in Workday):

- IT Assets:** order computer hardware, software and phone **prior** to the start date. Avoid any day one miscues by ensuring IT assets are ready on their first day.
- Review location specific **Policies** (For Example: Building Access or Dress Code).
- Ensure the associate reviews the **Workday Time Tracking & Absence** training videos and job aids on Workday Headquarters. Instructions on how to access these resources is on their Onboarding dashboard in Workday.
- Compliance Trainings** from the Enterprise Compliance Office must be completed by the due date provided. *Trainings include:* Code of Conduct, Harassment, Privacy, Information Security, and Corporate Fraud. If you have any questions please contact EnterpriseComplianceOffice@trustmarkbenefits.com.
- Show your new hire our online company **resources** such as the Water Cooler, eCentral, and Fuser.
- Share our enterprise quarterly **Performance Review** process.
- For associates using Trustmark issued computers, **TITUS Classification Training** should be viewed on the associate's first day, for immediate and proper classification of emails and documents. This training is available on the Watercooler and eCentral. Please contact the IT Service Desk at 866-784-2576 with any questions or open a ticket on the Digital TechZone.

Hiring Manager Responsibilities (in Workday):

- A report is available in Workday to view the status of your new hire's onboarding tasks. Click on the 'Reports' application in Workday, select **Onboarding Tasks Summary** and click OK to run the report.
- Complete **Form I-9: Section 2** (*responsibility for completion of this form will vary by location and business unit*)

Below is a list of tasks that your new hire will receive in Workday prior to their start date (Pre-Hire) and on their start date (Hire Date). Depending on your business unit, the new hire may also receive company specific tasks not listed here.

Pre-Hire:	Hire Date:
Social Security Number	New Hire Compliance Forms
Home Contact Information	New Hire Benefits Related Notices
Personal Information	Benefit Enrollment (<i>if eligible</i>)
Legal Name	Previous Employer 401(k) Contribution Questionnaire
Form I-9: Section 1	Surveys will be launched at the 45-day mark (<i>to the new hire and to the hiring manager</i>)
Federal Withholding Election	Change My Photo
State and Local Withholding Election (<i>if applicable</i>)	
Payment Election (<i>direct deposit</i>)	
Emergency Contacts	