

New Hire Checklist

Day One

- Complete “Nebraska Medicine Orientation” in Apollo
- Complete ‘Nebraska Medicine Orientation Survey’
- Ensure you received a schedule from your department
- Complete parking application if applicable

First Week

- Obtain your employee ID badge
- Meet with Benefits Communication Specialist (someone will reach out to you)
 - Enroll in benefits through Workday – the deadline is 30 days from your start date
 - Add dependents into Workday if applicable
- Schedule time to meet with our Retirement Counselor (optional – she will reach out to you)
- Hourly colleagues: check that your MyTime (Kronos) timecard has been updated
- Find your employee ID number in Workday
- Enroll in Omnilert at unmc.omnilert.net
- Enroll in Quickcharge – search ‘My Quickcharge Enrollment Status’ in Workday
- Sign up for New Colleague Welcome Event in Apollo

First 30 days

- Register for EMPOWER program – Nebraska Medicine’s Wellbeing Coordinator will email you
- Document your vaccine information in the [Health Tracking System](#).
- Sign up for New Colleague Experience events in Apollo
- Complete fitness waiver form (optional)