

# ONBOARDING CHECKLIST

Welcome to Savista! This checklist will help you get started and will guide you through the steps you'll need to complete before your start date, as well as some important deadlines during your first weeks at Savista. Please contact [AskHR@SavistaRCM.com](mailto:AskHR@SavistaRCM.com) if you have any questions or need additional support.

## October 6 – October 17

- DUE OCTOBER 17**: ACCEPT OFFER LETTER IN WORKDAY
- BEGIN GATHERING I-9 DOCUMENTATION ([CLICK HERE](#) FOR LIST OF ACCEPTABLE DOCUMENTS)
- REVIEW BENEFITS INFORMATION AND GATHER PERSONAL DETAILS FOR DEPENDENTS (SSN, DOB)
- ATTEND HR & BENEFITS INFORMATION SESSIONS
- CHECK THE MICROSITE FOR COMMUNICATIONS, FAQs, AND INSTRUCTIONS

## October 20 – October 31

- COMPLETE YOUR PERSONAL AND CONTACT INFORMATION IN WORKDAY
- COMPLETE AND SIGN NEW HIRE FORMS AND POLICIES
- ENTER YOUR DIRECT DEPOSIT INFORMATION IN WORKDAY
- COMPLETE YOUR W-4 AND STATE / LOCAL TAX WITHHOLDING FORMS (*as applicable*)
- [SCHEDULE A MEETING](#) TO VERIFY YOUR I-9 DOCUMENTATION (*verification required by November 4*)
- ATTEND TIMEKEEPING TRAINING
- REQUEST PAY STATEMENTS AND TAX FORMS FROM ONCO (*if needed*)
- VERIFY SYSTEMS ACCESSES (SAVISTA EMAIL, SAVISTA CENTRAL, WORKDAY TIMEKEEPING)
- EMAIL YOUR I-9 DOCUMENTS TO [ONBOARDING@SAVISTARCM.COM](mailto:ONBOARDING@SAVISTARCM.COM)
- DUE OCTOBER 31**: COMPLETE YOUR NEW HIRE BENEFIT ENROLLMENT IN WORKDAY

## November 2 – November 14

- DUE NOVEMBER 4**: COMPLETE SECTION 1 OF I-9 IN WORKDAY
- DUE NOVEMBER 4**: COMPLETE ANTI-PHISHING TRAINING IN WORKDAY
- DUE NOVEMBER 11**: COMPLETE NEW HIRE COMPLIANCE TRAINING IN WORKDAY
- DUE NOVEMBER 14**: FINALIZE AND SUBMIT YOUR 2026 BENEFITS OPEN ENROLLMENT IN WORKDAY