

WELCOME TO PT SOLUTIONS!

What to Expect During Onboarding

A lot happens when you join a new family. We hope to provide clarity on what to expect and the items you will need over the next few weeks. Our onboarding process involves several steps, systems, and forms that are designed to bring you on to the team. We are here to support you through this onboarding process and are committed to your smooth transition into PT Solutions!

WHAT'S NEXT?



Our recruiting software helps capture your information. Look out for an email with a link to Jobvite!

Let's make it official! We will send you an Employment Transition Letter via DocuSign!

All team members will complete a background check & drug screen through our employment screening partner, ESS!

You will be loaded into our HR System, UltiPro! Log in to sign up for benefits.

You will receive your PTS email address & next steps as a PTS family member!

You will receive an email from Jobvite with the subject, "Take Onboarding Action". This will allow you to electronically complete all of your HR documents in the form of tasks and should be easy to navigate from a mobile device or a computer. Look out for deadlines and task notifications in your personal email!

WHAT DO I NEED?



To Upload:

- I-9 Documents
- CPR BLS Certification
- Licensure - if applicable
- Diploma - highest level
- Voided Check or Direct Deposit Form



To Fill Out:

- I-9 Form
- Employment Information Form
- Tax Forms



To Complete:

- Background Check
- Drug Screen

We know this is a lot of information. If you have any questions please reach out to us anytime throughout this process. We look forward to having you on board!

