

WELCOME TO PT SOLUTIONS!

What to Expect During Onboarding

LET'S GET STARTED!

You will receive an email from iCIMS with the subject, "Welcome to PT Solutions". This will allow you to electronically sign your transition letter and complete all of your HR documents. Look out for deadlines and task notifications in your email!



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

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

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

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

WHAT DO I NEED?



To Upload:

- I-9 Documents
- CPR BLS Certification
- Licensure - if applicable
- Diploma - if applicable
- Covid Vaccination Status
- Voided Check or Direct Deposit Form



To Fill Out:

- I-9 Form
- Tax Forms
- Employment Disclosure



To Complete:

- Sign Transition Letter
- Background Check
- Drug Screen

If you have any questions please reach out to us anytime throughout this process. We look forward to having you as part of the PTS Fam!

