



# What to expect during onboarding

**Welcome to PT Solutions!** You will be receiving 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! If you have any questions please reach out to us anytime. *We look forward to having you as part of the PTS Fam!*

**icims**



**UKG**



Our applicant tracking 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, DISA

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!

## Upload:

- + I-9 documents
- + CPR BLS Certification
- + Licensure - if applicable
- + Diploma - if applicable
- + COVID vaccination status
- + Voided check or direct deposit form

## Fill Out:

- + I-9 form
- + Tax forms
- + Employment disclosure

## Complete:

- + Sign transition letter
- + Background check
- + Drug screen

