



Onboarding Checklist

Dates	Action	Who	Helpful Information	
Starting 12/2	Read all about your benefits on the new Optum360 2014 Benefits Information Website on the internet	Everyone	https://www.unitedhrdirect.com/optum360/oe2014/index.html	
Starting 12/4	Go to an orientation meeting or webcast	Everyone	See the schedule on the Optum360 Welcome Website at www.transitionOptum3602013.com using password Optum36013 (case-sensitive)	
<i>Payroll Conversion Day: December 15</i>				
12/16 – 12/31	Apply for transition of care if you need to continue receiving care for specified medical conditions (such as pregnancy or cancer treatment) from a non-contracted physician at the benefit level associated with contracted physicians	Dignity Health legacy employees	Find the Application for Transition of Care on the Optum360 Welcome Website	
12/18	Get your UnitedHealth Group system credentials in two email messages from SATS. The first message will contain your Employee ID and MS ID and the second message will contain your MS ID password.	Dignity Health legacy employees	If you don't receive these by 12/19, please contact Your Dignity Health IT Help Desk.	
12/19 – 1/17/14	Enroll online in your Optum360 2014 benefits by 12/22 for a chance to win cool prizes. Enrollment deadline is 7 p.m. CT 1/17/14.	Everyone	Enroll online at https://www.unitedhrdirect.com/optum360/oe2014/index.html	
12/20	Decide if you want to make a change to your Optum360 401(k) Savings Plan contribution/election	Everyone	Log on to Fidelity NetBenefits® at www.netbenefits.com : <ul style="list-style-type: none"> To jumpstart contributions, enroll by 12/24 at 3 p.m. Central Time in time for your 1/3/14 paycheck To opt out or make a change to your deduction in time for the 1/17/14 paycheck, make your election by 1/8/14 	
12/19 – 12/30	Submit your Form I-9 (and get your manager's approval too)	Dignity Health legacy employees	Follow the instructions on the Optum360 Welcome Website	
12/20 – 12/30	Enroll in the UnitedHealth Group Employee Stock Purchase Plan (ESPP) for the 1/2/14 – 7/1/14 purchase period	Everyone	Enroll through https://www.unitedhrdirect.com/optum360/oe2014/index.html	

Dates	Action	Who	Helpful Information
12/25 – 12/30	Receive your RSA SecurID Token in the mail at your home	Dignity Health legacy employees	You'll use this, along with your Employee ID, MS ID, and MS Password, to access UnitedHealth Group Systems through Citrix MyAppsRemote.
12/30 by noon Central Time	Record hours for 12/15 – 12/28 pay period in HRdirect: <ul style="list-style-type: none"> • Non-exempt (hourly) employees are to record all hours worked • Exempt (salaried) employees are to record only exception time 	Everyone	<ul style="list-style-type: none"> • Login to HRdirect at https://www.unitedhrdirect.net using your Employee ID and MS Password • Click on Report My Time under Employee Actions Get training online at https://learnsource.unitedhealthgroup.com/psp/lpspr1/EMPLOYEE/ELM/s/WEBLIB_UHC_LM.LM_ISCRIPT_FieldFormula.IScript_GoTo_Search?UHC_CAT=270805
12/30 at 6 p.m. Central Time	Approve your employees' hours	Managers	<ul style="list-style-type: none"> • Login to HRdirect at https://www.unitedhrdirect.net using your Employee ID and MS Password • Click on Review/Approve EE's Time under Manager Actions Get training online at https://learnsource.unitedhealthgroup.com/psp/lpspr1/EMPLOYEE/ELM/s/WEBLIB_UHC_LM.LM_ISCRIPT_FieldFormula.IScript_GoTo_Search?UHC_CAT=270806
12/30 at 6 p.m. Central Time	Complete your federal/state tax withholding forms online	Dignity Health legacy employees	<ul style="list-style-type: none"> • Login to HRdirect at https://www.unitedhrdirect.net using your Employee ID and MS Password • Select <i>Global Self Service</i> from the blue menu bar • Scroll down to the <i>Common Transactions in GSS</i> table and select <i>Change Tax Withholding (US)</i> in the <i>Take Action in GSS</i> column
12/31 at noon Central Time	Complete your direct deposit information online in time for your first paycheck. If you miss this deadline, your first check will be a paper check.	Dignity Health legacy employees	You will need your RSA token (mailed to your home), along with your Employee ID, MS ID, and MS Password. Follow the instructions in the <i>How to Use Citrix MyAppsRemote to Access UnitedHealth Group Systems</i> guide on the Optum360 Welcome Website. After you have accessed Frontier: <ul style="list-style-type: none"> • Select <i>HRdirect & Global Self Service</i> from the <i>Important Links</i> menu

Dates	Action	Who	Helpful Information
			<ul style="list-style-type: none"> Select <i>Global Self Service</i> from the blue menu bar Scroll down to the <i>Common Transactions in GSS</i> table and select <i>Direct Deposit (US)</i> in the <i>Take Action in GSS</i> column
<i>Happy New Year 2014</i>			
1/1	Enjoy your newly-elected Optum360 benefits that start today	Everyone	Your benefits will be retroactive to this date when you enroll, but don't miss the 1/17 deadline!
1/2	Start taking action on earning the Your Rewards for Health Incentive	Everyone enrolled in an Optum360 medical option	Learn more at https://www.unitedhrdirect.com/optum360/oe2014/health-benefits/yrfh.html
1/3	Receive your first Optum360 paycheck	Everyone	Paycheck covers 12/15 – 12/28. Payroll is administered by UnitedHealth Services.
1/3	Complete required courses: <ul style="list-style-type: none"> Time Reporting Fraud, Waste and Abuse New Hire Training Code of Conduct ERIM and You Safe with Me – New Hire Privacy and Security Preventing Sexual and Other Harassment in Today's Workforce 	Dignity Health legacy employees	Follow the instructions you'll receive via email
1/14	Complete new hire forms: <ul style="list-style-type: none"> Employment Arbitration Policy Acknowledgement Principals of Ethics & Integrity Acknowledgement Employee Handbook Acknowledgement New Employee Orientation Training Acknowledgement 	Dignity Health legacy employees	<p>You'll receive email reminders and have 30 days to complete the forms. From Frontier:</p> <ul style="list-style-type: none"> Select <i>HRdirect & Global Self Service</i> from the <i>Important Links</i> menu Select <i>Policies & Practices</i> from the blue menu bar Select <i>Hiring and New Employee Forms</i>

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