






## Bronson Workday Checklist for Provider Onboarding

All Bronson Employees use Workday to enter all HR related information.

### Before start

- 1) Once your IT account is built, you have received your username, and you have reset your password, you can access Workday to enter your required information.  
Workday requires [Two-Factor Authentication with Imprivata](#).
- 2) To access Workday, go to <https://inside.bronsonhg.org/>, sign in to the web page.  
Click on Workday (button).
- 3) To complete your new hire paperwork, click on the Inbox icon  located in the upper right hand corner of the screen. As you work through the Inbox items, be sure to click the “Submit” and “Done” buttons.
- 4) First is one task in the inbox and then about 15 other will appear once the first one is completed.
- 5) You should have approximately 15 Inbox tasks to complete.  
Please work through all the items noting completion of non-benefit items in Workday HR system should be completed before your start date. Failure to enter this information may cause a delay or error in payroll or benefits.
  - A) Mandatory: Enter your personal information such as gender, date of birth, marital status, race, and citizenship.
  - B) Mandatory: Enter your Social Security Number in Workday under first section “National IDs”.
  - C) Mandatory: Enter your mailing address and other contact information.
  - D) Ignore requests for practice licenses. Those are captured by the Med Staff Office.
  - E) Some items are just confirming you have Appointments, like Med Staff Services arrange as part of your onboarding schedule.
- 5) Your Inbox should be empty at the end of this process. If you still have items in your Inbox, contact Medical Staff Services for assistance [MedStaffServices@bronsonhg.org](mailto:MedStaffServices@bronsonhg.org).
- 6) Enter home address by clicking on upper right corner icon  , then **Personal Information** icon and then **Addresses** button. This opens a window to edit home address.
- 7) Enter your bank account routing and account number for Direct Deposit.  
This can only be entered on a Bronson campus computer.  
Enter home address by clicking on upper right corner icon  , then view all Apps.  
Click the “Pay” icon and then “Payment Elections”. Add your direct deposit information.  
Change option from Check to Direct Deposit.

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### After Start

- 8) Benefits enrollment in Workday should be completed within the pay period in which you start so deductions are pulled from first paycheck.  
<http://mybronsonbenefits.com/>
  - A) You will be provided a benefit enrollment event in your Workday Inbox, it will be titled “Benefit Change – New Hire”. This provided benefit enrollment event is an all-purpose event and includes all appropriate elections for a New Hire. The benefit event will not be accessible until your Start Date has arrived. Do not click into the Benefits worklet and begin to enter/create your own events.
  - B) Supporting documentation is required to enroll all Dependents (Marriage Certificate to enroll Spouse and Birth Certificate for each Child). Supporting documentation can be attached in the Workday benefit enrollment event or can be faxed to 269.341.8409 Attn: Benefits and should include the Employee ID number on each page submitted.
  - C) Please contact Bronson Benefits at 269.341.6376 with any additional question (7:30am to 4:30pm, Monday through Friday) or email [HRBenefits@bronsonhg.org](mailto:HRBenefits@bronsonhg.org) anytime.
  
- 9) Fidelity Retirement Savings Enrollment (403b and 457b)
  - A) A Default enrollment into the Bronson 403b with Fidelity is a 3% contribution rate for all Bronson employees. You can access Fidelity online [www.fidelity.com/atwork](http://www.fidelity.com/atwork)
  - B) 60 days after your Start Date, you can contact Fidelity at 800.343.0860 to update your contribution percentage.
  - C) The first deduction for 403b is not taken until the first pay period after 60 days of employment.
  - D) If you are over the age 50, you are eligible to contribute an additional amount to your 403b. A Salary Reduction Agreement for Catch-up Age Contribution will require your signature and can be provided to you by contacting Bronson Retirement at email [Retirement@bronsonhg.org](mailto:Retirement@bronsonhg.org)
  - E) 457b will be offered to Physicians that meet the eligibility requirements and 457b enrollment information will be sent directly to their Bronson Outlook email account, or you may contact [Retirement@bronsonhg.org](mailto:Retirement@bronsonhg.org) with any request regarding 457b.