

# Onboarding

## Employees (New Hires)



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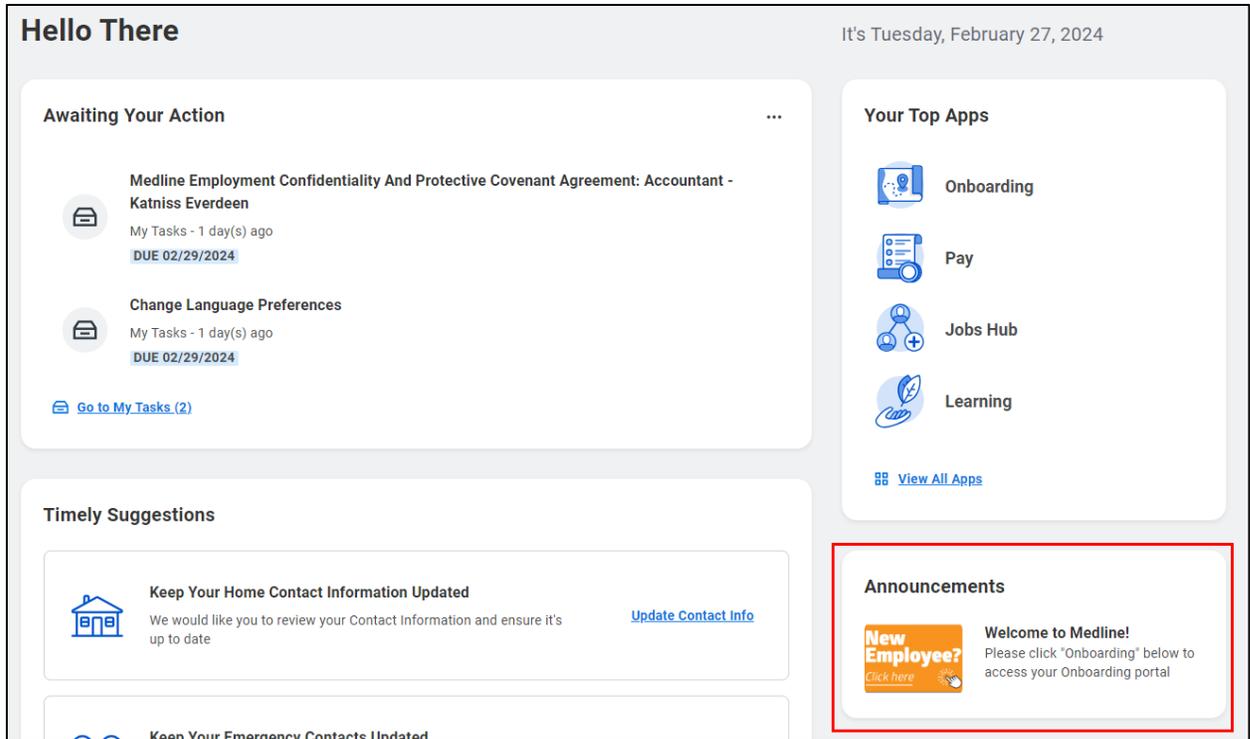
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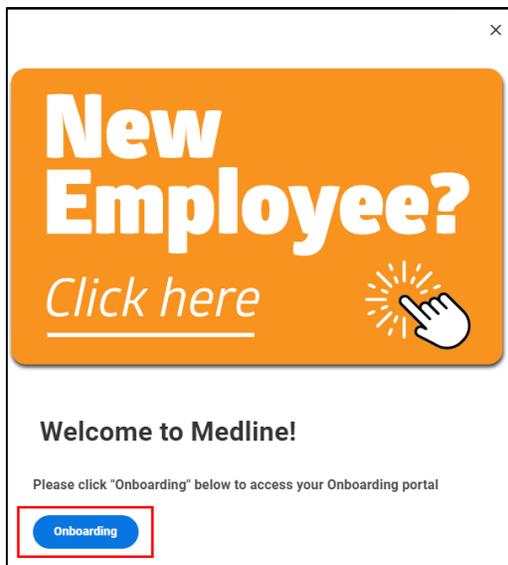
Please note that the specific onboarding documents and tasks may vary depending on your location or role. This training guide is an example that outlines the onboarding process for a Salaried New Hire in the United States.

### How to Begin Onboarding Tasks in Your Onboarding Dashboard

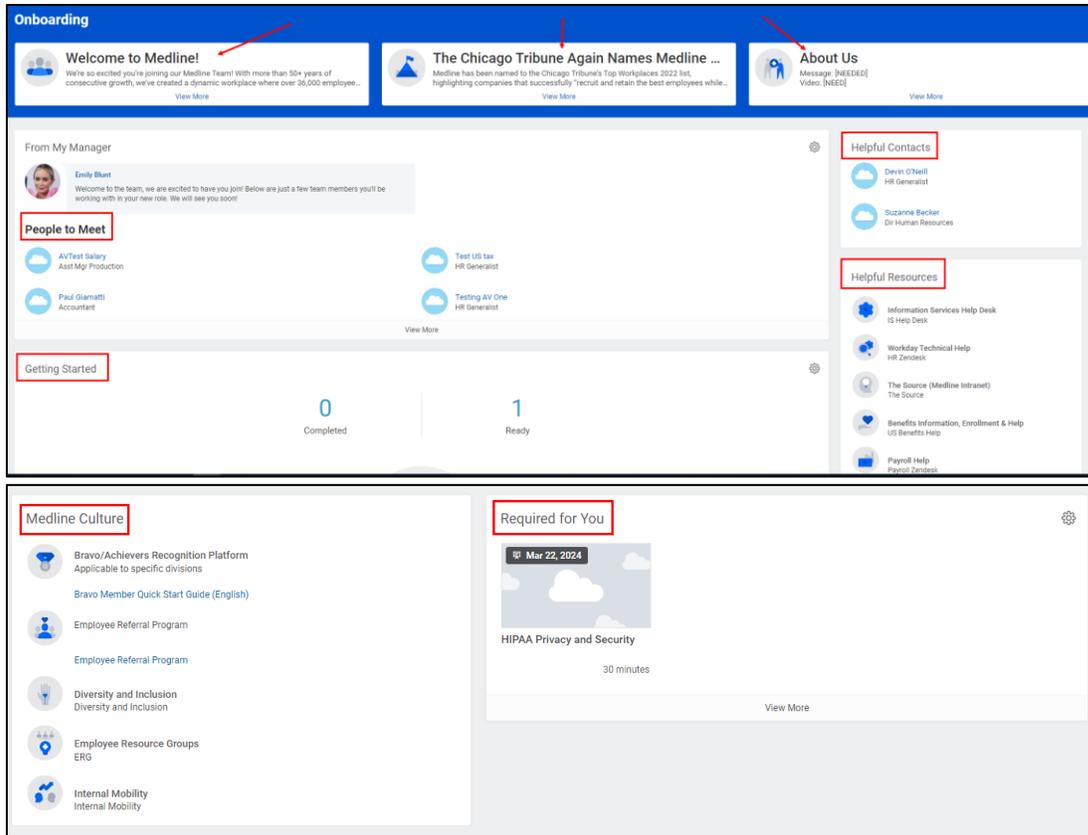
1. As a new Medline employee, you will be able to complete your onboarding tasks through your Workday **Onboarding Dashboard**. From your Workday homepage, scroll down and select **Welcome to Medline!** in the **Announcements** section.



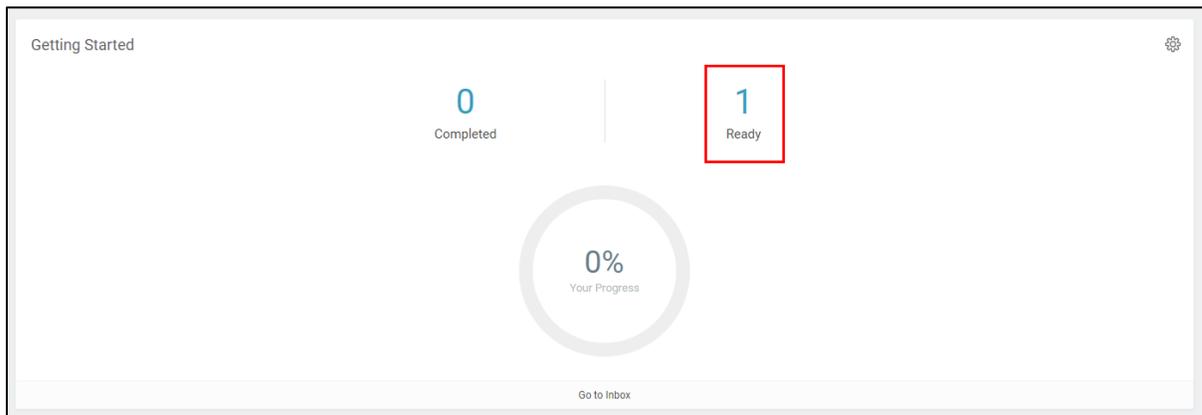
2. Next, select **Onboarding** to be taken to your **Onboarding Dashboard**.



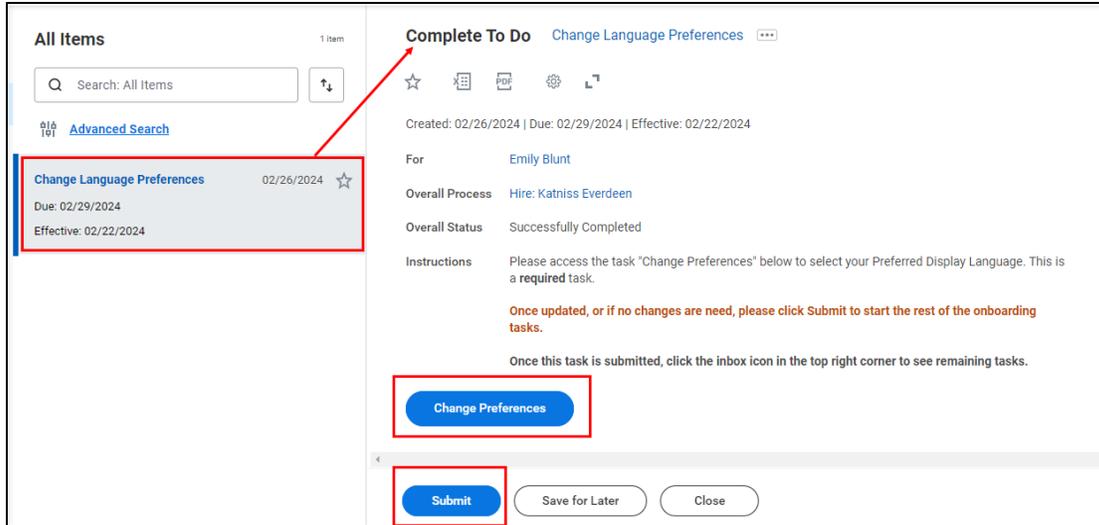
3. From your **Onboarding Dashboard**, you can review a **Welcome** message, news and an **About Us** overview. You will also be able to see **People to Meet**, onboarding tasks assigned to you in **Getting Started**, links to **Helpful Resources**, **Helpful Contacts**, **Medline Culture** and assigned learning **Required for You**.



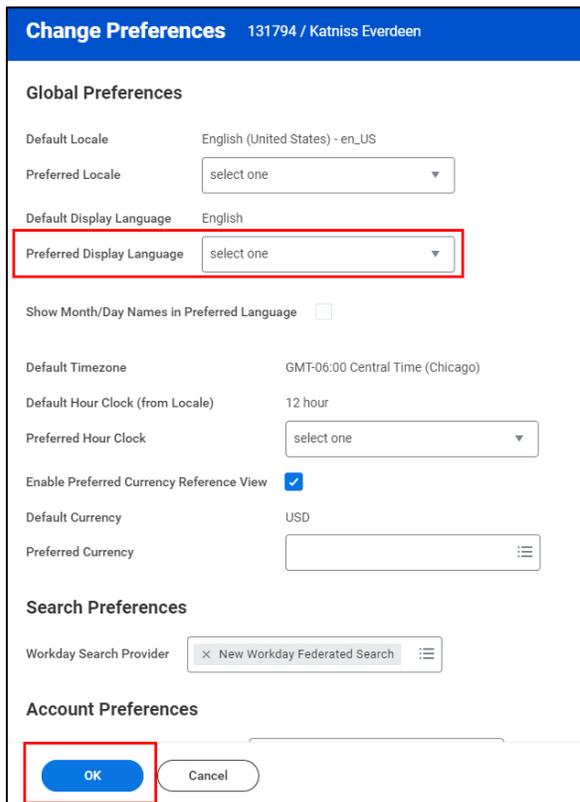
- To begin completing your onboarding tasks, select tasks **Ready** in the **Getting Started** section. This is also where you can see tasks **Completed** and your onboarding progress.



- Next, you will be brought to your Workday **Task Inbox**. You must indicate your language preferences before you can begin your onboarding tasks. Click on the task: **Change Language Preferences**. Select **Change Preferences** to make any edits. If you do not need to make edits, select **Submit** to proceed.



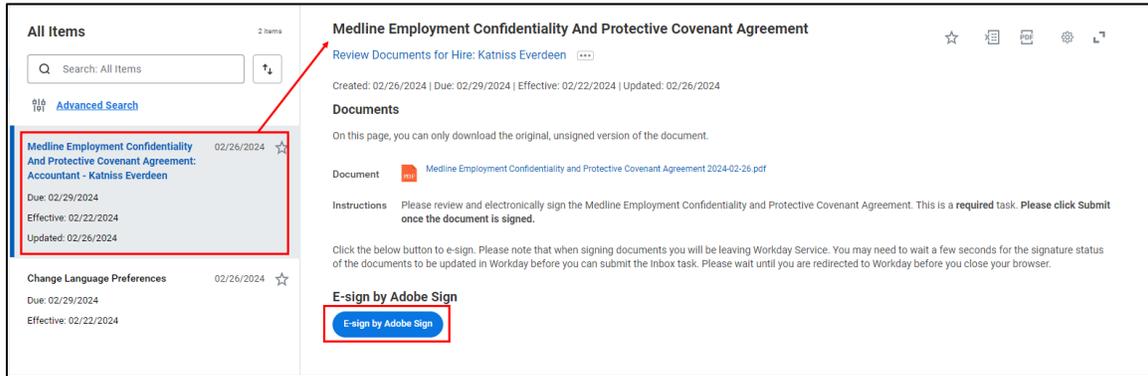
6. If you selected **Change Preferences**, make language preference updates in your **Global Preferences**. Select the language in you would like in **Preferred Display Language**.



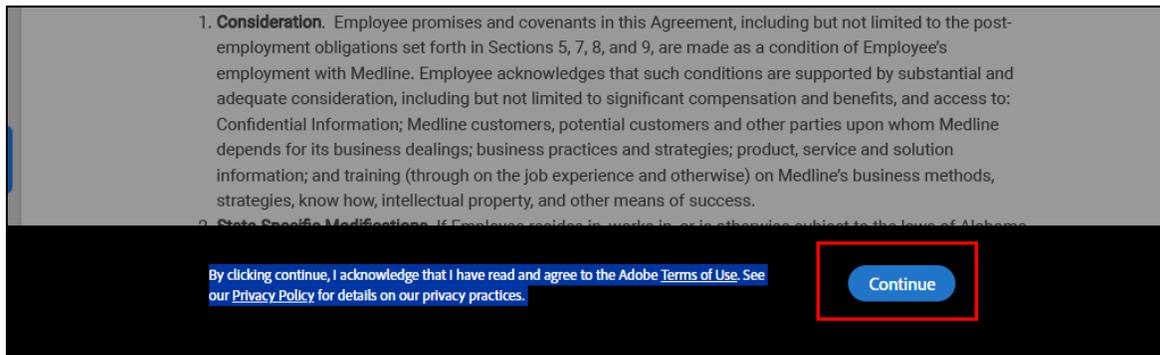
7. After you have indicated your language preferences, your other onboarding tasks and documents will appear for completion.
8. In addition, depending on your location or role, you may be required to sign additional documents. For example, for US salaried employees, you will be required to complete the

**Medline Employment Confidentiality and Protective Covenant Agreement.** Please note, you may see a different task in your inbox depending on your role and location, you can utilize the same steps below to acknowledge the forms.

Select **E-sign by Adobe Sign** to proceed.



9. Review documents for hire and select **Continue** to acknowledge you have read the terms and conditions to proceed to signing the document via Adobe.



10. Read through the document and sign at the bottom in the **Click here to sign** field. You can either type or draw your signature.

MEDLINE INDUSTRIES, LP, an Illinois company: EMPLOYEE:  
Katniss Everdeen  
Full Name

By: 

Alan Satyr  
Associate General Counsel

Employee Signature

Click to Sign

\* Click here to sign

11. Next, select **Click to Sign** to proceed.

By signing, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with Medline Industries, LP.

Click to Sign

12. Next you will be prompted to review and confirm your submission. Click **Submit** to proceed.

**Medline Employment Confidentiality And Protective Covenant Agreement**  
Review Documents for Hire: Katniss Everdeen

**Documents**  
On this page, you can only download the original, unsigned version of the document.

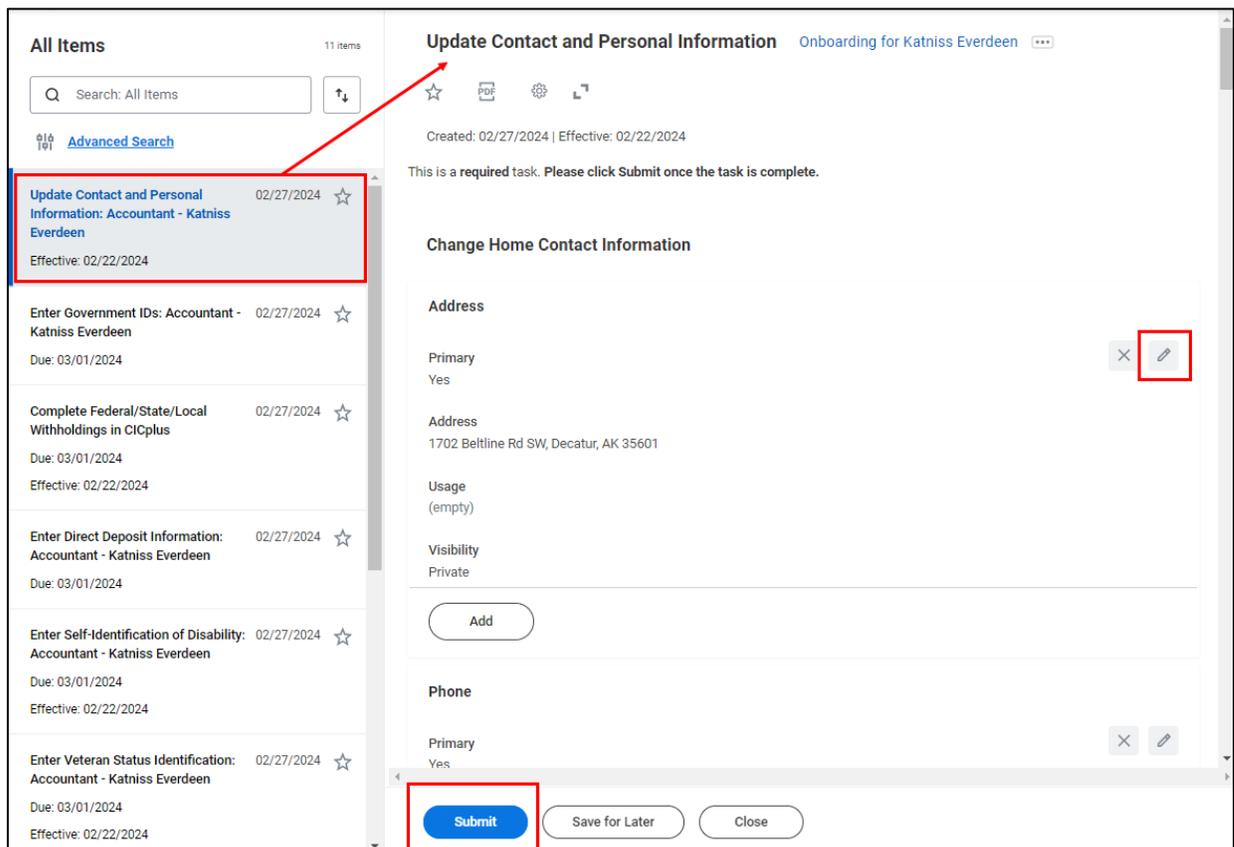
Document  Medline Employment Confidentiality and Protective Covenant Agreement 2024-02-26.pdf

Instructions Please review and electronically sign the Medline Employment Confidentiality and Protective Covenant Agreement. This is a **required** task. Please click **Submit** once the document is signed.

Submit Save for Later Cancel

## Update Contact and Personal Information

1. To proceed with your onboarding tasks, you will be prompted to update your contact and personal information. Any information uploaded during the recruitment process will be automatically populated here. However, if you need to edit or add information, select the **Update Contact and Personal Information** task and select the **Edit** icon (  ) to make edits to your personal information such as **Address, Phone, Email, Legal Name, Preferred Name, Sex, Date of Birth, Marital Status, Race/Ethnicity**. It is required to enter **Home Address, Home Email** and **Home Phone**. Optionally, you may also enter information such as your **Citizenship Status, Sexual Orientation, Gender Identity and Pronouns**. Click **Submit** once complete.



**All Items** 11 items

Search: All Items

[Advanced Search](#)

**Update Contact and Personal Information: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Effective: 02/22/2024

**Enter Government IDs: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Due: 03/01/2024

**Complete Federal/State/Local Withholdings in CIGplus** 02/27/2024 ☆  
Due: 03/01/2024  
Effective: 02/22/2024

**Enter Direct Deposit Information: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Due: 03/01/2024

**Enter Self-Identification of Disability: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Due: 03/01/2024  
Effective: 02/22/2024

**Enter Veteran Status Identification: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Due: 03/01/2024  
Effective: 02/22/2024

**Update Contact and Personal Information** Onboarding for Katniss Everdeen

Created: 02/27/2024 | Effective: 02/22/2024

This is a required task. Please click Submit once the task is complete.

**Change Home Contact Information**

**Address**

Primary Yes

Address 1702 Beltline Rd SW, Decatur, AK 35601

Usage (empty)

Visibility Private

Add

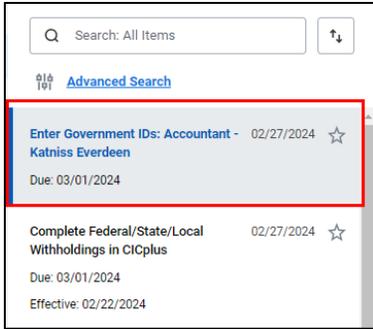
**Phone**

Primary Yes

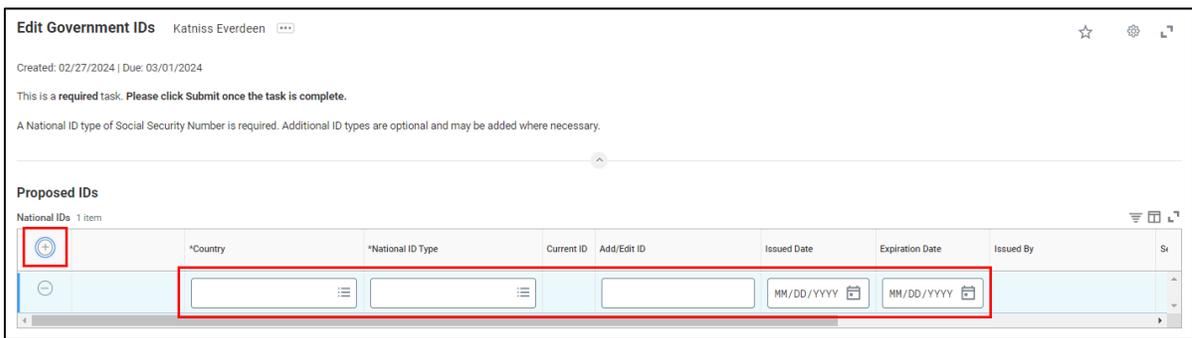
Submit Save for Later Close

## Enter Government IDs (US New Hires Only)

1. Next, if you are an employee in the US, navigate to the next step, **Enter Government IDs**.



2. To add a Social Security Number (SSN), click the **Plus** icon under **National IDs**. Next, add your information in the rows below.



3. Click **Submit** to proceed.



## Complete Federal/State/Local Withholdings in CICplus

1. Next, to enter your Federal/State/Local Tax Withholdings, click on the link **Tax Withholding Forms** to get to **CICplus** to fill out the forms. Click **Submit** once complete.

**All Items** 14 items

Search: All Items

[Advanced Search](#)

**Complete Federal/State/Local Withholdings in CICplus** 02/27/2024 ☆

Due: 03/01/2024

Effective: 02/22/2024

**Enter Direct Deposit Information: Accountant - Katniss Everdeen** 02/27/2024 ☆

Due: 03/01/2024

**Enter Self-Identification of Disability: Accountant - Katniss Everdeen** 02/27/2024 ☆

Due: 03/01/2024

Effective: 02/22/2024

**Enter Veteran Status Identification: Accountant - Katniss Everdeen** 02/27/2024 ☆

Due: 03/01/2024

Effective: 02/22/2024

**Complete To Do** Complete Federal/State/Local Withholdings in CICplus

Created: 02/27/2024 | Due: 03/01/2024 | Effective: 02/22/2024

For **Emily Blunt**

Overall Process Hire: Katniss Everdeen

Overall Status Successfully Completed

Instructions Please access the link below to update your federal, state, and local withholdings (if applicable) in CICplus. This step is required for tax purposes.

Please return to your Inbox and click **Submit** once the task is complete.

[Tax Withholding Forms](#)

**Submit** Save for Later Close

## Enter Direct Deposit Information

- Next, select the next task: **Enter Direct Deposit Information to Manage Payment Elections**. You will be required to submit your bank information for direct deposit purposes.

**All Items** 13 items

Search: All Items

[Advanced Search](#)

**Enter Direct Deposit Information: Accountant - Katniss Everdeen** 02/27/2024 ☆

Due: 03/01/2024

**Enter Self-Identification of Disability: Accountant - Katniss Everdeen** 02/27/2024 ☆

Due: 03/01/2024

Effective: 02/22/2024

**Enter Veteran Status Identification: Accountant - Katniss Everdeen** 02/27/2024 ☆

Due: 03/01/2024

Effective: 02/22/2024

**Complete Equifax for I-9 and State Compliance** 02/27/2024 ☆

Due: 03/01/2024

Effective: 02/22/2024

**Enter Emergency Contacts: Accountant - Katniss Everdeen** 02/27/2024 ☆

**Manage Payment Elections**

Created: 02/27/2024 | Due: 03/01/2024

This is a required task. Please click **Submit** once the task is complete.

Person Katniss Everdeen

Default Country United States of America

Default Currency USD

**Preferred Payment Method**

USA Payroll Payment **1 Direct Deposit**

**Account Setup**

Account Holder Name Katniss Everdeen

Sample Check

Jonathan Doe  
4321 Main St  
Anytown, CA 94000

DATE \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

YOUR BANK NAME  
2019 1st St  
Anytown, CA 94000

DO NOT INCLUDE Check #

⑆ 23456789⑆ 0001234567890⑆ -88-⑆

9 Digit Routing # Between the ⑆ symbols Account # Include all zeros

2. Indicate your **Account** information. Select **Account Type**, indicate **Routing Transit Number**, **Account Number** and **Bank Name**. Once complete, click **OK** to proceed.

**Account Information**

Account Type  
\*  Checking  
 Savings

Routing Transit Number  
\*

Account Number  
\*

Bank Name  
\*

Bank Identification Code

Account Nickname (optional)

**OK** Cancel

## Self-Identification of Disability

1. Next, enter any **Self-Identification of Disability**. Select the task and read through the information.

**All Items** 13 items

Search: All Items

[Advanced Search](#)

**Enter Self-Identification of Disability: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Due: 03/01/2024  
Effective: 02/22/2024

**Enter Veteran Status Identification: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Due: 03/01/2024  
Effective: 02/22/2024

**Complete Equifax for I-9 and State Compliance** 02/27/2024 ☆  
Due: 03/01/2024  
Effective: 02/22/2024

**Enter Emergency Contacts: Accountant - Katniss Everdeen** 02/27/2024 ☆  
Due: 03/01/2024

**Add My Photo: Accountant - Katniss Everdeen** 02/27/2024 ☆

### Change Self-Identification of Disability

Created: 02/27/2024 | Due: 03/01/2024 | Effective: 02/22/2024

This is a **required** task. Please click **Submit** once the task is complete.

For reference [View this form at the U.S. Department of Labor website.](#)

#### Voluntary Self-Identification of Disability

Form CC-305

OMB Control Number 1250-0005

Expires 04/30/2026

#### Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

#### How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability.

2. At the bottom, check the box that is applicable and click **Submit** to continue.

Please check one of the boxes below:

Yes, I have a disability, or have had one in the past

No, I do not have a disability and have not had one in the past

I do not want to answer

**Submit** Save for Later Cancel

## Indicate Veteran Status Identification

1. Next, select the task and read through the information. At the bottom, **Select a Veteran Status**. If you belong to the following classifications of protected veterans, **Select All that Apply** in the next section below. Otherwise, do not select one and skip the question. Next, click **Submit** to proceed.

Advanced Search

Enter Veteran Status Identification: 02/27/2024 ☆  
Accountant - Katniss Everdeen  
Due: 03/01/2024  
Effective: 02/22/2024

Complete Equifax for I-9 and State Compliance 02/27/2024 ☆  
Due: 03/01/2024  
Effective: 02/22/2024

Enter Emergency Contacts: Accountant - Katniss Everdeen 02/27/2024 ☆  
Due: 03/01/2024

Add My Photo: Accountant - Katniss Everdeen 02/27/2024 ☆  
Effective: 02/22/2024

Enter My Name Pronunciation: Accountant - Katniss Everdeen 02/27/2024 ☆

Update My Talent Profile 02/27/2024 ☆  
Due: 03/01/2024

Medline Illinois Employee Handbook 02/27/2024 ☆

An Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with VEVRAA as amended. We are an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

**Select a veteran status**

Veteran Status \*

**Select all that apply**

Disabled Veteran

Recently Separated Veteran Discharge Date:

Active Duty Wartime or Campaign Badge Veteran

Armed Forces Service Medal Veteran

**Submit** Save for Later Cancel

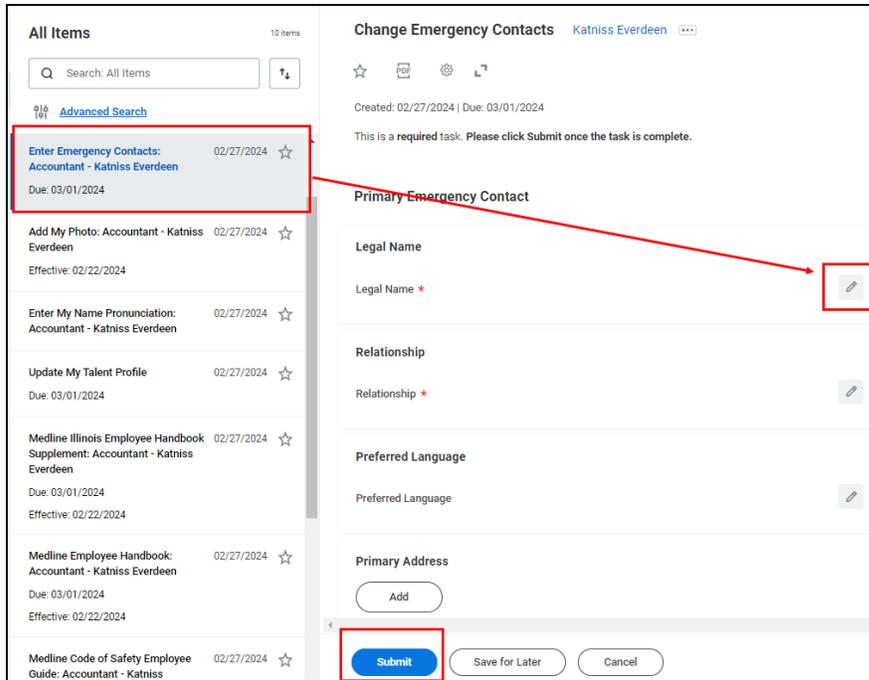
## Complete Equifax for I-9 and State Compliance

1. Select the next task: **Complete Equifax for I-9 and State Compliance**. Click on the link to login to **Equifax** and complete the I-9 and State Compliances forms (if applicable). Select **Submit** to proceed.

The screenshot displays a task management interface. On the left, a list of tasks is shown under the heading 'All Items' (11 items). The first task, 'Complete Equifax for I-9 and State Compliance', is highlighted with a red box. Below it are tasks for 'Enter Emergency Contacts', 'Add My Photo', 'Enter My Name Pronunciation', and 'Update My Talent Profile'. On the right, the details for the selected task are shown. The task is assigned to 'Emily Blunt' and has a status of 'Successfully Completed'. The instructions mention logging into Equifax and provide a URL: <https://hrxtest2.talx.com/ec/#/login/15812?divisionid=134>, which is also highlighted with a red box. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Close'.

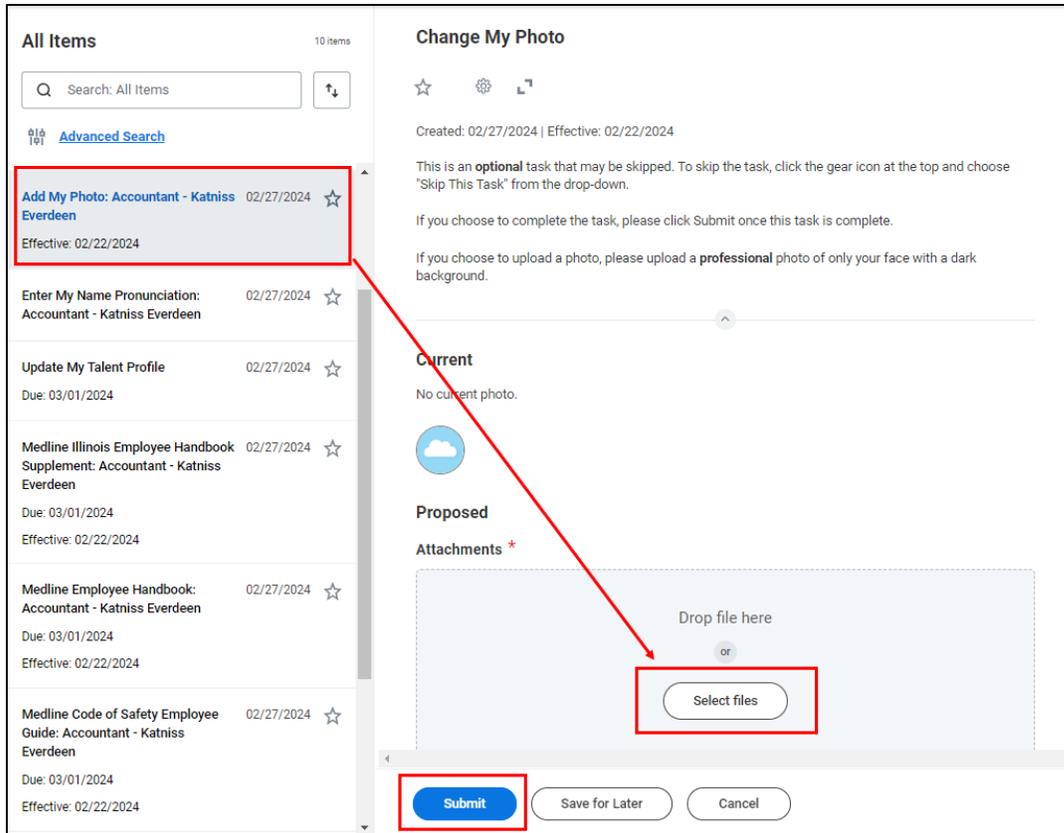
## Enter Emergency Contact Information

1. Next, select the task **Enter Emergency Contacts** to enter your emergency contact information. Select the **Pencil** to add **Legal Name, Relationship, Primary Email and Primary Phone** and then click **Submit**. Please note that their **Primary Phone** will be required but **Email** is optional.

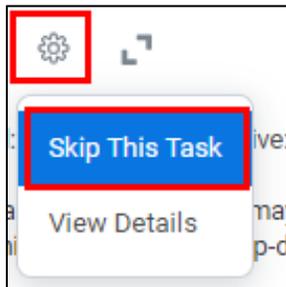


## Add Profile Picture

1. If you would like to add a profile picture, select the **Add My Photo** task. Next, **Select Files** to upload your picture and click **Submit** once complete.

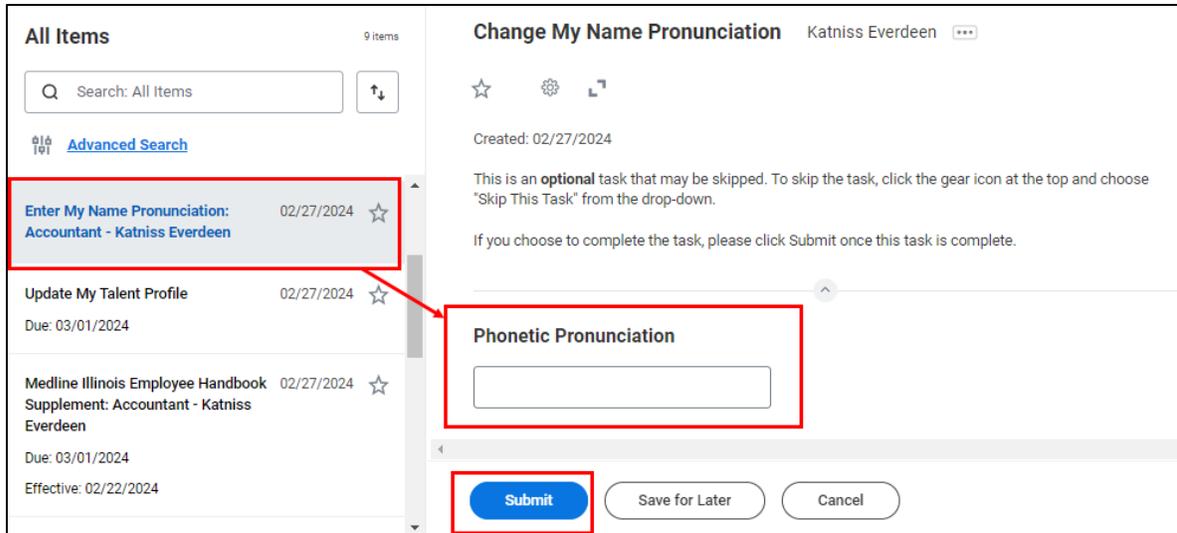


2. If you do not want to upload a photo, select the **Gear** icon (  ) and click on **Skip This Task**.

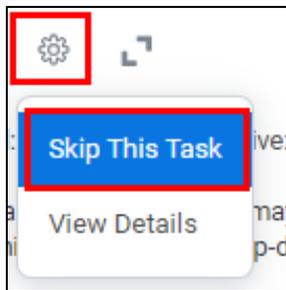


## Change Name Pronunciation

1. Next, if you would like to change your name pronunciation, select the task **Enter My Name Pronunciation**. Type the **Phonetic Pronunciation** and click **Submit**. This is an optional task that may be skipped. Any information inputted here will show up in your **Worker Profile**.



3. If you do not want to add **Phonetic Pronunciation**, select the **Gear** icon (  ) and click on **Skip This Task**.



## Review and Acknowledge Employee Policies

As a new hire, you will also be required to review and acknowledge other documents and processes.

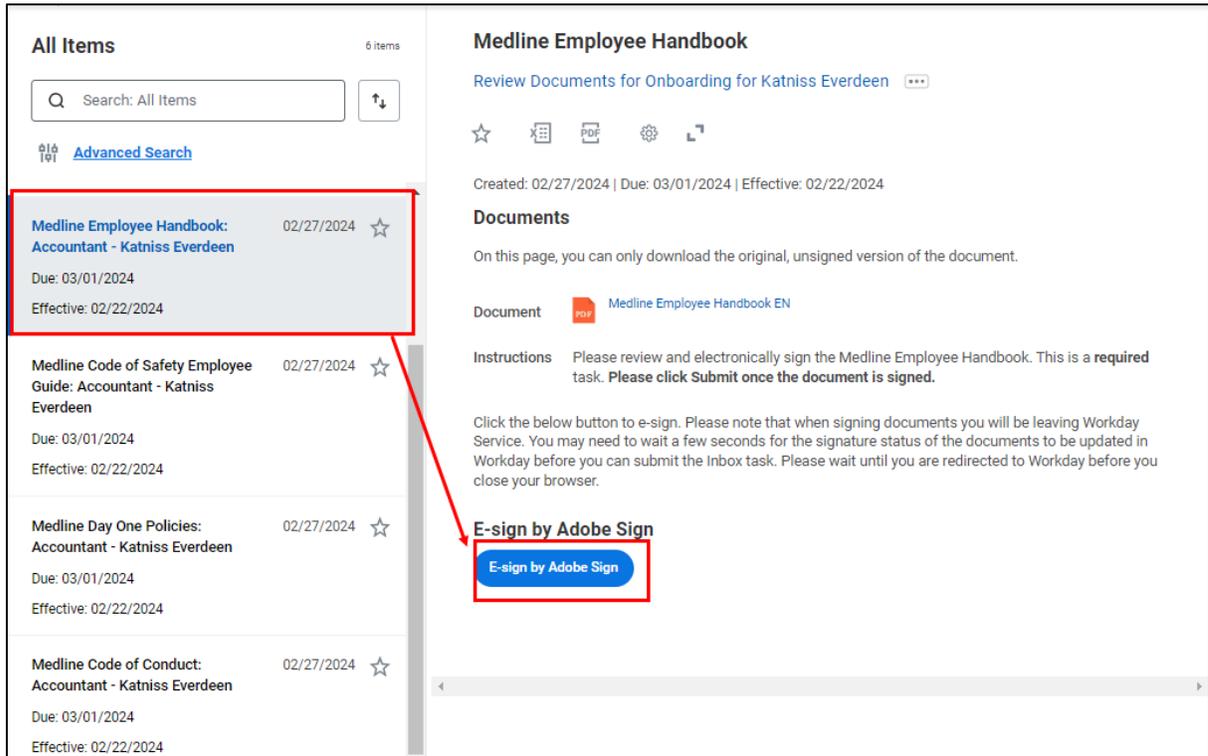
For example, a US salaried employee is required to also review and acknowledge the following documents:

- a) **Medline Illinois Employee Handbook Supplement**
- b) **Medline Employee Handbook**
- c) **Medline Code of Safety Employee Guide**
- d) **Medline Day One Policies**
- e) **Medline Code of Conduct**



Please note that documents will vary depending on your role and location but the following steps below can be repeated for any document to ensure you review and sign all documents.

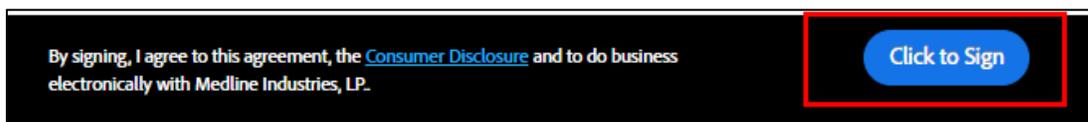
1. Select the task or documents and click **E-sign by Adobe Sign** to begin.



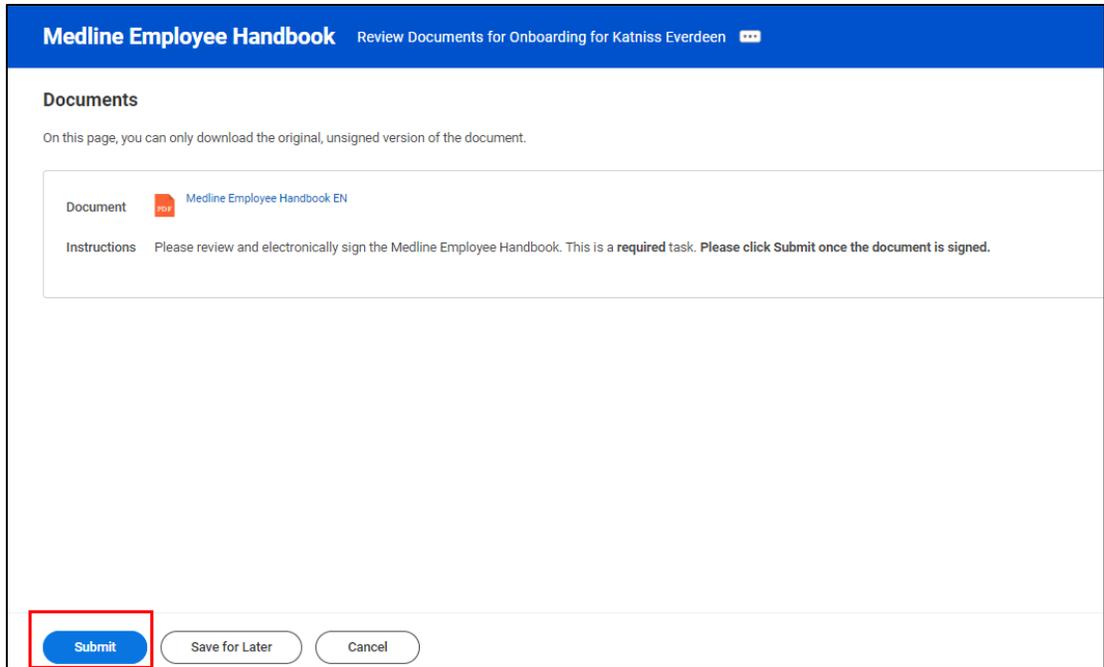
2. Review the document and at the bottom of the document, select **Click here to sign** to either type or draw your signature.



3. Next, select **Click to Sign** to proceed.



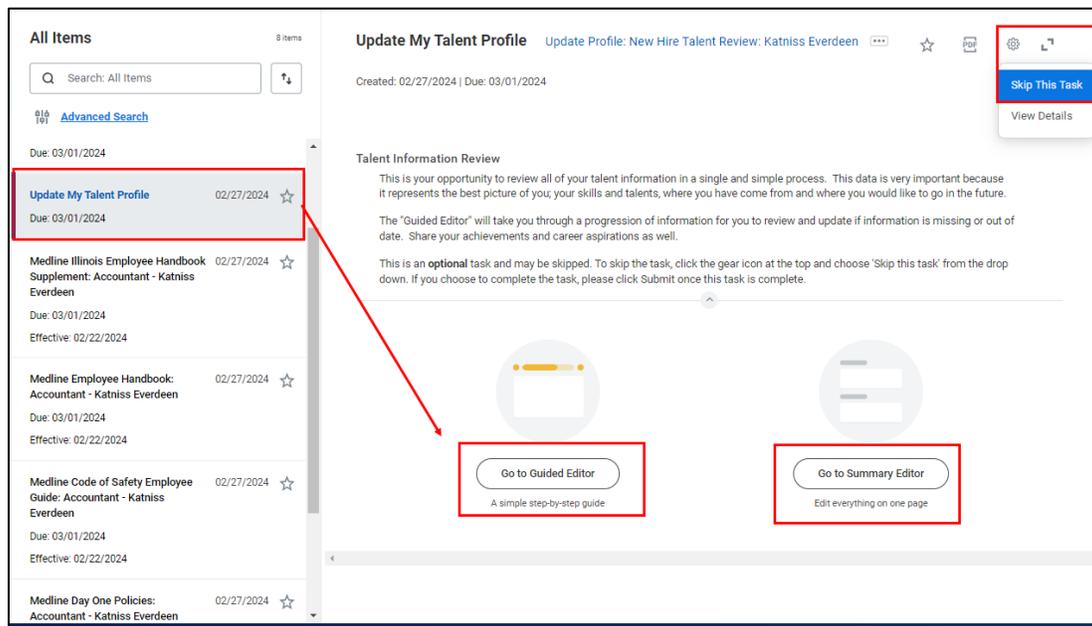
4. Review the signed document and click **Submit** to complete this task.



5. After acknowledgement of all new hire onboarding documents, you have completed the onboarding process.

## Update My Talent Profile (Start Date Task)

1. Next, on your start date, you will receive a task to update your **Talent Profile**. You may select **Go to Guided Editor** or **Go to Summary Editor**. This is an optional task and may be skipped, click on the **Gear Icon** and select **Skip this Task** if you do not want to complete this task.



2. If you have selected **Go to Guided Editor** or **Go to Summary Editor**, you will be prompted to enter your **Languages, Education, Skills, Job History, Career Interests, Travel and Relocation** information. Click **Submit** to complete this task.

**Languages**

Add

---

**Education**

School

INSEAD Business School

Degree

Masters

Field of Study

Last Year Attended

2022

Add

---

**Skills**

Skills on Professional Profile none entered

Add

---

**Submit** **Close**

**Job History**

Add

---

**Career Interests**

Career Preferences

Career Interests

---

**Travel**

Are you willing to travel?  
(empty)

What amount of time?  
(empty)

Additional Information

---

**Relocation**

Are you willing to relocate for the short term?

---

**Submit** **Close**