

New Hire HR Operations Checklist

House Staff

Required Employee Document Processing

- Employment Verification (I-9)

HR Documents

- Holiday Schedule
- Payroll Calendar

Next Steps:

- Set up Lawson eConnect Password with Help Desk at **650.723.3333**
- Set up the following in Lawson eConnect - <https://econnect.stanfordmed.org>
 - Direct Deposit
 - Tax Withholding (W-4)
 - Address changes/updates
- Update Professional Profile in SHC Connect (Intranet) - via My Shortcuts SHC directory

Within 30 Days of Employment:

- Complete Healthstream - <http://www.healthstream.com/hlc.stanford>
 - Regulatory and compliance training
- Complete Benefits Enrollment within 31 days of Date of Hire
 - Enrollment Questions contact: Benefitsolver – www.benefitsolver.com or at 855-327-5025

eConnect (payroll, direct deposit, W4, paystubs) – set-up after orientation
<http://infor.stanfordmed.org>



User Name: SID # (S1234567)
 Password: Call IT Help Desk at 650-723-3333 and then reset it at Citrix before logging in.* Advise them you are new hire and need Lawson eConnect access

*After you get your password from IT you will need to log into Citrix to reset your password. Enter your SID and the password you receive from IT. The system will prompt you to change your current password.



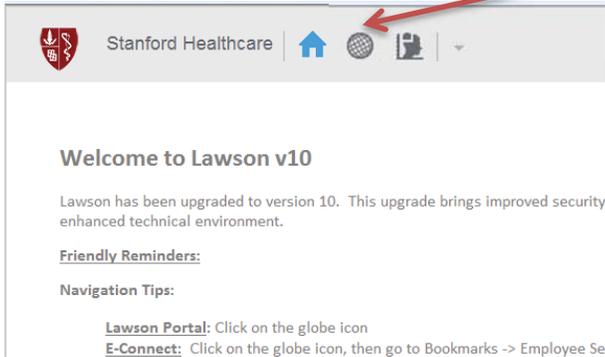
Select: Lawson eConnect from the portal



Password

Enter username and password to log in

After log in, select the globe



Stanford Healthcare | Home | **Globe** | User Icon

Welcome to Lawson v10

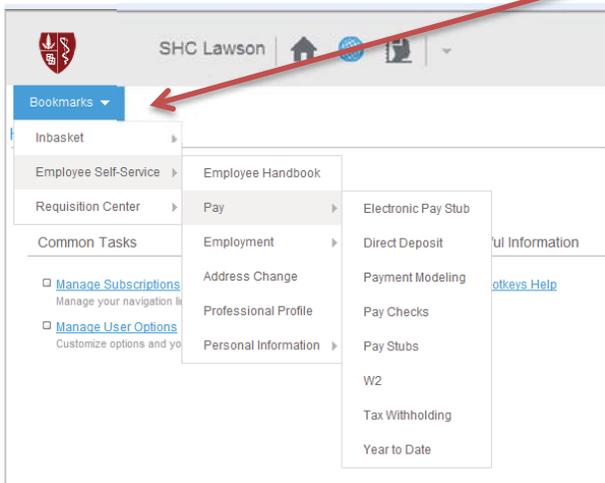
Lawson has been upgraded to version 10. This upgrade brings improved security enhanced technical environment.

Friendly Reminders:

Navigation Tips:

Lawson Portal: Click on the globe icon
E-Connect: Click on the globe icon, then go to Bookmarks -> Employee Se

-Under bookmarks
 -Employee Self Service
 -Pay – For Direct Deposit and W4



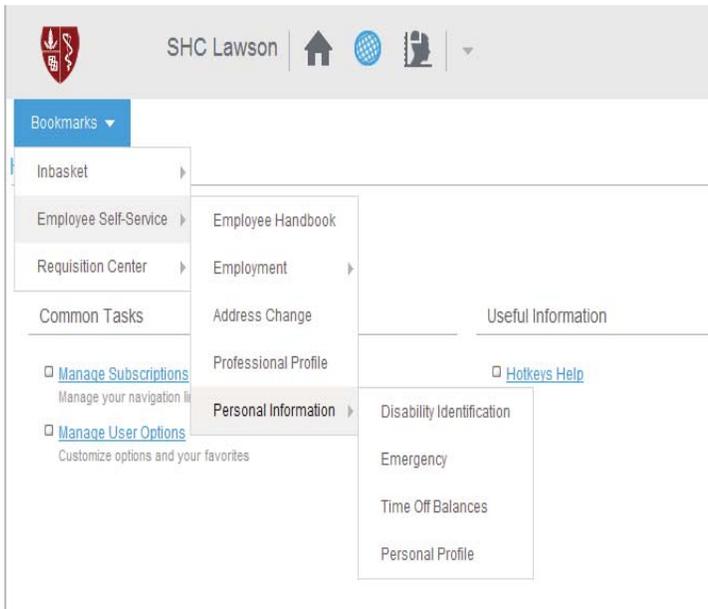
SHC Lawson | Home | **Globe** | User Icon

Bookmarks

- Inbasket
- Employee Self-Service
 - Employee Handbook
- Requisition Center
 - Pay
 - Electronic Pay Stub
 - Direct Deposit
 - Payment Modeling
 - Pay Checks
 - Pay Stubs
 - W2
 - Tax Withholding
 - Year to Date
- Common Tasks
 - Address Change
 - Professional Profile
 - Personal Information

Useful Information | [Hotkeys Help](#)

-Under bookmarks
 -Employee Self Service
 -Personal Information-
 Emergency contacts



SHC Lawson | Home | **Globe** | User Icon

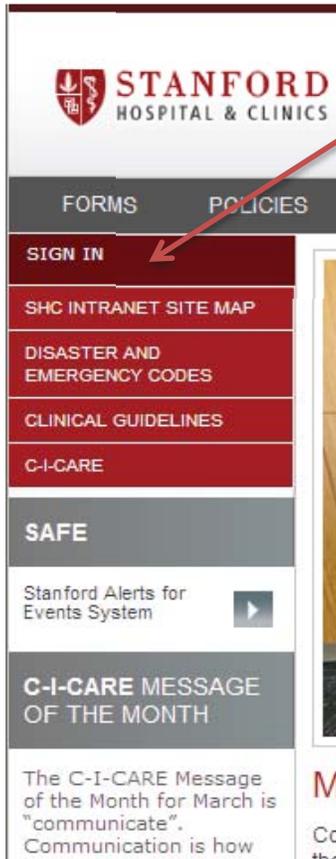
Bookmarks

- Inbasket
- Employee Self-Service
 - Employee Handbook
- Requisition Center
 - Employment
- Common Tasks
 - Address Change
 - Professional Profile
 - Personal Information
 - Disability Identification
 - Emergency
 - Time Off Balances
 - Personal Profile

Useful Information | [Hotkeys Help](#)

Stanford hospital online directory (update your employee profile)

<http://portal.stanfordmed.org>



Click – Sign In

User ID: SID# (Enterprise user name: S001234)

Password: SID Password

1. Once on the SHC Portal Site click “sign in” (screen shot to right)
2. Click “My Shortcuts” to the right for drop down menu
3. Scroll down to “Click **here** to view or edit

Healthstream Online Training Courses

New hire training requirements*: All new hires are required to complete an initial curriculum of web-based regulatory training, which is hosted online in Healthstream, our learning management system. New hire training must be completed no later than 30 days from the date of hire. A Healthstream account is automatically created for all new employees on their date of hire, and all required courses are automatically populated into the new employee's account.

Annual training requirements: In addition to new hire courses, regulatory courses must be completed annually (per fiscal year). Courses are assigned every year on September 1, and the deadline to complete assignments is August 31 of the following year.

***Temporary/ contracted employees transferring to a regular position:** If you are a new hire who has previously completed courses as a temporary or contracted SHC staff member, your transcripts will be merged into a new account on the date of hire to a regular position. Once merged, the original temporary or contracted account will be closed. *Please do not access or work in the original account on or after your date of hire to a regular position.*

Access: Healthstream can be accessed from home or through a Stanford Health Care networked computer.

- To access from any SHC networked computer, open a web browser to the SHC Connect home page
 - Click on the “**CONNECT TO**” link to view the drop down menu
 - Select “**Healthstream**” from the options listed



Stanford HEALTH CARE
SHC CONNECT

FORMS POLICIES DEPARTMENTS TEAM SITES **CONNECT TO** MY SHORTCUTS

HOWARD, MATTHEW
SHC INTRANET SITE MAP
DISASTER AND EMERGENCY CODES
CLINICAL GUIDELINES
G-CARE
MISSION & VISION
Mission
To care, to educate, to discover
Vision
Healing humanity through science and compassion, one patient at a time

HELP US FIND THE BEST of the BUNCH
STANFORD HOSPITAL & CLINICS
You bring out the best in us, now bring the best to us. Refer someone today!

TODAY'S HEADLINES
08/14 - Bing Music Series in the Hospital Atrium - Week of August 18-22
08/14 - SHC Employees of the Year and Award for Management nomination period now open
08/14 - SHC Infection Prevention & Control: Ebola Virus Disease (EVD) Guidance
08/12 - Stanford Coordinated Care Open House: August 19
08/08 - Supply Chain and 500P ED 3P Operational Design Workshop Report Out: August 15
08/06 - 8th Annual Carolyn Wiedemann Reller Summer Concert Series schedule
[MORE NEWS](#)

To access from a non-networked computer, enter the URL: <http://www.healthstream.com/hlc/stanford>

- **User ID:** Employee ID number. The user ID must be six digits. If your employee ID is only 4 or 5 digits, add zeros to the beginning of your employee number to create a six-digit number.
Example: for Employee ID 1122, the User ID is 001122.
- **Password:** The default initial password is the same as your user ID.



STANFORD
UNIVERSITY
MEDICAL CENTER
*Stanford Hospital & Clinics
Lucile Salter Packard Children's Hospital*

Sign In

User ID

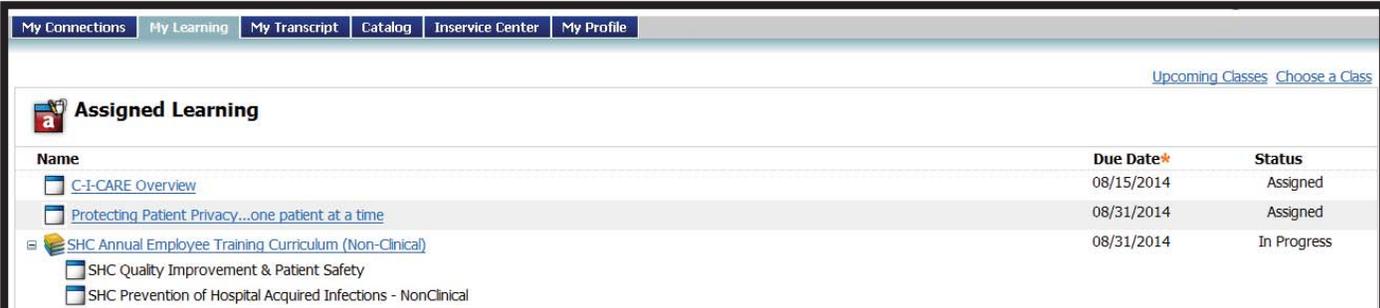
Password

Login

Navigation: Once you have logged into the system, use the tabs at the top of the screen to navigate. The six main tabs are labeled **My Connections, My Learning, My Transcript, Catalog, Inservice Center, and My Profile**. These tabs are available from every screen in the site.



The courses required for all new hires are automatically populated into your Healthstream account at the time of hire. When you first log in, you will be at the “**My Learning**” page, which displays the courses that have been assigned to you. Select any course to begin.



Name	Due Date*	Status
C-I-CARE Overview	08/15/2014	Assigned
Protecting Patient Privacy...one patient at a time	08/31/2014	Assigned
<ul style="list-style-type: none"> SHC Annual Employee Training Curriculum (Non-Clinical) <ul style="list-style-type: none"> SHC Quality Improvement & Patient Safety SHC Prevention of Hospital Acquired Infections - NonClinical 	08/31/2014	In Progress