



## Welcome to Shared Health,

We greatly appreciate your willingness to support COVID-19-related efforts in the delivery of health care services across Manitoba. Around the world, health care workers are working valiantly to meet the demands and challenges of this unprecedented time. By joining our team, you help ensure we can address the variety of services required by our COVID-19 efforts.

This package provides information about a couple of steps you need to take to prepare for active employment. If you accept your attached letter of offer, please complete these steps as soon as possible.

**If you need assistance completing any of these steps, contact Human Resources Shared Services at 204-940-8500, option 5 or 1-866-999-9698, option 5.**

### Obtain Photo ID Badge

Staff are required to have their photo ID badge / access swipe card with them at all times while at work.

To arrange for your badge, please do the following:

- Take a new picture of yourself – head and shoulders only - against a white background. A medium-sized jpeg file is preferred.
- Send an email to [photoid@sharedhealthmb.ca](mailto:photoid@sharedhealthmb.ca) that includes the following:
  - The photo
  - Your legal name
  - The title of the position you have been hired into
  - The location of your position

Your badge will be prepared and forwarded to your place of work.

If you work at a site that has additional requirements for access or ID, you will be informed of this when you report for work.

Your ID badge is the property of Shared Health, and must be returned upon the termination of your employment or if otherwise requested. A replacement charge will be applied if you lose your photo ID badge or fail to return it as required.

## Complete Onboarding

As part of your hire, you will be asked to complete online onboarding. This will consist of the following:

- Reading and accepting key policies
- Providing banking information for direct deposit of your pay
- Completing any required benefits forms
- Completing Provincial and Federal TD1 tax forms

You will receive information about your onboarding requirements in an email from [healthcarecareers@wrha.mb.ca](mailto:healthcarecareers@wrha.mb.ca).

You will receive a separate email with instructions for signing up for an epost™ account so you may receive online pay statements.

You may also be required to complete additional onboarding steps specific to your site – for example, submitting parking forms or attending an orientation session. If so, you will be notified.

## Review Staff Policies and Handbook

Information about the working conditions, requirements, and benefits related to your employment can be found in the following resources:

- [Shared Health Policies and Procedures](#)
- [Shared Health Employee Handbook](#) (non-union employees only)
- Applicable collective agreement (unionized employees)

**Please note** the links above take you to the [Shared Health intranet](#) at [home.sharedhealthmb.ca](http://home.sharedhealthmb.ca). This is accessible from a workplace computer only and may require your network login ID.