

Your To-Do List

	Task	Information	Complete
1.	Badge pick-up	<p>Your badge can be picked up in three of the following ways:</p> <ol style="list-style-type: none"> 1. The security department is located on the 2nd floor of the CEP building in the main campus. You can contact security at 305-666-6511 Ext. 4912 to check if your badge is there. 2. The department of TM&E is located at the corporate headquarters of the system at 5301 Blue Lagoon Drive, 4th floor. You can contact the Department of Talent Management & Effectiveness at: 305-666-6511 Ext. 8295. 3. There are some leaders who, at times, pick up badges for their new hires. Check with your leader to confirm they have it. <p>We suggest that you call the Security Department or TM&E to ask where to pick up your badge.</p>	
2.	Vehicle decal Information	<p>The main campus has three parking garages. Depending on the department you will be working at, you will receive a parking decal that is assigned to a garage. To receive your decal, you will need to fill out the form. Click here to access the form: https://intranet.mch.com/EN/Departments/Security/Security%20Forms/ParkingForm.pdf</p> <p>Note: You will need to access this link internally from Citrix</p>	
3	Uniform Information	<p>Some of you may want to order your scrub and other employee related attire during your first week. You can order your uniforms through Uniform Advantage. To access the site, click on the following link: https://nchstemp.uniformadvantage.com/login.asp</p> <p>You will need to set up an account using your Nicklaus Children's email. We suggest you speak to your leaders <i>prior to ordering</i> in the event that the department requires specifics that need to be part of your uniform.</p>	
4	Direct Deposit Information	<p>We highly encourage that you enter your direct deposit information in the system during the first week of orientation. If your direct deposit information is not in the system during the first week, your first paycheck may be mailed to you, and you may receive it 7-10 days after the initial pay period.</p> <p>Should you have any questions regarding direct deposit, please call 786-624-2429.</p>	
5	Benefits Information	<p>You will have until the end of the month of your orientation month to complete your health and other Nicklaus Children's Health System's benefits.</p> <p>Should you have any questions regarding your benefits enrollment, please visit the Benefits portal site or call 305-663-8282.</p>	
6	New Hire Curriculum on myles	<p>All new hires are required to complete a series of modules that make up part of the New Hire Curriculum. These courses need to be complete mid-week of your orientation (Tuesday). The curriculum is mandatory for all new hires. Failure to complete the modules by end of Day 2 of orientation will result in suspension and being unable to report to your department.</p> <p>Additionally, new nurses will have additional modules on myles that they have to complete. Please be sure to check the due dates for these modules.</p>	