YOUR ONBOARDING CHECKLIST

We are excited to welcome you and your family to Houston Methodist! At Houston Methodist, the passion to serve our patients and sustain our mission is reinforced by our I CARE Values.

**INTEGRITY.  COMPASSION.  ACCOUNTABILITY.  RESPECT.  EXCELLENCE.**

Woven throughout and reflected in our culture, I CARE Values do not just apply to our patients. These values extend to our employees. Houston Methodist is committed to creating the best employee experience for you because we know how much dedication it takes to be at your best.

As you begin your Houston Methodist journey, we will ask you to complete onboarding activities to help you gain access to Houston Methodist resources and information. Use this checklist to help keep track of what activities you need to complete and by when. This is your chance to dive right in!

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<tr>
<th>Activity</th>
<th>Steps/Important Information</th>
<th>Timeframe/Deadline</th>
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| [ ] Review your Welcome Packet | • Your Houston Methodist Quick Start Guide  
• 2014 Benefits Guide  
• Laws Protecting Your Journey | • Before you enroll in your Houston Methodist Benefits |
| [ ] Place your 2014 Benefits Contacts Card in your wallet | • 2014 Benefits Contacts Card | • Anytime |
| [ ] Register for Houston Methodist Home Access | • To access MARS employee self-service, your email from home, and other Houston Methodist IT systems, you must register via the “MARS Home Access” link on the Houston Methodist Intranet. | • After you receive your Houston Methodist network ID and password |
| [ ] Complete Form I-9 | • Complete an Employment Eligibility Verification Form I-9 at a Houston Methodist workstation at your facility.  
| [ ] Review your personal information on MARS: Update your Form W-4 (dependent allowances and status) Confirm your direct deposit information is correct Update emergency contacts | • Access MARS at mymethodistbenefits.com.  
• From a Houston Methodist facility (on the Houston Methodist network), click on the “Enroll From Work” icon and log in.  
• From Home (or any non-Houston Methodist location), click on the “Enroll From Home” icon, log in, and click on MARS Portal. **You must register for MARS Home Access before accessing MARS from home.**  
Use your Houston Methodist network ID and password to log in to MARS (Your director should have distributed your network ID, password, and badge to you prior to February 1. If you have not received this information please work with your director.) | • After you receive your Houston Methodist network ID and password  
• To elect a status other than "single with zero allowances" on your W-4, you must do so by **February 10, 2014** |
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<tbody>
<tr>
<td>Visit The Houston Methodist Experience Site</td>
<td>• Take a visual tour of Houston Methodist at <a href="http://TheHoustonMethodistExperience.com">TheHoustonMethodistExperience.com</a> on <a href="http://mymethodistbenefits.com">mymethodistbenefits.com</a> for a sense of what it's like to work at Houston Methodist.</td>
<td>• Anytime</td>
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| Enroll in your Houston Methodist Benefits    | • Access MARS at [mymethodistbenefits.com](http://mymethodistbenefits.com).  
  • From a Houston Methodist facility (on the Houston Methodist network), click on the “Enroll From Work” icon and log in.  
  • From Home (or any non-Houston Methodist location), click on the “Enroll From Home” icon, log in and click on MARS Portal.  
  You must register for MARS Home Access before accessing MARS from home.  
  Use your Houston Methodist network ID and password to log in to MARS (Your director should have distributed your network ID, password, and badge to you prior to February 1. If you have not received this information please work with your director.)  
  • Log in and click on the Benefits Enrollment link.                                                                 | • February 1 – March 2, 2014  
  (or 30 days from your date of hire)  
  • Allow approximately 20 minutes to enroll for the first time | |
| Contact Fidelity to:  
  • Enroll in the Houston Methodist 403(b) Plan  
  • Initiate any rollover activity  
  • Make your retirement beneficiary elections | • Visit the Fidelity website at [netbenefits.com/Methodist](http://netbenefits.com/Methodist), call 800.343.0860 or connect in person (see page 20 of Your Houston Methodist Quick Start Guide to see when Fidelity will be onsite).  
  • If you wish to roll over your retirement plan from CHRISTUS to the Houston Methodist Plan, consider initiating any rollover activity after your 2013 CHRISTUS 403(b) match is deposited in your account at the end of March 2014. | • Starting February 4, 2014  
  • Allow approximately 15 minutes to enroll | |
| Complete your Houston Methodist required in-services | • While you are on the Houston Methodist network, access:  
  • MARS at [mymethodistbenefits.com](http://mymethodistbenefits.com) by clicking on the “Enroll From Work” icon, or  
  • Houston Methodist Intranet and click on the “MARS” link under Frequently Accessed Pages.  
  • Log in and click on the “myLearnings” link.  
  • Go to [HM CHRISTUS Integration In-Services](http://HM CHRISTUS Integration In-Services).  
  **Note:** Non-exempt employees must complete their in-services while on the clock and while connected to the Houston Methodist network. | • By March 2, 2014  
  • Allow approximately 3 hours to complete | |
| Contact your Houston Methodist:  
  • HR Benefits  
  • HR Payroll | **Benefits:**  
  • 832.667.6211  
  • [hrbenefits@houstonmethodist.org](mailto:hrbenefits@houstonmethodist.org)  
  **Payroll:**  
  • 832.667.6213  
  • [hrpayroll@houstonmethodist.org](mailto:hrpayroll@houstonmethodist.org) | • As needed |
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| Qualify for a partial deductible and out-of-pocket carryover from your CHRISTUS Medical Plan | • Receive up to a $250 credit toward your 2014 Houston Methodist Medical Plan deductible for you and your covered family members  
• Roll over 60% of your current CHRISTUS out-of-pocket balance* to your Houston Methodist Medical Plan out-of-pocket balance | • By **March 2, 2014**  
• Allow about 20 minutes to complete your Health Assessment and 15 minutes (without wait time) to complete your Biometric Screening |

**YOU ONLY**

**STEP 1 — Register with WebMD and complete the Health Assessment**  
• Visit the HealthyDirections Hot Spot on mymethodistbenefits.com to get started. For more information on how to register on WebMD and complete the Health Assessment, refer to page 11 of your Houston Methodist Quick Start Guide.

**STEP 2 — Participate in a Biometric Screening**  
• Refer to the Onboarding Events Calendar on page 20 of your Houston Methodist Quick Start Guide for Biometric Screening dates.

| Qualify for the 2014 Medical Plan Rewards to receive the lower Medical Plan deductible | **YOU AND YOUR COVERED SPOUSE**

**NOTE:** If you complete the Health Assessment and Biometric Screening to earn the deductible credit and out-of-pocket rollover above, you do not need to complete these steps again. However, your covered spouse will need to complete these steps, and you both must be tobacco/nicotine-free to earn the lower Medical Plan deductible for 2014.

**STEP 1 — Register with WebMD and complete the Health Assessment**  
• Visit the HealthyDirections Hot Spot on mymethodistbenefits.com to get started. For more information on how to register with WebMD and complete the Health Assessment, refer to page 11 of your Houston Methodist Quick Start Guide.

**STEP 2 — Participate in a Biometric Screening**  
• Refer to the Onboarding Events Calendar on page 20 of your Houston Methodist Quick Start Guide for Biometric Screening dates.

**STEP 3 — Meet tobacco/nicotine-free status**  
• Meet tobacco/nicotine-free status by screening negative for tobacco/nicotine use.**

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* For out-of-pocket and deductible costs incurred from **July 1, 2013**, through **January 31, 2014**, and paid through **February 28, 2014**.

** If it is unreasonably difficult for you or your spouse to be tobacco/nicotine-free, an alternative Medical Plan Reward qualification may be available. For more information, contact HR Benefits at 832.667.6211 or hrbenefits@houstonmethodist.org.
Please note, this timeline outlines steps for benefits-eligible employees with a Houston Methodist start date of February 1, 2014. If your start date is not February 1, 2014, your timeline will be different. To find your Houston Methodist start date, visit the "Personal Information" link in MARS. Contact HR Benefits at Houston Methodist at 832.667.6211 or hrbenefits@houstonmethodist.org if you have any questions.