

## How to Complete Employee Onboarding:

In the Employee Onboarding Program, you will add your emergency contacts, direct deposit information and select your W4 and L4 elections.

The screenshot shows the MyLGH website interface. The top navigation bar includes links for Companies, HR, J2E, Departments, Policies, Standards, Training, and Incident Reporting. A search bar is located in the top right corner. On the left side, there is a 'MY LINKS' section with various utility links and an 'LGH Links' section with application portals. A central banner for 'Employee Forum Dates' is visible. A green callout bubble with a red arrow points to the 'Employee Space' link in the 'LGH Links' section.

The screenshot shows the Infor Global HR system interface. The top navigation bar includes links for Employee, My Reviews, Manage Goals, View Compensation, Benefits, My Development, My Mentors, My Profile, Find A Coworker, and Opportunities. A dropdown menu is open under the 'Employee' link, listing various HR functions. The 'Employee Transition Programs' option is circled in red. A green callout bubble with a red arrow points to this option.

infor Infor Global HR

Employee Transition Programs

**Welcome**

Welcome to the team Lafayette General Health System  
Hello Desiree D. Provost,  
Congratulations again on joining Lafayette General Health! We are thrilled you are joining our team! In order to complete your employment record, you need to complete the onboarding process by filling out online forms, acknowledge policies and learn more about our company. Please contact Human Resources at (337) 289-8446 or humanresources@lgmc.com if you have any questions.

**Welcome Video**

Benefit Education for New Hires (Lafayette G...  
**BENEFIT EDUCATION**  
Human Resources

**My Programs**

Program Name	Tasks Remaining	Progress	Action
Onboard Activities Status: Pending	3	0 %	<b>Start</b>

*Click Start*

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Employee Transition Programs

Onboard Activities

- Emergency Contacts (Assigned)
- Direct Deposit (Assigned)
- EMP W4 & L4 (Assigned)**

*Please complete each assigned task...*

**Deductions**

Description	Resident Status	Marital Status	Exemptions	Additional Exemptions	Additional Amount
Federal Withholding	Resident	Single	0	0	
Louisiana Withholding	Resident	Single	0	0	

*Click Finish*

Previous **Finish**