



NEW HIRE CHECKLIST

Electronic version: <https://hr.virginia.edu/grounds-success-orientation>

Prior to First Day of Work

- Complete [Benefits eLearning module](#) (“Ask Alex”)
- Complete section 1 of Form I-9 on or before your first day, via Workday assigned task

First Day of Work

- Attend orientation on or close to your first day
- Obtain your [UVA ID Card](#)
- Obtain a parking permit from [Parking & Transportation](#)

By Second Day of Work

- Meet with your manager to cover
 - Overview of school/unit and VP area
 - Department mission, goals, and culture
 - Tour of department/unit
 - Introduction to department/school leaders, team members, key contacts, and customers
- Obtain your [UVA computing ID](#) from ITS and activate your accounts
- Sign up for [UVA Alerts](#)

By Third Day of Work

- Complete section 2 of the I-9 process with I-9 specialist (at GFS orientation) or [email](#) for an appointment
- Complete tasks assigned in [Workday](#), including:
 - Review and update your personal information including veteran status, emergency contacts, phone numbers, and address. **If relocating from out-of-state, please ensure local address is up-to-date for tax purposes.**
 - Sign up for direct deposit
 - Complete your W-4 form
 - Complete your VA-4 form
 - Update your Selective Service status (males between the ages of 18 – 25)

During First Two Weeks of Work

- Complete digital courses assigned as a campaign in Workday including:
 - **“Getting Paid & Taking Leave”**
 - **“Policies and Standards”**
 - **“Safety and Security”**
- Complete required trainings assigned in Workday, including:
 - **“Not on Our Grounds Responsible Employee” (Title IX) digital course**
 - NOTE: You will be prompted to enter your University computing credentials to be given access. You will “register” for the module by providing some information. This is a one-time process. Once you register, you will arrive at the “Dashboard,” where you will click “Access Course” item to begin the module. Please note that the training is not hosted in Workday or the University Medical Center’s LMS (NetLearning). The module is available from an entirely separate, web-based platform.
 - Review HRM-041: Policy on Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence (Title IX Policy): [here](#)
 - Review HRM-040: Reporting by University Employees of Disclosures Relating to Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence (the Title IX Policy): [here](#)
 - **“Preventing and Addressing Discrimination, Harassment and Retaliation” digital course**
 - Review HRM-009: Policy on Preventing and Addressing Discrimination and Harassment: [here](#)
 - Review HRM-010: Policy on Preventing and Addressing Retaliation: [here](#)
 - **“Emergency Preparedness-WSC” digital course**
 - **“Information Security Awareness Training ISAT” digital course**

During First Week – Two Months

- Select benefit options within 30 days of your hire date
- Review job description and performance expectations
- Discuss designated or non-designated status
- Discuss probationary period
- Discuss schedule expectations
- Review confidentiality and privacy expectations

Resources

Human Resources and Benefits:

- [UVA Human Resources](#)
- [Benefits](#)
- [Hoo's Well](#)
- [Payroll Calendar](#)

Parking, Transportation, and Maps:

- [Parking and Transportation](#)
- [Charlottesville Area Transit \(CAT\)](#)
- [CONNECT](#)
- [Maps & Directions](#)
- [Charlottesville Map](#)

UVA Websites:

- [UVA Organizational Chart](#)
- [UVA Mission Statement](#)
- [Great and Good: The 2030 Strategic Plan](#)
- [Virginia.edu](#)
- [UVA Today](#)
- [UVA Event Calendar](#)

IT and Workday:

- [New to UVA IT Checklist](#)
- [Workday Central](#)
- [Workday Training Site](#)
- [New Hire Workday Basics Job Aid](#)

Professional Development and Continuing Education:

- [School of Continuing and Professional Studies \(SCPS\)](#)
- [HR Talent Development \(Learning and Development and Organizational Development\)](#)
- [Organizational Excellence - Quality Core Network](#)
- [LinkedIn Learning](#)
- [UVA Libraries](#)
- [Education Benefit](#)

Safety and Security:

- [Office of Emergency Management](#)
- [LiveSafe Mobile App](#)
- [UVA Emergency Alerts](#)

Additional UVA Resources:

- [UVA Athletics](#)
- [Black Faculty/Staff Employee Resource Group](#)
- [UVA Bookstore](#)
- [Bright Horizons Back-Up Care](#)
- [Cavalier Computers](#)
- [UVA Child Development Center](#)
- [Commonwealth of Virginia \(CVC\) campaign](#)
- [Day of Caring](#)
- [UVA Dining Plan for Faculty & Staff](#)
- [UVA Discount Program](#)
- [Office for Diversity, Equity, and Inclusion \(OEDI\)](#)
- [UVA Employee Health](#)
- [Office for Equal Opportunity and Civil Rights \(EOCR\)](#)
- [UVA Facts and Figures](#)
- [Faculty and Employee Assistance Program \(FEAP\)](#)
- [Faculty Senate](#)
- [Festival of the Book](#)
- [VA Film Festival](#)
- [The Fralin Museum of Art](#)
- [ID Badge Office](#)
- [IM-Rec Sports](#)
- [UVA International Center](#)
- [John Paul Jones Arena](#)
- [Kluge-Ruhe Aboriginal Art Collection](#)
- [LGBTQ Center](#)
- [Malcolm W. Cole Child Care Center](#)
- [UVA Military Veterans](#)
- [Staff Senate](#)
- [Office of Sustainability](#)
- [UVA Traditions and Lingo](#)
- [UVA Women's Center](#)
- [YouTube, Twitter, Facebook](#)

Charlottesville and the Surrounding Area:

[Charlottesville Community Resources](#)

["Charlottesville and Beyond"](#)