



NEW HIRE CHECKLIST

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

Prior to First Day of Work

- Complete [Benefits eLearning module](#)
- 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 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) eLearning Module**
 - 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” eLearning Module**
 - Review HRM-009: Policy on Preventing and Addressing Discrimination and Harassment: [here](#)
 - Review HRM-010: Policy on Preventing and Addressing Retaliation: [here](#)
 - **“Emergency Preparedness and Terrorism Awareness” eLearning Module**

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

- [Benefits](#)
- [Parking and Transportation](#)
- [ID Badge Office](#)
- [Maps & Directions](#)
- [virginia.edu](#)
- [Ours to Shape](#)
- [UVA Today](#)
- [Faculty and Employee Assistance Program \(FEAP\)](#)
- [Office for Equal Opportunity and Civil Rights \(EOCR\)](#)
- [Organizational Excellence - Quality Core Network](#)
- [Talent Development](#)
- [UVA Women's Center](#)
- [Black Faculty/Staff Employee Resource Group](#)
- [Faculty Senate](#)
- [Staff Senate](#)
- [LGBTQ Center](#)
- [Hoo's Well](#)
- [UVA Care Connection](#)
- [UVA Discount Program](#)
- [Commonwealth of Virginia \(CVC\) campaign](#)
- [UVA Military Veterans](#)
- [UVA Traditions and Lingo](#)
- [YouTube, Twitter, Facebook](#)