Onboarding Guide for Medical Center New Hire TRAVELERS

Medical Center Travelers are expected to be on-site to work on their first day. Please verify with your manager or their designee when and where you are to report in-person on Monday.

**PLEASE NOTE:** Travelers will **NOT** attend the live HR UVA Health Orientation on Monday morning. All travelers will be assigned a module in Workday entitled UVA Health Orientation Online that they should complete on their first day, at their earliest convenience. Travelers will likely have other in-person training and online modules to complete during their first week. Departments that manage those other in-person training programs will contact travelers directly for the training schedule.

Please review the items below. Those hyperlinked, once clicked, will move to another section or site.

### Table of Contents

<table>
<thead>
<tr>
<th>Before Your First Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Your First Day</td>
</tr>
<tr>
<td>During Your First Week - Onboarding</td>
</tr>
<tr>
<td>Additional Orientation and Training Information</td>
</tr>
<tr>
<td>Have Additional Questions?</td>
</tr>
</tbody>
</table>

### Before Your First Day

- **Get Acclimated**
- **Claim Your UVA Computing Account**
- **Complete Section 1 of the I-9 Form via Workday**
- **Enroll and Complete First Time Login for UVA Health Network Account**: Complete eLearning Module for **First Time Sign-In for UVA Health**

### On Your First Day

- **On Your First Day**

### During Your First Week – Onboarding

- **Log in and Explore Workday**
- **Complete Your I-9 - Section 2**
- **Explore Workday Learning**
- **Complete Computer-Based Learning Modules**
- **Enroll in Emergency Alerts**
- **Obtain Your ID Badge**
- **Obtain Your Parking Permit**

June 2023 – MC New Hire TRAVELERS
Additional Orientation and Training Information

- Additional Orientation and Training Information
- Orientation to Patient Care (OPC), Introduction to Clinical Care (ICC), Clinical Practice Essentials (CPE)
- Epic Clinical Training
- Epic Revenue Cycle Training and Non-Epic Revenue Cycle Training

BEFORE YOUR FIRST DAY

1) Get Acclimated

✓ Check in with your manager and discuss guidelines and expectations for your work schedule.
   Most Medical Center new hires are expected to be on-site on your first day, unless you have made alternative arrangements with your manager. Please be sure to connect with your manager before your first day of work, if you have not done so, already.
✓ Visit the HR COVID-19 Website
✓ Be fully vaccinated (fully is 2 weeks after 2 dose vaccine or 1 dose J&J) if you are a Tier 1 employee. Understand COVID Vaccination Requirements and Guidelines for New Hires
✓ Team members are required to self-monitor for COVID-19 symptoms prior to reporting to work. Team members who have symptoms should not report to work. Instead, they should contact their supervisor and Employee Health for further evaluation.
✓ Visit the UVA Health New Hire Portal
✓ Additionally, discuss with your manager the following items:
   - Where you can obtain a laptop/technology/mobile phone, if required
   - Overview of school/unit and VP area
   - Department mission, goals, and culture
   - Tour of department/unit (if applicable)
   - Introduction to department/school leaders, team members, key contacts, customers
   - Stay in contact (especially if you will be working remotely)
   - Job description and performance expectations
   - Designated or non-designated status
   - New hire probation policy (be sure to review the correct organization)
   - Confidentiality and privacy expectations

2) Claim Your UVA Computing Account

New Hires: Read the “Account Claim” email you received from identity.virginia.edu before your start date.

Follow the Account Activation Guide to create a UVA password and set up a device for 2-Step Login (Duo). You will use these login credentials to log in to Workday and other UVA systems in the future.
**TIP:** If you haven't already, add a secondary device to 2-Step Login Duo as a backup authentication method.

**Do you have a prior affiliation with UVA?** As a former or current employee, student, applicant, contractor/vendor, etc., you have already activated your account and will not receive an email.

- If you have forgotten your UVA credentials, [learn your UVA computing ID or reset password](#)
- If you have not enrolled your preferred devices, [add your devices to 2-Step Login (Duo)](#)
- Use these login credentials to log in to Workday and other UVA systems in the future.

If you are unable to get your UVA password, computing ID, or set up a device for Duo, contact the [UVA Help Desk](#) at 434.924.4357 for assistance.

**3) Complete Section 1 of the I-9 Form via Workday**

**4) Enroll and Complete First Time Login for UVA Health Network Account:** Complete eLearning Module for [First Time Sign-In for UVA Health](#)

**IMPORTANT:** You must know your Computing ID and University ID to complete this module.

**How to find your Computing ID:** The computing ID was provided through the “Account Claim” email from [identity@virginia.edu](mailto:identity@virginia.edu) or your UVA sponsor/supervisor.

**How to find your University ID:** The University ID can be obtained in Workday. Select the profile image at the top right-hand corner of your Workday homepage. Next, click “View Profile.” Your University ID is listed under “Job Details.” It is a 9-digit number labeled “Employee ID” or “Contingent Worker ID.”

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**ON YOUR FIRST DAY**

In your Workday learning account, you will be assigned an Orientation training module called [UVA Health Orientation Online](#). Please be sure to complete this as soon as possible, on your first day. This is a self-guided task and does not start/stop at any specific time. **There is no in-person HR Orientation session you need to attend at this time.**

You are expected to be on-site on your first day unless you have made alternative arrangements with your manager. Please be sure to connect with your manager before your first day of work, if you have not done so, already.
DURING YOUR FIRST WEEK - ONBOARDING

1) Log In and Explore Workday

Workday is a human resources technology system used to manage most HR activities, including benefits, pay, time, absence, and more. Further information is available at Workday Central Site.

After logging in to Workday, look around and familiarize yourself with common tasks and the resources available to you. We recommend that you:

- Review the New Hire Workday Basics Job Aid
- Visit the Workday Training Site for tutorials on basic Workday tasks
- Download Workday Digital Assist (WDA) to receive help in Workday when you need it. You can also learn more about WDA on the HR website.

2) Complete Your I-9 – Section 2

Medical Center Travelers will complete their I-9 process with their agency. If you have any questions, please email AskHR@virginia.edu, and put “I-9 Traveler process” in the subject line.

3) Explore Workday Learning

- Navigate to the UVA HR page (www.hr.virginia.edu)
- In the top banner, click on the orange Workday Login key.
- You will need your NetBadge login to continue.
- From the Workday homepage, under View All Apps, click on the Learning icon.
- Your computer-based learning modules have been assigned to you; they are in the Required for You section at the top of the page.

For login problems, please contact AskHR@virginia.edu or 434.243.3344.

4) Complete Computer-Based Learning Modules

As a new UVA Health team member, you will see several computer-based learning (CBL) modules in the Required for You section of Workday Learning. You are registered for these modules but not enrolled. You must click on each module to enroll. Be sure to adhere to all deadlines: some modules are due before attending class; some modules are due within two weeks.

To see which modules you are registered for, visit this Workday Learning Essentials webpage, and select the Medical Center Contingent Workers category under the Mandatory Training section.

Depending on your role, you may be assigned additional modules.
COVID Prevention Training
The Virginia Department of Labor and Industry (DOLI) requires a new level of COVID
Prevention training for all employees at UVA. For additional details and link to the course,
please visit the COVID Prevention Training Course webpage (this page is behind NetBadge).
The course can be accessed through Workday Learning by logging into Workday. Your
manager is responsible for ensuring your completion of the course.

5) Enroll in Emergency Alerts
Sign up for emergency alert registration at https://uvaemergency.virginia.edu/uva-alerts.

6) Obtain Your ID Badge

UVA Health team members are required to wear identification badges. You will use your ID
badge to clock in/out, if required, and to access various buildings and doors. You must
obtain your ID badge during your first week of work, and before your first independent shift,
so plan accordingly as your schedule allows. Please do not go to the ID Badge Office during
any other in-person training, or during breaks in these trainings. For instance, if you have
training scheduled for all day on Tuesday and Wednesday, you will need to go on Monday.

Bring photo identification and go to the ID Badge office to complete this process. The ID
Badge Office is located in the West Complex. Hours of operation are 8:30 a.m. to 4:15 p.m.
Monday-Friday, and they close promptly. Please allow ample time to complete this task; you
should expect to wait in line.

7) Obtain Your Parking Permit

The temporary permit (available here) is valid for new UVA Health team members; this permit is
good for two weeks only. Travelers should not download/print this parking pass until the Friday
before their start date. Please read the instructions on the pass related to your parking and
transportation options for the Medical Center and display the temporary permit on the driver's side
of the dashboard.

For your permanent parking permit, an email will be sent to your UVA email address from the UVA
Health Parking office. Please complete this form by following the instructions in the email. Once the
form is processed, you will receive a confirmation email with further instructions on how to obtain
your permanent parking pass.

Questions? Contact UVA Health Parking Office at 434.924.5147
Additional Orientation & Training Information

NPDS Clinical Training
Please review this section for instructions on Orientation to Patient Care (OPC), Introduction to Clinical Care (ICC), Clinical Practice Essentials (CPE), Epic Clinical Training, Epic Revenue Cycle Training, and Non-Epic Revenue Cycle Training.

Orientation to Patient Care (OPC) - online module assigned to anyone with patient contact
Introduction to Clinical Care (ICC) – in-person on Tuesday (Wednesday if Orientation held Tuesday)
Clinical Practice Essentials (CPE) - in-person on Wednesday (Thursday if Orientation held Tuesday)

If you do not receive this e-mail or if you have any questions, please email NPDservices@hscmail.mcc.virginia.edu.

Epic Clinical Training
Epic Clinical Training is offered in a variety of delivery formats, including virtual, classroom and inter-departmental instruction. Upon being enrolled in your course, you will receive the following emails:

1. **All Training Participants** - An auto-generated email from Workday Learning confirms your enrollment and provides additional details pertinent to your training.

2. **Virtual Delivery Only** - An introductory email from your Epic instructor that contains all the required information needed to both prepare for and connect to your training.
   - If you are scheduled for virtual training, preparing your personal technology environment can take up to 20 minutes. Therefore, it is HIGHLY RECOMMENDED that you attend a live Technology Setup Session prior to your class to assure proper IT setup.
   - Additional resources can be found on the Epic Learning Library under the Virtual Training Resources tab.

If you do not receive a second email, your training will be in-person and further details on time and location can be found in Workday Learning. Please do not complete any other onboarding tasks during training.

If you have any questions, please email EpicClinicalAccess@hscmail.mcc.virginia.edu.

Epic Revenue Cycle Training and Non-Epic Revenue Cycle Training
If you are scheduled for Epic Revenue Cycle Training

✓ Log into Workday Learning to view your assigned Program and select the option for your Virtual Set up Session offering by end of day Monday
✓ Open and read your Revenue Cycle Virtual Training Class Information email sent to your UVA email address; follow included instructions
✓ Attend the Virtual Set-up sessions that typically occur the Tuesday of orientation week
✓ Attend your online class(es), as scheduled
✓ View any additional tools needed to support training
NOTE THE FOLLOWING:

• Some programs require computer-based learning modules and courses as prerequisites. These CBLs must be completed in the identified order, as scheduled in Workday Learning.

• Classes will begin promptly at the designated time.

• Late arrivals and/or absences may result in rescheduling. This will cause a significant delay of up to two weeks for required training necessary to secure access related to your job tasks.

• Please do not complete any other onboarding tasks during training.

If you have any questions, please email RevenueCycleTraining@hscmail.mcc.virginia.edu.

Have Additional Questions?

We are excited to welcome our newest employees to UVA Health! Please use this Onboarding Guide as a resource to complete your HR-related onboarding tasks.

If you have additional questions, please email AskHR@virginia.edu. Note the topic of your inquiry in the subject line.

Back to the Top

June 2023 – MC New Hire TRAVELERS