

Remote Onboarding Guide for New Hires Academic Division

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✓ New Hire Responsibilities: Pre-Boarding
Complete Section 1 of the I-9 Form via Workday
Complete Benefits eLearning Modules Ask Alex and Picwell

✓ New Hire Responsibilities: Orientation & Onboarding
Follow the directions regarding the asynchronous virtual orientation
<p>Complete the following:</p> <ul style="list-style-type: none"> Computing ID and University ID IT Help Desk Access NetBadge Access 2-Step Login (DUO) Access Workday Emergency Alerts Completing Section 2 of the I-9 form Orientation Training in Workday ID Badge Parking and Transportation Benefits
<p>Complete Tasks assigned in Workday, including:</p> <ul style="list-style-type: none"> • 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) • Select benefit options within 30 days of your hire date
<p>Discuss with your manager:</p> <ul style="list-style-type: none"> • Guidelines and expectations for working from home OR schedule, location, etc. for reporting to work • IT – where you can obtain a laptop/technology/mobile phone, if required at this time • 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, and customers • Continue to stay in contact (especially if you will be working remotely) • Job description and performance expectations

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| | <ul style="list-style-type: none">• Designated or non-designated status• Probationary process http://uvapolicy.virginia.edu/policy/HRM-020• Confidentiality and privacy expectations |
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New Hire Instructions

Academic Asynchronous Virtual Orientation Grounds for Success (GFS)

* Please note that the instructions below should be used *in conjunction* with any other onboarding instructions you receive from your department.

1) Get Acclimated

Check in with your manager (see checklist above)

Visit the [HR COVID-19 Website](#).

Access the [New Hire Resources](#). You will find many helpful links to navigate your first few weeks.

2) Find Your Computing ID and University ID

Your Computing ID can be found on the UVA Login Information page, linked [here](#).

Your University ID nine-digit number can be found on the UVA Login information page, linked [here](#).

Review the ["New to UVA" Technology checklist](#)

If you are unable to log into the University network, or have questions, please call the IT Help Desk at 434.924.4357 or visit the [IT Helpdesk](#).

3) Access NetBadge

NetBadge is the gatekeeper between users and websites, services, or applications at UVA that need to know and verify user identity before granting access. Further information is available [here](#).

4) Access 2-Step Login (DUO)

All UVA students, faculty, and staff are required to enroll in 2-Step Login (Duo) to access NetBadge-protected resources. Further information is available [here](#).

5) Access Workday

This Human Resources technology system is used to manage most HR activities, including Benefits, Pay, Time, Absence and more. Further information is available on the [Workday Central Site](#).

Also, please review the [New Hire Workday Basics Job Aid](#) and visit the [Workday Training Site](#) (linked on the [Workday Central Site](#)) for tutorials on basic Workday tasks.

6) Enroll in Emergency Alerts

Sign up for emergency alert registration at http://uvaemergency.virginia.edu/uva_alerts.

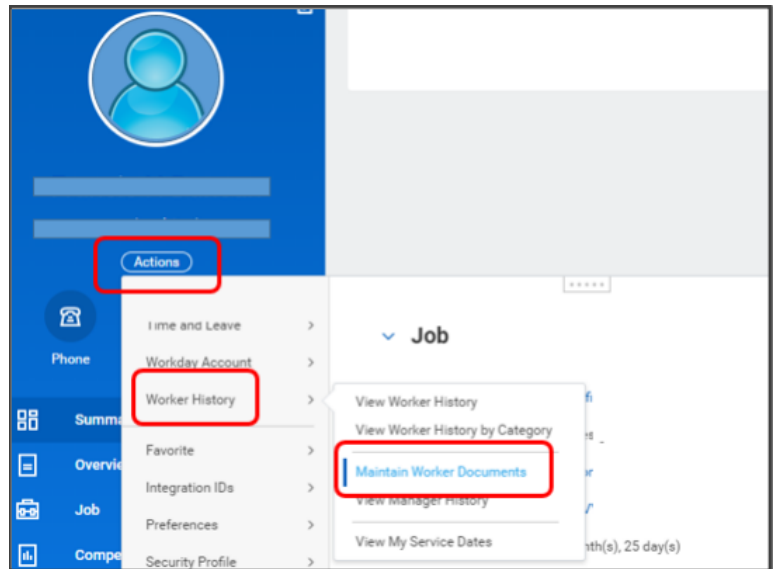
7) Complete your I-9

You will complete Section 1 on your own in Workday.

You will receive an email from Human Resources prompting you to complete Section 2. You will need to take a picture of your List A, List B and/or List C documents and upload them into the Worker Documents Section in Workday. A list of acceptable documents can be found [here](#).

Uploading Worker Documents in Workday:

- Navigate to your profile by clicking on your picture in the upper right corner of Workday.
- Click **ACTIONS**, then scroll to **Worker History**, then click **Maintain Worker Documents**.
- Click on **Add**.
- Click **Select files** or drop files where indicated.



Respond back to the email that you received from Human Resources when you have uploaded the appropriate documents so that they can confirm receipt and complete your I-9 process.

PLEASE NOTE that once UVA returns to normal operations, the Department of Homeland Security still requires that you present these documents in person at 2420 Old Ivy Road within three business days.

If you have any questions, please promptly contact AskHR@virginia.edu.

8) Complete Orientation Training in Workday

*Please note you will not have access to Workday Learning or these trainings before your start date.

All training courses must be completed within two (2) weeks of date of hire

You have three (3) GFS orientation training courses assigned as a “campaign” in Workday:

- “GFS -Getting Paid & Taking Leave”
- “GFS - Policies and Standards”
- “GFS - Safety and Security”

If these training courses do not auto-populate for you in Workday you may access them here:

- [“GFS -Getting Paid & Taking Leave”](#)
- [“GFS - Policies and Standards”](#)
- [“GFS - Safety and Security”](#)

Click **Enroll** on the course, then click **Submit** on the confirmation page. You will receive credit for completing these modules regardless of how they are accessed.

You have four (4) required training courses assigned, separately, in Workday:

- **“Not on Our Grounds Responsible Employee” (Title IX)**

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. 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”**

- 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”**

- **“Information Security Awareness Training ISAT”**

9) Obtain your ID Badge

Academic ID badges are required of all University employees. You will use your ID badge to access buildings as assigned and authorized by your department, access services such as Intramural/Recreational facilities, Libraries, University Transit and various other service provider discount offerings for UVA faculty/staff.

The Academic ID Office is open by appointment only. To initiate production of your Academic ID, visit the [Academic ID Office](#) website to:

- Upload your passport-style photo
- Submit the Academic ID Application Form
- Schedule an appointment to pick-up your Academic ID

The Academic ID Card Office is located on the corner of Alderman and McCormick Roads in the [Observatory Hill Dining Hall](#), 525 McCormick Road, Charlottesville, VA, 22903. Limited parking is available on McCormick Road using the [ParkMobile](#) app.

For any questions, the Academic ID Card Office can be reached at 434-924-4508 or via email at uvoid@virginia.edu.

10) Obtain your Parking Permit

If you plan to park on Grounds Monday-Friday, 7:30 a.m.- 5:00 p.m., you will need a parking permit. Flexible options are available depending on work location and schedule. Some parking assignments are supported by the University Transit bus system (UTS).

Complete information about parking permit and transportation options is available [here](#). Modifications to transportation and parking operations can be tracked [here](#).

Your name and email address have been provided to Parking and Transportation. A representative will be reaching out to you to process any applicable parking assignment.

Please note:

- **The Parking & Transportation (P&T) customer service center is CLOSED.** Please do not visit the office.
- For the quickest response to questions and to explore options, please email: parking@virginia.edu or utilize the chat feature on the [P&T web site](#) (live Monday-Friday, 7:30 a.m. - 5:00 p.m., messages collected all other hours).
- Messages are being collected on the P&T office phone daily (434-924-7231). Allow one business day for response.

11) Select your Benefits

If you are a benefited employee, access the following links to assist you with your benefit selections:

[Ask Alex](#) - a step-by-step virtual assistant who helps you choose 2020 benefits.

[Picwell](#) - an online personalized health plan selection tool that helps you determine which health plan is the best fit for you and your family.

[Benefits](#) - the UVA HR website provides comprehensive information on all benefits available to our new employees. We want our employees to be happy, healthy, and have peace of mind. Our generous benefits package allows you to focus on what's important - making UVA an ideal place to study, work, and grow.

More information on the Benefits enrollment process can be found on the [Benefits New Hire Enrollment Job Aid](#). For instructions on waiving coverage please refer to page 5 of the [New Hire Workday Basics Job Aid](#).

You have 30 days from your hire date to sign up for benefits.

If you have questions, please contact AskHR@virginia.edu.

Have Additional Questions?

This is an unusual time, and we appreciate your patience and understanding as we work through these circumstances. Please know, however, that we are excited to welcome our newest employees to UVA!

If you have additional questions, please email AskHR@virginia.edu.

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