

Remote Onboarding Guide for Medical Center

New Hires, Traveling Nurses, Traveling Techs

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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 NOT remote for their entire first day or week.
- ✓ 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. **Traveling Nurses:** Read the “Account Claim” email you received from *your UVA Sponsor/Supervisor* 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) BENEFITTED EMPLOYEES: Review Benefit Virtual Assistant selection tools [Alex](#) and [Picwell](#)

5) 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 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.”

*If you experience issues with your First-Time Sign-In, please attend the “First Time Sign-In for UVA Health Account Users” Zoom Session (listed below.) **You must know your Computing ID and 9-digit University ID for this session; ID information will not be provided during this session.***

ON YOUR FIRST DAY - ORIENTATION

Attend “First Time Sign-In for UVA Health Account Users” Zoom presentation, 8:15 a.m. on orientation Mondays

All first-time users to UVA Health accounts are **strongly encouraged** to attend this presentation. The UVA Health IT Security team will guide you through instructions for signing into your UVA Health account and creating permanent passwords, whether you are working on-site or working remotely. For those with questions, the team will answer your inquiries or will work with you one-on-one to be sure you are up and running.

You must know your Computing ID and 9-digit University ID for this session; ID information will not be provided during this session.

To log on via computer:

Meeting URL:

<https://virginia.zoom.us/j/96518625414?pwd=eXJpVDBocnVOemhXdGRjOGREM0VaUT09>

Meeting ID: 965 1862 5414

Passcode: 393398

Or join by telephone:

Phone number: US: +1 470 250 9358 or +1 470 381 2552

Meeting ID: 965 1862 5414

If you are unable to attend, please access the eLearning Module for [First Time Sign-In for UVA Health](#)

Attend “UVA Health Orientation” Zoom presentation 9:00 a.m. on orientation Mondays

All new hires of UVA Health are **strongly encouraged** to attend this presentation. UVA Health orientation has been modified to be delivered now through a **synchronous Zoom presentation** and **asynchronous computer-based learning modules**. The Zoom presentation will cover mission, vision, values, and entities of UVA Health, as well as our focus on the patient experience. The presentation ends with a discussion of a new hire’s Next Steps, and the Remote Onboarding Guides ([found here](#)), which assist both managers and new hires with the onboarding process.

To log on via computer:

One tap mobile: US: [+14703812552](tel:+14703812552), [5538587072#](tel:+16465189805) or [+16465189805](tel:+16465189805), [5538587072#](tel:+16465189805)

Meeting URL: <https://virginia.zoom.us/j/5538587072>

Meeting ID: 553 858 7072

Or join by telephone:

Phone number: US: +1 470 381 2552 or +1 646 518 9805

Meeting ID: 553 858 7072

If you are unable to attend, a recorded version is linked [here](#).

PLEASE NOTE: *Once you have completed these two virtual sessions, follow your manager's instructions regarding where and when to report in-person. If you have not yet connected with your manager, please contact them immediately.*

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
- ✓ Review [UVA Benefits for New Benefitted Employees](#), a recorded presentation on your health, dental, vision, retirement, life, disability, and PTO benefits (more information on Benefits in **Step 9**)
- ✓ 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

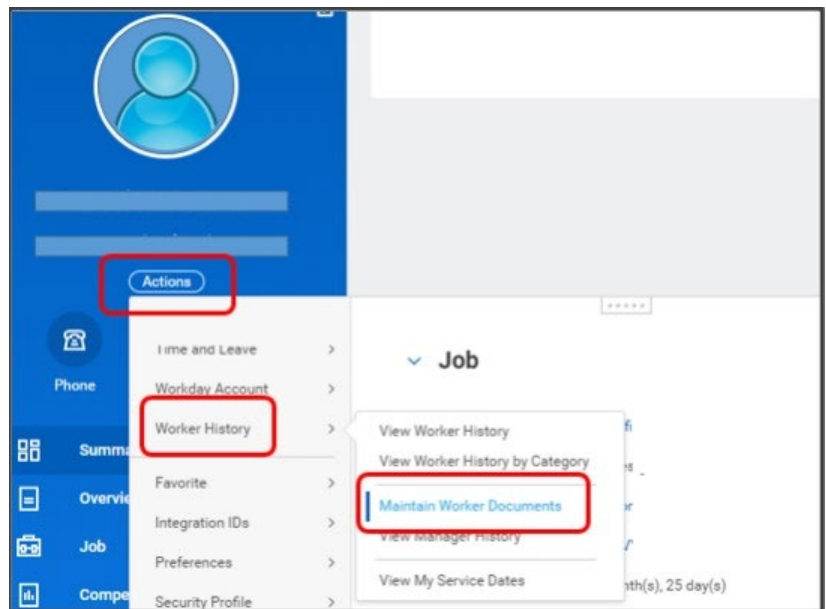
You will complete Section 1 on your own in Workday.

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: the Department of Homeland Security requires that you **also** present these documents in person within three business days. Specific information will be provided to you during the 9 a.m. “Welcome to UVA Health!” Zoom presentation. **Travelers will complete through their agency.**

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 Applications, 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.

You are registered for the following modules:

Mandatory UVA Medical Center Training

- Bloodborne Pathogens and Infection Control
- Corporate Compliance
- Effective Health Communication
- Quality and Safety
- Delivering Compassionate Care to Patients who are LGBTQ+ (Part 1) (SOGI)
- Hand Hygiene UVA Health

Mandatory UVA Health Training

- UVA Health Orientation Online
- ASPIRE: Our Values at Work
- Toward an Inclusive Culture: Acting Against Disrespect and Bias
- Patience Experience
- Privacy and Information Security
- Virginia State Employee Safety and Disaster Awareness Training

Mandatory UVA Training

- Preventing and Addressing Discrimination, Harassment, and Retaliation
- Not on Our Grounds – Responsible Employee (Title IX)
- COVID-19 Awareness and Prevention Required Training

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. The recommendation is to pick it up no later than Wednesday of the first week. Go to the ID Badge Office to complete the process. Photo identification will be required. You may want to wait until Tuesday or Wednesday of your first week as the ID Badge Office can be very busy on orientation days. **Please do not go to the ID Badge Office during training.**

The ID Badge Office is in the West Complex. Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday.

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**. 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, and your permit will be mailed to you. **Be sure your local address is correct in Workday.**

Questions? Contact UVA Health Parking Office at 434.924.5147

8) Scheduled Your Employee Health Visit, if required

Employee Health will contact you via email regarding any additional requirements they require of you. Their office hours are:

- Monday 7:30 a.m. to 5:00 p.m.
- Tuesday 7:30 a.m. to 4:00 p.m.
- Wednesday 7:30 a.m. to 5:00 p.m.
- Thursday 7:30 a.m. to 5:00 p.m.
- Friday 7:30 a.m. to 5:00 p.m.

The clinic is located at 400 Brandon Avenue, Charlottesville, VA 22903. University Transit Service buses will stop at Brandon Avenue, to accommodate any team member visiting Employee Health. There are 10 designated parking spaces available. Employee Health's phone number is 434.924.2013.

9) Select Your Benefits

If you are a benefited employee, you have 30 days from your hire date to sign up for Benefits.

You will enroll in Benefits via a Workday onboarding task. Note: this is the last onboarding task you will receive; **all other onboarding tasks must be completed before you can enroll in Benefits.**

Your first step is to watch this video: [UVA Benefits for New Benefitted Employees](#) – This Workday learning module provides recorded presentations on your health, dental, vision, retirement, life, disability, and PTO benefits as a new employee.

Next, access the following links to assist you with your benefit selections:

[Benefits](#) - the UVA HR New Hire website provides comprehensive information on all benefits available to our new employees, including two virtual benefits selection tools, [Alex](#) and [Picwell](#). 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](#).

If you have questions, please contact AskHR@virginia.edu. Be sure to put "Benefits" in the Subject line.

Additional Orientation & Training Information

Please review this section for instructions on Orientation to Patient Care, 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
Clinical Practice Essentials - in-person on Wednesday

If you are required to attend an in-person session, an e-mail will be sent to your personal email and UVA Health email outlining next steps. Included in the email will be detailed information on what content will be held live and what content will be completed online as well as any additional tools needed to support training. **Please do not complete any other onboarding tasks during training.**

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 Remote 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.

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