

**Onboarding Guide for Managers
Academic Division**

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Manager Responsibilities: On or Before New Hire’s First Day of Work	
	Announce to team and others, as needed, the new hire and his/her start date. Select one or more members of your team who may serve as a “buddy” to the new hire and connect them.
	Contact your new hire prior to their scheduled virtual orientation date. Welcome him/her, and provide your contact information (email, phone, cell phone) and the best way to get in touch with you.
	During another conversation with your new hire, discuss guidelines and expectations for working from home OR schedule a time, location, etc. for reporting to work. If working on Grounds, be sure the new hire’s office/desk/space is ready.
	Discuss IT needs and requirements: Does your new hire need a laptop? Will your new hire be using a personal or work cell phone? What technology will your new hire need to connect to you, your team, the department, UVA? Work with your LSP or IT department to set up what’s needed.
	Schedule regular Zoom meeting check-ins (preferably at the same time, every day, every week, as needed) ahead of time so your new hire can plan what to ask and so that you can be prepared.
	Arrange a Zoom meeting on or shortly after the new hire’s first day. Introduce other members of your team.
	Provide your new hire with a schedule for the first few weeks and continue to stay in contact regularly so your new hire doesn’t feel isolated or lost.
	Send Resources/Links with information about local area (housing, schools, things to do), if new to area (i.e. Charlottesville , Charlottesville & Beyond , Charlottesville Community Resources)
	Contact new hire to continue welcome process and to remind them of: <ul style="list-style-type: none"> • Standard start time • Completing Section 1 of the I-9 Form via Workday • Department/School’s safety & security policies & procedures • Work hours, timekeeping, pay frequency, overtime pay (if applicable) • Confirm expectation to complete asynchronous virtual orientation.
	Information to complete the following items will be sent to the new hire (and you, as the hiring manager, will be copied) prior to originally scheduled “Grounds for Success” (GFS) orientation date: Attend “Grounds for Success” orientation Activate Your Account Follow the “New to UVA” IT Checklist Explore Workday Complete Section 2 of Your I-9 Form Complete Tasks Assigned in Workday Complete Orientation Training in Workday Enroll in Emergency Alerts Obtain Your ID Badge

	Obtain Your Parking Permit Select Your Benefits
	Add new hire to necessary departmental communications (email lists, phone directories, websites)
	Plan lunch <i>time</i> for your new hire: If working remotely, use this time to meet one-on-one or with the team for the first few days. If working on Grounds, check to see what options are open; if there aren't any, encourage your new hire to bring lunch, and use this time to meet with your new hire and your team or one-on-one.

Manager Responsibilities: Orientation & Onboarding	
	Ensure new hire follows the directions regarding the asynchronous virtual orientation
	Ensure new hire completes: Section 2 of the I-9 Form Orientation Training in Workday Benefits
	Provide training specific to department/school or role
	Provide overview of department/school/unit/VP area
	Provide departmental/school organizational chart overview
	Review schedule/calendar of onboarding activities and meetings
	Review the departmental resource/reference guide materials
	Explain probationary process http://uvapolicy.virginia.edu/policy/HRM-020

Instructions New Hires Will Receive

Academic 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.

New Hire Responsibilities: On or Before Your First Day of Work

1) Get Acclimated

- Access the [New Hire Resources](#). You will find many helpful links to navigate your first few weeks.
- Check in with your manager and discuss the following:
 - 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
 - Designated or non-designated status
 - Probationary process <http://uvapolicy.virginia.edu/policy/HRM-020>
 - Confidentiality and privacy expectations

2) CavBot

Please utilize our virtual agent, CavBot, to assist you in the onboarding process. **CavBot** will provide you with step-by-step instructions and can answer onboarding questions that may arise.

- If you **have not** already created a username and password for **CavBot**, you will need to create a new login using this [link](#). **Please note that once you have created your password, you will need to click on this link to be directed to the on-boarding portion of CavBot.**
- If you **have** previously signed in to **CavBot** from the link in your offer letter, you will use the same username (email) and password to continue your onboarding process at this [link](#).
- If you have previously signed in to CavBot, but forgotten your password please use this [link](#) to reset it now.

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

4) Complete Benefits eLearning Module [Picwell](#)

New Hire Responsibilities: Orientation and Onboarding

- 1) Attend “Grounds for Success” Zoom Presentation beginning at 9 a.m. on orientation Mondays. There is no in-person Day 1 orientation for Academic Division New Hires. Instead, orientation is delivered through a live Zoom presentation and online computer-based learning modules. Among the topics discussed during the Zoom session will be this [Onboarding Guide](#).

Attend the “Grounds for Success” Zoom session [here](#), or use the information below

Meeting URL: <https://virginia.zoom.us/j/93305676413?pwd=OVliREVtdWwzUEM0YTFYQ2Fva29wUT09#success>

Meeting ID: 933 0567 6413

Passcode: 261853

Or, join by phone: 1-651-372-8299 or 1-786-635-1003

If you are unable to attend, there are recorded sessions linked [here](#).

2) Activate Your Account

1. Read the account activation email you received from identity.virginia.edu on or before your start date.
2. 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.
3. 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) Follow the “New to UVA” IT Checklist

To finish your IT setup, e.g., how to log in to UVA email, set up Zoom, etc., see the [New to UVA IT Checklist](#).

If your department offers its own IT support, known as a Local Support Partner (LSP), you may complete these steps in conjunction with your LSP on, before, or after your first day of work.

4) 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 on the [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 the [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 10 below)
- 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

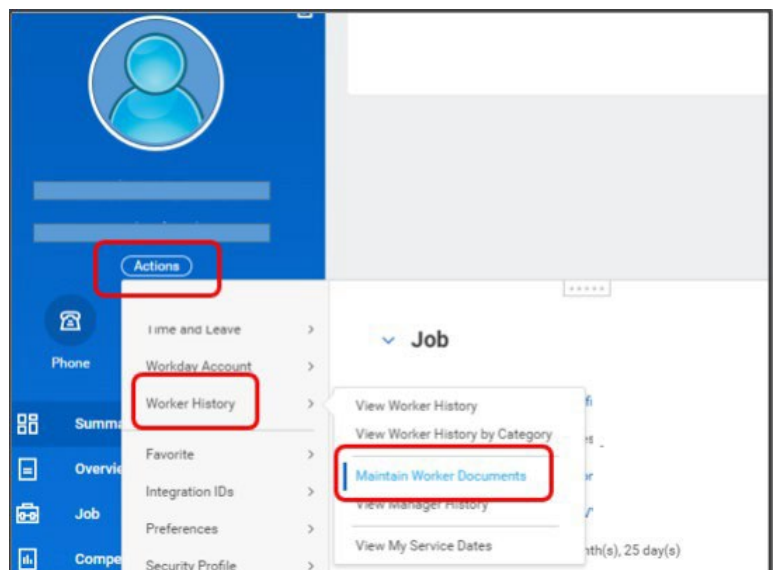
5) Complete Section 2 of Your I-9 Form

You will complete Section 1 of the 1-9 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.

We request that you also physically present your documents, in person, at our HR office within one week of your hire date. The location is 2420 Old Ivy Road and it is open Monday – Friday from 8:30 a.m. – 4:30 p.m. There is free guest parking in front of the office. When you enter the building, please note the instructions on the sign near the elevator and contact someone in HR to assist you.

If you have any questions, or if you are a remote employee, please promptly contact AskHR@virginia.edu.

6) Complete Tasks Assigned in Workday

Note that Workday Onboarding tasks are delivered in the order shown below. The first task is completion of your I-9, which you did in step five above. A task must be completed before the next task is delivered. Delivery of the next task is not immediate; please be patient and contact AskHR@virginia.edu if you do not receive these tasks.

- 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

7) Complete Orientation Training in Workday

*Please note you will not have access to Workday Learning or these trainings before your start date. ***Some of these training courses must be completed within two (2) weeks of date of hire.***

To see which modules you are registered for, visit this [Workday Learning Essentials](#) webpage, and select the Academic Employees category under the Mandatory Training section. Depending on your role, you may be assigned additional modules.

8) Sign up for Emergency Alerts at <https://uvaemergency.virginia.edu/uva-alerts>.

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, you have 30 days from your hire date to sign up for Benefits.

You will enroll in Benefits via a Workday onboarding task. Note that 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 the 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 a virtual benefit selection tool called [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 and put "Benefits" in the subject line.

Have Additional Questions?

Posters are available on the [State Labor Law Posters webpage](#). Remote workers are encouraged to reference this resource to ensure compliance with applicable state labor laws.

If you have additional questions, please email AskHR@virginia.edu. Welcome to UVA!

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