## Onboarding Guide for Medical Center - Temporary Employees

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

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### Before Your First Day

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### On Your First Day

- On Your First Day

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### Additional Orientation and Training Information

- Additional Orientation and Training Information
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- Epic Clinical Training
- Epic Revenue Cycle Training and Non-Epic Revenue Cycle Training
BEFORE YOUR FIRST DAY

1) Get Acclimated
   ✓ 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
     • 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 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.”
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; it is required that you complete it. 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.

Please work with your UVA Temps Recruiter and your supervisor to coordinate first day of work instructions.

Parking: Temporary employees should plan to park in an outlying lot. The lot will be indicated on the two-week temporary pass provided to new hires, which is linked here. Do not download/print this parking pass until the Friday before your start date. Temporary employees should print this two-week temporary pass, park in the lot indicated on their pass, and plan to take the University Transit System (UTS) shuttle to the main Medical Center bus stop which is directly across the street from the Medical Center Main Entrance. Ample time should be planned for parking and bus travel to ensure you arrive on time. There is no on-site parking for Orientation, and temporary employees should not park in the Lee St or 11th St parking garage.

- Please note the instructions on the temporary parking pass regarding where you park and which bus to take depending on what time of day you park during the 2 weeks you’re using the temporary parking pass. For instance, the temporary parking pass notes:
  - If you are parking between 5 and 7 am, you would park at Scott Stadium and take the UTS Red Line to the Medical Center
  - If you are parking after 7 am, you would park in the Emmet/Ivy Garage, an take the UTS Blue Line to the Medical Center

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

**IMPORTANT I-9 REQUIREMENT:** The I-9 form, (your second onboarding task in Workday), is required by federal law to be completed by the end of your first day of employment. You must complete part 1 of this form in Workday on or before your first day of employment. You are required to complete part 2 with UVA HR by your third day. **If you do not complete the I-9 process, federal regulations require UVA to terminate your employment until you are in compliance.**

We request that you take a picture of your List A, List B, and/or List C documents and upload them to the ‘Worker Documents’ section in Workday. Acceptable documents are listed [here](#). Please respond to this email once you have uploaded appropriate documents so that we are able to confirm receipt and complete your I-9 process.

**Uploading Documents to Workday:**

- On the main Workday login page, go to View All Apps, and select ‘Personal Information’
- Under ‘View,” click ‘Worker Documents,’ then press ‘Add’

**PLEASE NOTE**, the Department of Homeland Security also requires visual inspection of these documents within one week of your start date. UVA Temps Recruiters are available every Wednesday at 2420 Old Ivy Road from 8:30am – 4:30pm. Please plan to attend an in-person I-9 event with the original documents before or within one week of your start date.

3) Explore Workday Learning

- Navigate to the UVA HR page ([www.hr.virginia.edu](http://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 UVA Health Support category under the Mandatory Training section.
Depending on your role, you may be assigned additional modules.

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.

   Please note that as a temporary worker you will receive a Medical Center ID Badge labeled according to your Temp Profile in Workday (A, B, C, D, etc.) The badge will not contain actual job titles (example Temporary Access Associate). Your supervisor can request a “Badge Buddy” from the ID Office when you go to get your badge that will indicate which team you are a part of in the Medical Center.

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. Temps 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.

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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.

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