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 <u>NOT</u> 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.

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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.
- 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.

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.

Parking: Travelers should plan to park in an outlying lot on their first day. 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 first day.** Travelers 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 primary Medical Center bus stop which is directly across the street from the Medical Center's main entrance. Ample time should be planned for parking and bus travel to ensure you arrive on time. There is no on-site parking, and travelers 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

1) Complete UVA Health Orientation Online

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.

2) Enroll and Complete [First Time Sign-In for UVA Health](): Workday module with instructions to create a permanent UVA Health password

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."

1) Log In and Explore Workday

Workday is a human resources technology system. Further information is available at [Workday Central Site](#).

- 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.

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) Explore Workday Learning

- 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.

3) 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.

4) Enroll in Emergency Alerts

Sign up for emergency alert registration at https://uvaemergency.virginia.edu/uva-alerts.

5) Obtain Your ID Badge

All UVA Health employees are required to wear a UVA Health ID Badge. 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. Your ID badge serves as identification and is used to access various buildings and secured areas.

Bring photo identification and go to the ID Badge office to complete this process.

The UVA Health ID Badge Office is located in the West Complex at 1300 Jefferson Park Ave. Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday, and they close promptly.

Please do not go to the ID Badge Office during any other in-person training, or during breaks in these trainings.

6) 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

The following required training programs are assigned based upon role.
Enrollment communication with required training session details will be sent via email to new hires, as appropriate.

Nursing Professional Development Services (NPDS) Clinical Training

Orientation to Patient Care (OPC) – Digital module
Clinical Care (ICC) – Live in-person class
Clinical Practice Essentials (CPE) - Live in-person class

- Live In-Person classes will take place at 999 Grove St.
- No bus stop or parking is available at 999 Grove St; Allow an extra 15 minutes or more to walk to this location.
- For parking information, visit https://parking.virginia.edu/health-system-team-members.
- Attire: Business casual or scrubs (no jeans or shorts).
- Please bring your lunch & computer.
- Refer to Workday for all assigned orientation modules.

If you do not receive this e-mail and believe you should be enrolled or have any questions, please email: npds@uvahealth.org.

Epic Training

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 training *instructions via email sent to your **UVA Health email account***:

1. **All Training Participants** - Log into Workday to view and complete your assigned training. While the bulk of your assignments will be available on Monday, some Epic training may not be assigned to you until mid-week. It is your responsibility, to check your UVA Health email daily for updates to your assignments in Workday.

2. **Instructor Led Training** - An introductory email from your trainer will be sent to your UVA Health email account confirming your enrollment. You are responsible for checking your **UVA Health email account DAILY starting on MONDAY** to receive important details about enrollment and other class details. The introductory email will explain the requirements for attending Virtual Training either on the UVA grounds or from home. If attending from home, it is your responsibility to confirm that your computer meets the UVA requirements. This needs to be completed on Monday so if your computer does not meet the requirements, you can make plans to attend Virtual Training on UVA grounds. Tipsheet

   - Additional resources can be found on the Epic Learning Library under the Virtual Training Resources tab.

If you have any questions, please email HITTrainingServices@uvahealth.org.

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 Health email address; follow included instructions.
- Attend the Virtual Set-up Session 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 HITTrainingServices@uvahealth.org.

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.

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. Note the topic of your inquiry in the subject line.