Onboarding Guide for
Medical Center New Hires

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Additional Orientation and Training Information
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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.
- Visit the UVA Health New Hire Portal

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 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.

If you haven't received this email, contact the [UVA Help Desk]() at 434.924.4357 for assistance.

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." Alternatively, you can find your 9-digit University ID by putting your name in the search field at the top of the Workday homepage. On the resulting page, click on your name; the resulting page will have the University ID in the Job Details section on the right side of the page.

5) Begin the Process to Obtain Your ID Badge

All UVA Health employees are required to wear a UVA Health ID Badge. To expedite the process of obtaining your UVA Health ID Badge, **upload your photo** the week before visiting the UVA Health ID Badge Office.

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.

6) BENEFITTED EMPLOYEES: Review [benefit virtual assistant selection tool]()

ON YOUR FIRST DAY – ORIENTATION

An In-Person HR Orientation session will be held at the Education Resource Center (ERC), Conference Room A, from 8:00 – 11:00 a.m. **for Medical Center new hires only, at this time.** Registration and I-9 processing will take place from 7:00 – 8:00 a.m.

Please note the following:

- **Parking:** New hires should plan to park in an outlying lot for Orientation. The lot will be indicated on the temporary parking pass provided to new hires which is linked here. **Do not download/print this parking pass until the Friday before your UVA Health Orientation date.** New hires should print this two-week temporary pass, park in the lot indicated on the pass, and plan to take the University Transit System (UTS) shuttle to the Main Hospital stop which is near the Education Resource Center (ERC). Ample time should be planned for parking and bus travel to ensure you arrive on time. There is no on-site parking for Orientation. New hires should **not** park in the Lee St or 11th St parking garage.
    - *Please see the instructions on the temporary parking pass* regarding where you park and which bus to take. **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
- **Masks**: Although the use of masks is optional at the ERC, it is mandatory in other UVA Health locations. Be sure to have a mask with you.
- **A continental breakfast** will be provided at in-person orientation.
- **Benefits:** An optional Benefits presentation for Medical Center new hires will be made at the Education Resource Center (ERC), Conference Room B, at 1p.m. most Orientation Mondays. **When Monday is a holiday and as a result, orientation is scheduled for Tuesday, the Benefits presentation is not offered.**
- **Lunch with your manager:** Medical Center new hires (and their manager) will each be provided with one $10 gift card for lunch at the UVA Hospital cafeteria. Topics to consider discussing with your manager during onboarding include:
    - 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/ leaders, team members, key contacts, customers.
    - Staying in contact/regular meetings (especially if you will be working remotely).
    - Job description and performance expectations.
    - Designated or non-designated status.
    - New hire probation policy
    - Confidentiality and privacy expectations
- **Training:** New hires are asked not to leave any in-person training to complete other onboarding tasks. Please be sure to attend and participate in all training as instructed.

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.

- 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
- 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 8**)
- 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

The I-9 is an early onboarding task with steps to complete in Workday and in person. The I-9 is required by Federal law. Completion of the I-9 process is due within three business days after the first day of employment in order to comply with the Federal law.

The I-9 process has **three** steps:
1. Complete Section 1 of the Form I-9 in Workday.
2. Upload photo of acceptable documents in Workday.
3. The Department of Homeland Security also requires visual inspection of these same documents within three business days after the first day of employment. **Bring acceptable documents** *(not copies)* **with you to in-person orientation on your first day.** Representatives will be available to help with your I-9 between 7:00 – 8:00 a.m. that day. You can provide either **ONE** List A document **OR TWO** documents from Lists B **AND** C (**ONE EACH)**. Acceptable documents are listed here.

If you are unable to process your I-9 in person at Orientation, you may also process them at the UVA Human Resources office:
- Up to 3 business days **before** your start date (if you are local) so, as early as **the Wednesday before your hire date.**
- Up to 3 business days **after** your start date, so as late as **the Thursday after your start date**.
- The Human Resources office is located at 2420 Old Ivy Road, Charlottesville, VA, and is open Monday – Friday between 8:30 a.m. – 4:30 p.m. Free guest parking is available in front of the building. Follow the instructions in the lobby to connect with someone in HR to assist you. No appointment is necessary.
- **Your I-9 requirement is considered complete and compliant once all steps are complete.**

3) Explore Workday Learning

- From the Workday homepage, select View All Apps, then 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 may be due before attending in person training; 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 Employees 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

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.

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) 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**.

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.

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 benefits selection tool. 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.

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.