

Onboarding Guide for School of Medicine New Hires

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BEFORE YOUR FIRST DAY

1) Get Acclimated

- ✓ **Check in with your manager and discuss guidelines and expectations for your workschedule.**
Most School of Medicine new hires are NOT remote for their entire first day or week.
- ✓ 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

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 your department uses Academic accounts, use your computing ID and password to login to your computer. For School of Medicine employees in departments who use UVA Health computers, your account may need to be requested here before logging in. Check in with your manager, department administrator, or manager designee.

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 tool [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.”

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. 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.**

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: New SOM hires 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 UVA Health Orientation date.** New SOM hires 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 vicinity of the Medical Center. 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 new hires 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, and 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
- ✓ 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 – Section 2

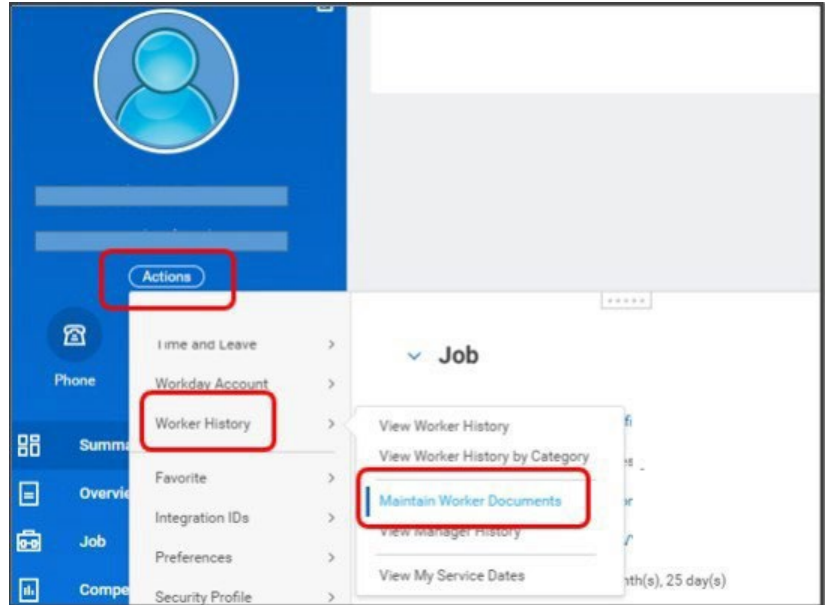
You will complete Section 1 on your own in Workday.

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.



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.

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 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 School of Medicine 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

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.

7) Obtain Your Parking Permit

The temporary parking permit ([available here](#)) is valid for new UVA Health team members; **this permit is good for two weeks only. New Hires should not download/print the 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. **The temporary permit does not work for the 11th Street or Lee Street parking garages.** You may receive a parking citation if you use a temporary permit in those locations.

For the permanent parking permit, an email with a form will be sent to your UVA email address from the UVA Health Parking office. Please complete this form as soon as possible by following the instructions in the email. Once the form is processed for the permanent parking permit, you will receive a confirmation email. 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.**

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 a virtual benefits 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. Be sure to put “Benefits” in the Subject line.

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.

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