

# Onboarding Guide for University of Virginia Physicians Group New Hires

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

Table of Contents
<a href="#">Before Your First Day</a>
<a href="#">On Your First Day - Orientation</a>
<a href="#">During Your First Week - Onboarding</a>
<a href="#">Have Additional Questions?</a>

Before Your First Day
<a href="#">Get Acclimated</a>
<a href="#">Schedule Your Employee Health Appointment</a>
<a href="#">Claim Your UVA Computing Account</a>
<a href="#">Complete Section 1 of the I-9 form via Workday</a>
<a href="#">Enroll and Complete First Time Login for UVA Health Network Account</a> : Complete eLearning Module for <a href="#">First Time Sign-In for UVA Health</a>
<a href="#">Begin the Process to Obtain Your ID Badge</a>

During Your First Week - Onboarding
<a href="#">Log in and Explore Workday</a>
<a href="#">Complete Your I-9 - Section 2</a>
<a href="#">Explore Workday Learning</a>
<a href="#">Complete Computer-Based Learning Modules</a>
<a href="#">Enroll in Emergency Alerts</a>
<a href="#">Select Your Benefits</a>

## BEFORE YOUR FIRST DAY

### 1) Get Acclimated

- ✓ **Check in with your manager and discuss guidelines and expectations for your work schedule.**  
Most University of Virginia Physicians Group 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) Schedule Your New Employee Screening Appt. with WorkMed

Candidates are responsible for contacting and setting up their appointments with WorkMed, at least 10 days prior to their start date. Candidates are also responsible to provide documentation of their vaccination history.

Their office hours are 8 am – 4:30 pm, M – F.

The WorkMed clinic is located at 1910 Arlington Blvd, Charlottesville, VA 22903. Parking is free.

Employee Health's phone number is 434.243.0075.

### 3) Claim Your UVA Computing Account

**New Hires:** Read the "Account Claim" email you received from [identity@virginia.edu](mailto: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 resetpassword](#)
- 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.*

## Complete Section 1 of the I-9 Form via Workday

### 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](mailto: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.”

## 4) Begin the Process to Obtain Your ID Badge

UPG 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.

**NOTE:** *In order to process your UVA Health ID Badge and receive it at UPG Orientation, **you must complete these steps to upload a photo for your ID badge the week before your first day.** If this step is not completed, new UPG employees will be responsible for picking up their ID badge in person from the Badge Office at the Medical Center.*

Should you not complete the steps to upload a photo for your ID Badge in advance of UPG Orientation, you will be asked to pick up your badge. The ID Badge Office is located in the West Complex at UVA Medical Center. 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.

## ON YOUR FIRST DAY - ORIENTATION

UPG New Hires are invited to attend the In Person UPG Orientation at our Home Office located at 100 Avon Street, Charlottesville, VA 22902. UPG in-person Orientation will promptly begin at 9:00 AM, and we ask you arrive 15 minutes prior to check-in.

### **Directions to UVA Physicians Group Home Office at 100 Avon Street, Charlottesville VA 22902**

*\*Please note, there is ongoing construction to the Belmont Bridge and this may affect your approach into the parking lot and building. Please follow construction signage. When you arrive, please make sure to park in a designated UPG parking space.*

If you are traveling from UVA Grounds:

1. Turn right onto Ridge Street
2. Make a left onto Monticello Avenue
3. Take a left on Avon Street
4. Go past the last light before entering the bridge and turn right
5. At stop sign, make left
6. Take the first right through the parking lot and at the end of the parking lot make a left and then a right into the UVA Physicians Group parking lot and building.

If you are traveling from 64 East:

1. Follow I-64 to VA-20 N/Monticello Ave. Take Exit 121B from I-64-E
2. Merge onto VA-20/N Monticello Ave.
3. Turn right toward Avon Street
4. Slight right onto Avon St
5. Go past the last light before entering the bridge and turn right (do not go across the bridge)
6. At stop sign, make left and travel by Lampo
7. Take the first right through the parking lot and at the end of the parking lot make a left and then a right into the UVA Physicians Group parking lot and building.

If you are traveling from 64 West:

1. Follow I-64 W to VA-20/N. Monticello Ave.
2. Follow VA-20 N/Monticello Ave to Avon St in Charlottesville
3. Turn right onto VA-20 N/Monticello Ave
4. Turn right toward Avon St
5. Slight right onto Avon St
6. Go past the last light before entering the bridge and turn right (do not go across the bridge)
7. At stop sign, make left and travel by Lampo
8. Take the first right through the parking lot and at the end of the parking lot make a left and then a right into the UVA Physicians Group parking lot and building.

After parking, please enter the building and we are located on the 2<sup>nd</sup> floor. There are stairs and an elevator available. A member of the UPG HR team will be there to greet you!

### UVA Physicians Group In-person Orientation Agenda

- 9:00 AM-12 PM - Introduction to UPG
- 12-1 PM- Lunch provided
- 1-2:15 PM - Benefits Overview
- 2:30 – End of Orientation and I-9 Directions (please reference your clearance email to ensure you have the required documentation). We will have printed directions available if needed.

If you are unable to attend the in person UPG Orientation, please consult with your manager who will assist with making alternative arrangements.

**PLEASE NOTE:** Since you will be attending the in person UPG Orientation on your first day, please be sure to connect with your manager before your first day of work. If you are unable to attend UPG In Person Orientation, please contact your manager for additional instructions.

## DURING YOUR FIRST WEEK - ONBOARDING

### 5) 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 7**)
- ✓ 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.

### 6) Complete Your I-9 – Section 2

The Form I-9 is your second onboarding task in your Workday inbox. Federal law requires that you complete your I-9 by your third day of employment. **If you do not complete your I-9 within provided deadlines, federal regulations require UVA to terminate your employment until you are in compliance.**

Completion of the I-9 process will take **two** steps:

1. Complete Section 1 of the Form I-9 in Workday by your third day of work.
2. Federal regulations require that you also physically present your I-9 document(s) in person. Bring two acceptable documents (*not copies*) with you to process your I-9. You can provide

either **ONE** List A document **OR TWO** documents from Lists B AND C (ONE EACH). Acceptable documents are listed [here](#).

**You may process your I-9 at the 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.

## 7) 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, click on View All Apps, then select 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](mailto:AskHR@virginia.edu) or 434.243.3344.*

## 8) Complete Computer-Based Learning Modules

As a new UPG 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 Employees category under the Mandatory Training section. Depending on your role, you may be assigned additional modules.

## 9) Enroll in Emergency Alerts

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

## 10) Select Your Benefits

Benefits will be covered during UPG virtual orientation, and information will be sent out afterward.

## 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](mailto:AskHR@virginia.edu). Note the topic of your inquiry in the subject line.

[Back to the Top](#)