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

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### New Hire Responsibilities: On or Before Your First Day

- [IMPORTANT MESSAGE re: HOOS Health Check](#)
- [Get Acclimated](#)
- Complete Section 1 of the I-9 Form via Workday
- Complete Benefits eLearning Modules [Ask Alex](#) and [Picwell](#)

### New Hire Responsibilities: Orientation & Onboarding

- Attend “First Time Sign-In for UVA Health Account Users” Zoom presentation
- Attend “Welcome to UVA Health!” Zoom presentation
- [Activate Your Account](#)
- [Create Your Permanent UVA Health password](#)
- [Explore Workday](#)
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IMPORTANT: PLEASE READ

In order to protect the health and safety of our patients, visitors and teams, UVA Health ensures each team member is responsible for communicating any symptoms or wellness concerns at the beginning of each shift. All students, faculty, staff, and UVA Health team members are required to complete a wellness attestation through HOOS Health Check (https://hooshealthcheck.virginia.edu/sign-in) on each day that they are coming to Grounds, and if they are working or learning in a UVA facility.

UVA Health team members must also check in via HOOS Health Check on days they are working remotely. This additional information about our team members will make it easier for managers to monitor and follow up on the health needs of their team members and meet compliance reporting requirements.

To clarify:
* When you are working, no matter the location, all team members will complete the HOOS Health Check.
* If reporting to work at a UVA Health building/facility, answer the question about symptoms.
* If working remotely, simply select the “I am working remotely today” button.
* When working remotely, team members will not answer the symptom questions.

More details about HOOS Health Check and how to download the app are available here.

Completing this required task through HOOS Health Check allows our team members to stay aware of their health and report any possible COVID-19 symptoms before reporting to work and putting others at risk. Thank you for your commitment to protecting the health and safety of our patients, teams, and community.
On or Before Your First Day

1) Get Acclimated
   - Visit the HR COVID-19 Website.
   - Visit the UVA Health New Hire Portal.
   - Check in with your manager and discuss the following:
     - Guidelines and expectations for working remotely OR schedule, location, etc. for reporting onsite
     - 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, and 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) Complete Section 1 of the I-9 Form via Workday

3) Review Benefits eLearning Modules Ask Alex and Picwell

Zoom Presentations

First-Time UVA Health Account Users

Attend “First Time Sign-In for UVA Health Account Users” Zoom Presentation beginning at 8:15 a.m. on orientation Mondays.

All first-time users to UVA Health accounts are strongly encouraged to attend this presentation. The UVA Health IT Security team will guide you through instructions for signing into your UVA Health account and creating permanent passwords, whether you are working on-site or working remotely. For those with questions, the team will answer your inquiries or will work with you one-on-one to be sure you are up and running.

To log on via computer:
Meeting URL: https://virginia.zoom.us/j/96518625414?pwd=eXJpVDBocnVOemhXdGRjOGREM0VaUT09
Meeting ID: 965 1862 5414
Passcode: 393398

Or join by telephone:
Phone number: US: +1 470 250 9358 or +1 470 381 2552
Meeting ID: 965 1862 5414

If you are unable to attend, the Zoom session will be recorded and linked (here).
UVA Health Orientation Attendees

Attend “Welcome to UVA Health!” Zoom Presentation beginning at 9 a.m. on orientation Mondays.

UVA Health continues to observe physical distancing regulations in response to COVID-19, which means there is no in-person Day 1 orientation. Instead, orientation has been modified to be delivered now through a synchronous Zoom presentation and asynchronous computer-based learning modules.

Among the topics discussed during the Zoom session will be the Remote Onboarding Guides (found here), which assist both managers and new hires with the onboarding process.

To log on via computer:
Meeting URL:  https://virginia.zoom.us/j/96735543559
Meeting ID:  967 3554 3559
Passcode:  703302

Or join by telephone:
Phone number:  US: +1 312 626 6799 or +1 470 250 9358
Meeting ID:  967 3554 3559

If you are unable to attend, the Zoom session will be recorded and linked (here).
Action Items

Onboarding

4) Activate Your Account

1. Read the account activation email you received from identity.virginia.edu on or before your start date.
2. 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.

5) Create your permanent UVA Health password (This is a different password than you set in step 4.)

Where to log in:
  • To log in on Grounds*: Use a UVA Health computer
  • To log in off Grounds: Visit the UVA Health Remote Email Access system

1. You will need the following information to create your permanent password.
   • Computing ID: a random set of letters and numbers that will be your log-in username and your email prefix; it will look something like this: abc1xy. You received this ID when you completed Step 4 (above). This ID is exclusively yours and will never change any time you are affiliated with UVA.
   • University (Employee) ID: a nine-digit number that looks like a social security number but is not as private; in fact, you will find it on your Workday Profile page. This ID is exclusively yours and will never change any time you are affiliated with UVA.
   • Temporary password: your temporary password will consist of your computing ID + the last four digits of your University ID (i.e., abc1xy1234)
2. Log in to the UVA Health network.
   a. Use your temporary password to log on the first time only.
   b. You will be prompted to change your temporary password to your permanent password. See UVA Health password requirements, including minimum number of characters, capital letters, numbers, etc.

Use your new UVA Health password to log in to the UVA Health network and email. If you are unable to log into the UVA Health network using your Computing ID and any password, please call the Health IT Help Desk at 434.924.5334.
*NOTE: To meet social distancing guidelines, the Health Sciences Library has reduced the number of available computers. Since these computers are also used by team members for hospital-related purposes, they will be in use during business hours. The computers in the library are accessible 24/7, so availability for work on CBL modules is more likely during off hours (evenings and weekends).

6) **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 on the Workday Central Site.

After logging in to Workday, look around and familiarize yourself with common tasks and the resources available to you. We recommend:

- Reviewing the New Hire Workday Basics Job Aid
- Visiting the Workday Training Site for tutorials on basic Workday tasks

7) **Complete your I-9**

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.

**PLEASE NOTE** that once UVA returns to normal operations, the Department of Homeland Security still requires that you present these documents in person at 2420 Old Ivy Road within three business days.

If you have any questions, please promptly contact AskHR@virginia.edu.
8) Log into Workday, 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 Applications, 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.

9) 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.

You are registered for the following modules:

**Mandatory MC Orientation Core Training**

- Mandatory New Team Member Training: Bloodborne Pathogens and Infection Control
- Mandatory New Team Member Training: Corporate Compliance
- Mandatory New Team Member Training: Effective Health Communication
- Mandatory New Team Member Training: Quality and Safety
- Mandatory New Team Member Training: Delivering Compassionate Care to Patients who are LGBTQ+ (Part 1) (SOGI)

**Mandatory UVA Health Orientation Core Training**

- New Team Member Training: ASPIRE: Our Values at Work
- New Team Member Training: Toward an Inclusive Culture: Acting Against Disrespect and Bias
- Mandatory New Team Member Training: UVA Health Orientation Online
- New Team Member Training: Patience Experience
- Mandatory Team Member Training: Virginia State Employee Safety and Disaster Awareness Training
- Mandatory New Team Member Training: Privacy and Information Security

Depending on your role, you may have additional modules.

**COVID Prevention training**

The Virginia Department of Labor and Industry (DOLI) requires a new level of COVID Prevention training for all employees at UVA. For additional details and link to the course, please visit the COVID Prevention Training Course webpage (this page is behind NetBadge). The course can be accessed through Workday Learning by logging into Workday. Your manager is responsible for ensuring your completion of the course.
10) Enroll in Emergency Alerts
Sign up for emergency alert registration at [http://uvaemergency.virginia.edu/uva_alerts](http://uvaemergency.virginia.edu/uva_alerts).

11) 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. ID Badges are available for pick up on or after the new hire’s first day; the recommendation is to pick it up no later than Wednesday of the first week.

- **If you had a photo taken at the ID Badge Office prior to your start date**, your ID Badge will be available for pick up at the ID Badge Office on or after your start date. You or your manager can pick up your ID badge; photo identification will be required.
- **If you have NOT had a photo taken prior to your start day**, go to the ID Badge Office to complete the process. Photo identification will be required. You may want to wait until Tuesday or Wednesday of your first week because the ID Badge Office is busy on orientation days.

The ID Badge Office is in the West Complex. Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday.

12) Obtain your Parking Permit
The temporary permit ([available here](#)) is valid for new UVA Health employees; **this permit is good for two weeks only**. Please display 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 on your first day 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.

Questions? Contact UVA Health Parking Office at 434.924.5147.

13) Plan Your Employee Health Visit
Please contact Employee Health directly regarding your requirements at 434.924.2013. If you already know you need a TB skin test or vaccine, please visit the clinic at 1222 Jefferson Park Avenue, Charlottesville, VA. Hours are as follows:

- Monday 7:30 a.m. to 5:00 p.m.
- Tuesday 7:30 a.m. to 4:00 p.m.
- Wednesday 7:30 a.m. to 5:00 p.m.
- Thursday 7:30 a.m. to 5:00 p.m.
- Friday 7:30 a.m. to 5:00 p.m.

14) Select Your Benefits
If you are a benefited employee, access the following links to assist you with your benefit selections:

[UVA Benefits for New Benefitted Employees](#) – This Workday Learning module contains helpful information for new benefitted UVA Health team members.
Ask Alex - a step-by-step virtual assistant who helps you choose benefits.

Picwell - an online personalized health plan selection tool that helps you determine which health plan is the best fit for you and your family.

Benefits - the UVA HR website provides comprehensive information on all benefits available to our new employees. 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.

You have 30 days from your hire date to sign up for benefits.

If you have questions, please contact AskHR@virginia.edu.

### Additional Orientation & Training Information

Please review this section for instructions on Orientation for Patient Care, Epic Training, or Revenue Cycle Training.

**Orientation to Patient Care (OPC)**
**Introduction to Clinical Care (ICC)**
**Certified Nursing Assistant (CNA) Clinical Orientation**

If you are required to attend, an e-mail will be sent to your personal email and UVA Health email outlining next steps. Included in the email will be detailed information on what content will be held live and what content will be completed online as well as any additional tools needed to support training.

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-department instruction. Upon being enrolled in your course, you will receive the following emails:

1. All Training Participants - An auto-generated email from Workday Learning confirming your enrollment and providing 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.

If you have any questions, please email EpicClinicalAccess@hscmail.mcc.virginia.edu.
Epic Revenue Cycle Training
Non-Epic Revenue Cycle Training

If you are scheduled for Epic Revenue Cycle Training,
1. 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
2. open and read your Revenue Cycle Virtual Training Class Information email sent to your UVA email address; follow included instructions
3. attend the Virtual Set-up sessions that typically occur the Tuesday of orientation week
4. attend your online class(es), as scheduled
5. view any additional tools needed to support training

NOTE THE FOLLOWING:
• Some programs contain computer-based learning modules and courses that are prerequisites and 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.

If you have any questions, please email RevenueCycleTraining@hsccmail.mcc.virginia.edu.

Have Additional Questions?

This is an unusual time, and we appreciate your patience and understanding as we work through these circumstances. Please know, however, that we are excited to welcome our newest employees to UVA, and that we appreciate your help and support.

If you have additional questions, please email AskHR@virginia.edu.

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