



**Onboarding Checklist and Resource Guide for New Hires
Academic Division**

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New Hire Instructions

* Please note that the instructions below should be used *in conjunction* with any other onboarding instructions you receive from your department.

New Hire Responsibilities: On or Before Your First Day of Work

1) Get Acclimated

- Visit the [HR COVID-19 Website](#).
- Access the [New Hire Resources](#). You will find many helpful links to navigate your first few weeks.
- Check in with your manager and discuss the following:
 - Guidelines and expectations for working from home **OR** schedule, location, etc. for reporting to work
 - IT – where you can obtain a laptop/technology/mobile phone, if required at this time
 - 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
 - Continue to stay in contact (especially if you will be working remotely)
 - Job description and performance expectations
 - Designated or non-designated status
 - Probationary process <http://uvapolicy.virginia.edu/policy/HRM-020>
 - Confidentiality and privacy expectations

2) Complete Section 1 of the I-9 Form via Workday

3) Complete Benefits eLearning Modules [Alex](#) and [Picwell](#)

New Hire Responsibilities: Orientation and Onboarding

1) 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.
3. 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.

2) Follow the “New to UVA” IT Checklist

To finish your IT setup, e.g., request a UVA email account, set up Zoom, etc., see the [New to UVA IT Checklist](#).

If your department offers its own IT support, known as a Local Support Partner (LSP), you may complete these steps in conjunction with your LSP on, before, or after your first day of work.

3) 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

4) Complete Section 2 of Your I-9 Form

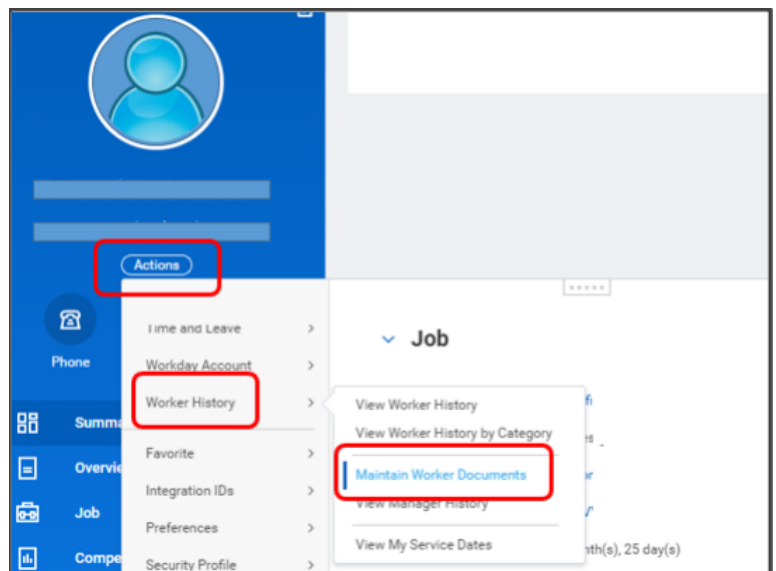
You will complete Section 1 of the 1-9 on your own in Workday.

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.

5) Complete Tasks Assigned in Workday

- Review and update your personal information including veteran status, emergency contacts, phone numbers, and address. If relocating from out-of-state, please ensure local address is up-to-date for tax purposes.
- Sign up for direct deposit
- Complete your W-4 form
- Complete your VA-4 form
- Update your Selective Service status (males between the ages of 18-25)
- Select benefit options within 30 days of your hire date

6) Complete Orientation Training in Workday

*Please note you will not have access to Workday Learning or these trainings before your start date.

All training courses must be completed within two (2) weeks of date of hire

You have four (4) New Academic Employee Training courses assigned as a “program” in Workday:

- **New Academic Employee Training - Getting Paid & Taking Leave**
- **New Academic Employee Training - Policies and Standards**
- **New Academic Employee Training - Safety and Security**
- **New Academic Employee Training - Information Security Awareness Training (ISAT)**

If these training courses do not auto-populate for you in Workday you may access them here:

- [New Academic Employee Training](#)

Click **Enroll** on the course, then click **Submit** on the confirmation page. You will receive credit for completing these modules regardless of how they are accessed.

You have one (1) Mandatory Academic Employee Training course assigned as a “program” in Workday:

- **Mandatory Academic Training: Emergency Preparedness, Targeted Violence, & Terrorism Awareness**

If this training course does not auto-populate for you in Workday you may access it here:

- [Mandatory Academic Employee Training](#)

Click **Enroll** on the course, then click **Submit** on the confirmation page. You will receive credit for completing this module regardless of how it is accessed.

You have three (3) New Hire UVA Mandatory Training courses assigned as a “program” in Workday:

- **Not on Our Grounds Responsible Employee (Title IX)**
 - Review HRM-041: Policy on Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence (Title IX Policy): [here](#)
 - Review HRM-040: Reporting by University Employees of Disclosures Relating to Sexual and Gender-based Harassment and Other Forms of Interpersonal Violence (the Title IX Policy): [here](#)
- **Preventing and Addressing Discrimination, Harassment and Retaliation**
 - Review HRM-009: Policy on Preventing and Addressing Discrimination and Harassment: [here](#)
 - Review HRM-010: Policy on Preventing and Addressing Retaliation: [here](#)
- **COVID-19 Awareness and Prevention Required Training**

- The Virginia Department of Labor and Industry (DOLI) now requires a new level of **COVID Prevention training** for all employees at UVA.
- For additional details and a direct link to the course, please visit the [COVID Prevention Training Course](#) webpage (*this page is behind NetBadge*).

If these training courses do not auto-populate for you in Workday you may access them here:

- [New Hire UVA Mandatory Training](#)

Click **Enroll** on the course, then click **Submit** on the confirmation page. You will receive credit for completing these modules regardless of how they are accessed.

7) Enroll in Emergency Alerts

Sign up for emergency alert registration at http://uvaemergency.virginia.edu/uva_alerts

8) Obtain your ID Badge

Academic ID badges are required of all University employees. You will use your ID badge to access buildings as assigned and authorized by your department, access services such as Intramural/Recreational facilities, Libraries, University Transit and various other service provider discount offerings for UVA faculty/staff.

The Academic ID Office is open by appointment only. To initiate production of your Academic ID, visit the [Academic ID Office](#) website to:

- Upload your passport-style photo
- Submit the Academic ID Application Form
- Schedule an appointment to pick-up your Academic ID

The Academic ID Card Office is located on the corner of Alderman and McCormick Roads in the [Observatory Hill Dining Hall](#), 525 McCormick Road, Charlottesville, VA, 22903. Limited parking is available on McCormick Road using the [ParkMobile](#) app.

For any questions, the Academic ID Card Office can be reached at 434-924-4508 or via email at uvoid@virginia.edu.

9) Obtain your Parking Permit

If you plan to park on Grounds Monday-Friday, 7:30 a.m.- 5:00 p.m., you will need a parking permit. Flexible options are available depending on work location and schedule. Some parking assignments are supported by the University Transit bus system (UTS).

Complete information about parking permit and transportation options is available [here](#). Modifications to transportation and parking operations can be tracked [here](#).

Your name and email address have been provided to Parking and Transportation. A representative will be reaching out to you to process any applicable parking assignment.

Please note:

- **The Parking & Transportation (P&T) customer service center is CLOSED.** Please do not visit the office.
- For the quickest response to questions and to explore options, please email: parking@virginia.edu or utilize the chat feature on the [P&T web site](#) (live Monday-Friday, 7:30 a.m. - 5:00 p.m., messages collected all other hours).

- Messages are being collected on the P&T office phone daily (434-924-7231). Allow one business day for response.

10) 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 provides recorded presentations on your health, dental, vision, retirement, life, disability and PTO benefits as a new employee.

[Benefits](#) - The UVA HR New Hire website provides comprehensive information on all benefits available to our new employees. Including two virtual benefit selection tools Alex and 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](#).

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

New Hire Resources

Human Resources and Benefits:

- [UVA Human Resources](#)
- [Benefits](#)
- [Hoo's Well](#)
- [Payroll Calendar](#)

Parking, Transportation, and Maps:

- [Parking and Transportation](#)
- [Charlottesville Area Transit \(CAT\)](#)
- [CONNECT](#)
- [Maps & Directions](#)
- [Charlottesville Map](#)

UVA Websites:

- [UVA Organizational Chart](#)
- [UVA Mission Statement](#)
- [Great and Good: The 2030 Strategic Plan](#)
- [Virginia.edu](#)
- [UVA Today](#)
- [UVA Event Calendar](#)

IT and Workday:

- [New to UVA IT Checklist](#)
- [Workday Central](#)
- [Workday Training Site](#)
- [New Hire Workday Basics Job Aid](#)

Professional Development and Continuing Education:

- [School of Continuing and Professional Studies \(SCPS\)](#)
- [HR Talent Development \(Learning and Development and Organizational Development\)](#)
- [Organizational Excellence - Quality Core Network](#)
- [LinkedIn Learning](#)
- [UVA Libraries](#)
- [Education Benefit](#)

Safety and Security:

- [Office of Emergency Management](#)
- [LiveSafe Mobile App](#)
- [UVA Emergency Alerts](#)

Additional UVA Resources:

- [UVA Athletics](#)
- [Black Faculty/Staff Employee Resource Group](#)
- [UVA Bookstore](#)
- [Bright Horizons Back-Up Care](#)
- [Cavalier Computers](#)
- [UVA Child Development Center](#)
- [Commonwealth of Virginia \(CVC\) campaign](#)
- [Day of Caring](#)
- [UVA Dining Plan](#)
- [UVA Discount Program](#)
- [Office for Diversity, Equity, and Inclusion \(OEDI\)](#)
- [UVA Employee Health](#)
- [Office for Equal Opportunity and Civil Rights \(EOCR\)](#)
- [UVA Facts and Figures](#)
- [Faculty and Employee Assistance Program \(FEAP\)](#)
- [Faculty Senate](#)

- [Festival of the Book](#)
- [VA Film Festival](#)
- [The Fralin Museum of Art](#)
- [ID Badge Office](#)
- [IM-Rec Sports](#)
- [UVA International Center](#)
- [John Paul Jones Arena](#)
- [Kluge-Ruhe Aboriginal Art Collection](#)
- [LGBTQ Center](#)
- [Malcolm W. Cole Child Care Center](#)
- [UVA Military Veterans](#)
- [Staff Senate](#)
- [Office of Sustainability](#)
- [UVA Traditions and Lingo](#)
- [UVA Women's Center](#)
- [UVA Facebook](#)
- [UVA Twitter](#)
- [UVA YouTube](#)

Charlottesville and the Surrounding Area:

- [Charlottesville Community Resources](#)
- ["Charlottesville and Beyond"](#)

Have Additional Questions?

We are excited to welcome you to UVA! If you have questions, please contact AskHR@virginia.edu.

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