Manager Responsibilities: Pre-Boarding

<table>
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<tr>
<th>Task</th>
<th>Details</th>
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<tr>
<td>Announce to team and others, as needed, the new hire and his/her start date. Select one or more members of your team who may serve as a “buddy” to the new hire and connect them.</td>
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<tr>
<td>Contact your new hire prior to their scheduled virtual orientation date. Welcome him/her, and provide your contact information (email, phone, cell phone) and the best way to get in touch with you.</td>
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<td>During another conversation with your new hire, discuss guidelines and expectations for working from home OR schedule a time, location, etc. for reporting to work. If working on Grounds, be sure the new hire’s office/desk/space is ready.</td>
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<td>Discuss IT needs and requirements: Does your new hire need a laptop? Will your new hire be using a personal or work cell phone? What technology will your new hire need to connect to you, your team, the department, UVA? <strong>Work with your LSP or IT department to set up what’s needed.</strong></td>
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<tr>
<td>Schedule regular Zoom meeting check-ins (preferably at the same time, every day, every week, as needed) ahead of time so your new hire can plan what to ask and so that you can be prepared.</td>
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<td>Arrange a Zoom meeting on or shortly after the new hire’s first day. Introduce other members of your team.</td>
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<td>Provide your new hire with a schedule for the first few weeks and continue to stay in contact regularly so your new hire doesn’t feel isolated or lost.</td>
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<tr>
<td>Send Resources/Links with information about local area (housing, schools, things to do), if new to area (i.e. Charlottesville, Charlottesville &amp; Beyond, Charlottesville Community Resources)</td>
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<tr>
<td>Contact new hire to continue welcome process and to remind them of:</td>
<td>Standard start time, Completing Section 1 of the I-9 Form via Workday, Department/School’s safety &amp; security policies &amp; procedures, Work hours, timekeeping, pay frequency, overtime pay (if applicable), Confirm expectation to complete asynchronous virtual orientation.</td>
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Information to complete the following items will be sent to the new hire (and you, as the hiring manager, will be copied) prior to originally scheduled “Grounds for Success” (GFS) orientation date:

- Remote Onboarding Guide for New Hires
- New Hire Resources
- Computing ID and University ID
- IT Help Desk
- Access NetBadge
- Access 2-Step Login (DUO)
- Access Workday
- Emergency Alerts
- Completing Section 2 of the I-9 form
- Orientation Training in Workday
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Add new hire to necessary departmental communications (email lists, phone directories, websites)

Plan lunch *time* for your new hire: If working remotely, use this time to meet one-on-one or with the team for the first few days. If working on Grounds, check to see what options are open; if there aren’t any, encourage your new hire to bring lunch, and use this time to meet with your new hire and your team or one-on-one.

## Manager Responsibilities: Orientation & Onboarding

<table>
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<th>Ensure new hire follows the directions regarding the asynchronous virtual orientation</th>
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<tr>
<td>Ensure new hire completes:</td>
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<tr>
<td>Section 2 of the I-9 Form</td>
</tr>
<tr>
<td>Orientation Training in Workday</td>
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<tr>
<td>Benefits</td>
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<tr>
<td>Provide training specific to department/school or role</td>
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<tr>
<td>Provide overview of department/school/unit/VP area</td>
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<td>Provide departmental/school organizational chart overview</td>
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<tr>
<td>Review schedule/calendar of onboarding activities and meetings</td>
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<tr>
<td>Review the departmental resource/reference guide materials</td>
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## Instructions New Hires Will Receive

### Academic Asynchronous Virtual Orientation

**Grounds for Success (GFS)**

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

1) **Get Acclimated**

Check in with your manager (see checklist above)

Visit the [HR COVID-19 Website](https://hr.virginia.edu/covid-19).

Access the [New Hire Resources](https://hr.virginia.edu/new-hires). You will find many helpful links to navigate your first few weeks.

2) **Find Your Computing ID and University ID**

Your Computing ID can be found on the UVA Login Information page, linked [here](https://hr.virginia.edu/uva-login).

Your University ID nine-digit number can be found on the UVA Login information page, linked [here](https://hr.virginia.edu/uva-login).

Review the "[New to UVA] Technology checklist"
If you are unable to log into the University network, or have questions, please call the IT Help Desk at 434.924.4357 or visit the IT Helpdesk.

2) Access NetBadge

NetBadge is the gatekeeper between users and websites, services, or applications at UVA that need to know and verify user identity before granting access. Further information is available here.

3) Access 2-Step Login (DUO)

All UVA students, faculty, and staff are required to enroll in 2-Step Login (Duo) to access NetBadge-protected resources. Further information is available here.

4) Access Workday

This Human Resources technology system is used to manage most HR activities, including Benefits, Pay, Time, Absence and more. Further information is available on the Workday Central Site.

Also, please review the New Hire Workday Basics Job Aid and visit the Workday Training Site (linked on the Workday Central Site) for tutorials on basic Workday tasks.

5) Enroll in Emergency Alerts

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

6) 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.

7) 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 three (3) GFS orientation training courses assigned as a “campaign” in Workday:
- “GFS - Getting Paid & Taking Leave”
- “GFS - Policies and Standards”
- “GFS - Safety and Security”

If these training courses do not auto-populate for you in Workday you may access them here:
- “GFS - Getting Paid & Taking Leave”
- “GFS - Policies and Standards”
- “GFS - Safety and Security”

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 also have four (4) University required training courses assigned, separately, in Workday:

- “Not on Our Grounds Responsible Employee” (Title IX)
  You will be prompted to enter your University computing credentials to be given access. You will “register” for the module by providing some information. This is a one-time process. Once you register, you will arrive at the “Dashboard,” where you will click “Access Course” item to begin the module. Please note that the training is not hosted in Workday. The module is available from an entirely separate, web-based platform.
  - 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

- “Emergency Preparedness-WSC”
- “Information Security Awareness Training ISAT”

8) Obtain your ID Badge

Academic ID badges are required of all University employees. You will use your ID badge to access various buildings and doors.

You must call or email the ID Badge Office to schedule a time to process your badge. Please do not go to the office unless you have a scheduled appointment.
9) **Obtain your Parking Permit**

If you plan to park on Grounds, you will need a parking permit. Please be sure to park only where you are permitted at all times to avoid tickets and towing.

Information about your permanent parking permit and transportation is available [here](http://www2.virginia.edu/idoffice). Check with your manager and/or members of your department as to where you will be parking regularly.

Your name and email address have been provided to Parking and Transportation. A representative will be reaching out to you to process your permanent permit, virtually.

Please note:

- **The Parking and Transportation office is CLOSED.** Please do not visit the office.
- Office phones will not be answered.
- If you need to reach a representative of Parking and Transportation, please email: parking@virginia.edu
- If you are required to report to work and will be parking on Grounds before you are able to obtain a permanent permit, **note that parking enforcement has been suspended on many areas of Grounds.** Please consult [https://parking.virginia.edu/covid-parking-modifications](https://parking.virginia.edu/covid-parking-modifications) for available parking near your office location.

The University Transit bus system (UTS) is operating on a modified schedule. More information can be found [here](http://www2.virginia.edu/idoffice).

10) **Select your Benefits**

If you are a benefited employee, access the following links to assist you with your benefit selections:

- **Ask Alex** - a step-by-step virtual assistant who helps you choose 2020 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](http://www2.virginia.edu/idoffice). For instructions on waiving coverage please refer to page 5 of the [New Hire Workday Basics Job Aid](http://www2.virginia.edu/idoffice).

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

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

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