Remote Onboarding Guide for Managers
Medical Center

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✔ Manager Responsibilities: Pre-Boarding

| announce to team and others, as needed, the new hire and their start date. Select one or more members of your team who may serve as a “buddy” to the new hire and connect them. |
| 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. |
| schedule a time, location, etc. for reporting to work. |
| discuss IT needs and requirements: Locate a Health System computer where your new hire can complete mandatory computer-based learning modules. |
| • if the new hire can complete CBLs at home, our recommendation is to have him/her come to the department/unit, get introduced to the crew and area, get logged on, and then return home to complete their CBLs. |
| 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. |
| contact new hire to continue welcome process and to remind them of: |
| • standard start time |
| • completing Section 1 of the I-9 Form via Workday |
| • confirm expectation to complete asynchronous virtual orientation. Information will be sent to the new hire once they’ve been cleared to hire. As hiring manager, you will be copied on the email, which will include: |
| log into the UVA Health Network |
| computing ID and University ID |
| access netbadge |
| access 2-step login (DUO) |
| access workday |
| emergency alerts |
| completing section 2 of the I-9 form |
| log into LMS-NetLearning |
| UVA Health Orientation module and other CBLs |
| ID badge |
| parking and transportation |
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| benefits |
| additional orientation and training information |
| - orientation to patient care day 2 and day 3 |
| - Epic Training |
| - Revenue Cycle Training |
| 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 onsite, check to see what options are open; if |
Manager Responsibilities: Orientation & Onboarding

| Ensure new hire follows the directions regarding the asynchronous virtual orientation |
| Ensure new hire completes: Section 2 of the I-9 Form, UVA Health Orientation Module, then other CBLs Benefits |
| Discuss work hours, timekeeping, pay frequency, overtime pay (if applicable) |
| Provide an overview of department/school’s safety & security policies & procedures |
| Provide training specific to department or role |
| Provide overview of department/school/unit/VP area |
| Review schedule/calendar of onboarding activities and meetings |
| Review the departmental resource/reference guide materials |

Instructions New Hires Will Receive

UVA Health Asynchronous Virtual Orientation

1) Log into the UVA Health Network

From any UVA Health computer:

- Type your Computing ID in the Username box. Your Computing ID can be found on the UVA Login Information page, linked here.
- Type your temporary password into the Password box. Your temporary password is your Computing ID plus the last four digits of your University ID. Your University ID nine-digit number can be found on the UVA Login information page, linked here. For example, if your Computing ID is uva1mc and the last four digits of your UID are 1234, your temporary password is uva1mc1234.
- Next, you will be prompted to create and confirm a permanent password. Your new password must be at least 7 characters with one numeral and one capital letter. Once you have done so, click the arrow or press Enter on your keyboard to log in.

*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.*

2) Find Your Computing ID and University ID

Your Computing ID can be found on the UVA Login Information page, linked here.
Your University ID nine-digit number can be found on the UVA Login information page, linked here.

*If you are unable to log into the University network, or have questions, please call the Health IT Help Desk at 434.924.5334 or visit the Health IT Helpdesk.*

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.
3) 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.

4) 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.

5) 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.

6) Enroll in Emergency Alerts

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

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.

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

8) Log into LMS-Netlearning

- Navigate to the internal KnowledgeLink Portal by typing in the following address into the URL bar or click www.healthsystem.virginia.edu/klink.
- Under the CLINICIAN PORTAL menu, click on the NetLearning (LMS) link.
- From the NetLearning (LMS) screen, click on Click to login under number 1: “Are you outside of UVA Health (e.g. accessing from home)?”
- At the login window, enter your Computing ID into the Username box. Next, enter the password you just created into the Password box. Click Login.

For login problems, please contact the Health IT Help Desk at 434.924.5334.

9) Complete UVA Health Orientation module and other CBLs

Your “To Do” List is a list of assigned or self-enrolled learning modules. As a new UVA Health team member, you will see the Health System Orientation Online module plus six (6) mandatory computer-based learning (CBL) modules in the “To Do” list. You will also see the ASPIRE and Preventing and Addressing Discrimination, Harassment, and Retaliation (PADHR) modules. You must complete these CBL modules within two weeks.

Depending on your role, you may have additional CBL modules.

CLICK ON THE “TO DO” LIST BUTTON TO REVIEW YOUR MANDATORY CBL MODULES.

First, complete the Health System Orientation Online module.

Next, begin work on the other six (6) mandatory new team member CBLs. Remember that these CBLS must be completed within two weeks. If you don’t, you may be asked to leave work until you have completed them.

- **If you have online Epic CBL modules:** All assigned Epic CBLs must be completed prior to attending a live Epic training class.
- **If you have online Revenue Cycle modules:** Prerequisites to this training can be found in NetLearning and must be completed prior to virtual training session.

10) Obtain your ID Badge

During this unique climate of mandated building lockdowns, your ID badge is required to access all buildings. You are encouraged to pick up your badge as soon as possible, on or after your first day.

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.

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

11) **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, a form will be emailed to you from the Parking & Transportation office. Please complete it and return as instructed via email. When asked, and if applicable, be sure to indicate if you work night shift and/or weekends. Once the form is processed, P&T will email next steps.

Further information about parking and transportation is available [here](#).

12) **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.

13) **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](#). 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.**

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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 Day 2 and 3

If you are required to attend Orientation to Patient Care Day 2 and/or 3, you will receive email notification on 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 have any questions, please email NPDservices@hscmail.mcc.virginia.edu.

Epic Training

If you are scheduled for remote Epic Clinical Training, you will receive an email with instructions on how to log into the WebEx virtual training and instructions on how to access the Epic ACE training environments from a home computer. Included in the email will be detailed information on how to connect to and attend the online class, as well as any additional tools needed to support training. If you do not receive an email, your training will be in-person and further details on time and location can be found in NetLearning. If you have any questions, please email EpicClinicalAccess@hscmail.mcc.virginia.edu.

Revenue Cycle Training

Until further notice, Revenue Cycle Training will be conducted remotely. You will receive an email detailing next steps on how to connect and attend your on-line class(es) as well as any additional tools needed to support training. Prerequisites to this training can be found in NetLearning and must be completed prior to virtual training session. If you have any questions, please email RevenueCycleTraining@hscmail.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.