Remote Onboarding Guide for Managers  
School of Medicine

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<td>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.</td>
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<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>Schedule a time, location, etc. for reporting to work.</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? Work with your LSP or IT department to set up what’s needed.</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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| 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 to complete the following items will be sent to the new hire and you, as hiring manager, will be copied.  
  - Claiming Your Account  
  - Log into the UVA Health Network  
  - Access NetBadge  
  - Access 2-Step Login (DUO)  
  - Access Workday  
  - Enroll in 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  
  - Benefits |
| 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

| 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 and 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/school or role |
| Provide overview of department/school/unit/VP area |
| Provide departmental/school organizational chart overview |
| 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) **Claiming Your Account**

As a School of Medicine employee, you will need to setup your UVA academic account and create/reset your password.

New Employees who have had no prior affiliation with UVA will receive an email from identity@virginia.edu to claim their UVA account.

- Your Computing ID can be found on the UVA Login Information page, linked [here](http://uvapolicy.virginia.edu/policy/HRM-020).
- Your University ID nine-digit number can be found on the UVA Login information page, linked [here](http://uvapolicy.virginia.edu/policy/HRM-020).

If you have a current or prior affiliation with the University, you will NOT receive an email from UVA IT/Identity & Access Management to claim your UVA computing ID for access. Prior affiliations can include former student, former employee, contractor/vendor, or former or current applicant to attend the University. If you have one of these previous affiliations, and you:

- **Remember your UVA computing ID and password**, these will be your log-on credentials to access UVA systems, including Workday.
- **Remember your UVA computing ID, but NOT your password**, please go to [www.password.virginia.edu](http://www.password.virginia.edu) and reset your password via pin number (option 3 under the reset your password option).
- **Do not remember your computing ID or password**, please call the UVA IT helpdesk at 434-924-4357. A representative will verify your identity, provide your computing ID, and reset your password.

2) **Log into the UVA Health Network**

*Note: Check with your manager or department administrator.*

The action below will only apply to employees in departments who use UVA Health accounts. If your department uses Academic accounts, use your computing ID and password to login to your computer. For School of Medicine employees in departments who use UVA Health computers, your account may need to be requested [here](http://uvapolicy.virginia.edu/policy/HRM-020) before logging in.

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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.

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.

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

8) Log into LMS-Netlearning

**Note:** Check with your manager or department administrator.

If you do not have a UVA Health Account, on the log-in window for NetLearning, click “Click here if your log-in failed OR if you do not have a UVA log-in.” This will take you to an alternative screen that will allow you to log in using your employee ID. Instructions on how to log in using the employee ID are given on that page.

- Navigate to our internal KnowledgeLink Portal by typing in the following address into the URL bar: 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.

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.

**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.

**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 an identification badge. You will use your ID badge to clock in/out (if necessary) and to access various buildings and doors.

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**

If you plan to park on Grounds, you will need a parking permit.

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

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](#).

**12) 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.

If you have questions, please contact AskHR@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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