# Remote Onboarding Guide for Managers

**University Physicians Group**

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## Manager Responsibilities: Pre-Boarding

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<tr>
<td>Announce to team and others, as needed, the new hire and the 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 the start 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 in a physical environment, 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?</td>
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<td>Arrange a Zoom meeting on or shortly after the new hire’s first day.</td>
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<td>Send resources/links with information about local area (schools, housing, things to do), if new to the area (i.e. <a href="#">Charlottesville</a>, <a href="#">Charlottesville &amp; Beyond</a>, <a href="#">Charlottesville Community Resources</a>).</td>
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<td>Add new hire to necessary departmental communications (email lists, phone directories, websites).</td>
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## Manager Responsibilities: Orientation & Onboarding

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<tr>
<td>Ensure new hire completes <a href="#">virtual orientation</a>. 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.</td>
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<tr>
<td>Ensure new hire completes: <a href="#">Section 2 of the I-9 Form</a> Benefits</td>
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| During the welcome process, discuss the following:  
  - Work hours, timekeeping, pay frequency, overtime pay (if applicable)  
  - UPG’s safety & security policies and procedures |
| Plan lunch time with 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 together, check to see what options are available; 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. |
| 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) **UPG Virtual Orientation**

   Log in for UPG Orientation from 10 a.m. to 12 noon UVA Health Orientation Monday

   From any phone or computer:

   Dial: 1.470.250.9358  
   Meeting ID: 535 666 9998  
   Password: upg2020

   Click link for computer access:  
   [https://virginia.zoom.us/j/5356669998?pwd=TUR2SzVOeGRVMURDbC80cktUbGYvdz09](https://virginia.zoom.us/j/5356669998?pwd=TUR2SzVOeGRVMURDbC80cktUbGYvdz09)

   After meeting, you can begin the following steps.

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

   From a UPG 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, call the Health IT Help Desk at 434.924.5334.*

3) **Access to 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 to Workday

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

Also, please visit the Workday Training Site (linked on the Workday Central Site) for tutorials on basic Workday tasks.

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) Log into LMS-NetLearning

From a UPG computer:

- 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.

For login problems, contact the Health IT Help Desk at 434.924.5334
8) **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.

9) **Enroll in Emergency Alerts**

Sign up for emergency alert registration at [http://uvaemergency.virginia.edu/uva_alerts](http://uvaemergency.virginia.edu/uva_alerts).

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 the week new hires start, as follows:

- **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 (1300 Jefferson Park Avenue, Charlottesville). Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday.

11) **Select your Benefits**

Will be covered during UPG virtual orientation and information will be sent out afterward.
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.