Please review the items below. Those hyperlinked, once clicked, will move to another section.

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### New Hire Responsibilities: On or Before Your First Day

**IMPORTANT MESSAGE:** Please Read

**Get Acclimated**

Complete Section 1 of the I-9 Form via Workday

**New Benefitted Employees:** You have 30 days from your start date to apply for benefits. You can review two virtual benefits selection tools, Alex and Picwell, prior to your start date.

### New Hire Responsibilities: Orientation & Onboarding

- Attend “First-Time UVA Health Account” Zoom presentation
- Attend “Welcome to UVA Health!” Zoom presentation
- Activate Your Account
- Create Your Permanent UVA Health password
- Explore Workday
- Complete Section 2 of the I-9 Form
- Log into Workday, Workday Learning
- Complete Computer-Based Learning Modules
- Emergency Alerts
- Obtain Your ID Badge
- Obtain Your Parking Permit
- Select Your Benefits
IMPORTANT: PLEASE READ

Team members are no longer required to complete the daily HOOS Health Check wellness attestation/health screening prior to reporting to work.

However, team members are required to self-monitor for COVID-19 symptoms prior to reporting to work. Team members who have symptoms should not report to work. Instead, they should contact their supervisor and Employee Health for further evaluation.
Action Items

On or Before Your First Day

1) Get Acclimated
   • Visit the HR COVID-19 Website and Understand COVID Vaccination Guidelines and Requirements for New Hires.
   • Visit the UVA Health New Hire Portal.

Check in with your manager and discuss the following:
   • Guidelines and expectations for working remotely OR schedule, location, etc. for reporting onsite
   • Where you can obtain a laptop/technology/mobile phone, if required
   • 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
   • Stay in contact (especially if you will be working remotely)
   • Job description and performance expectations
   • Designated or non-designated status
   • New hire probation policy (be sure to review the correct organization)
   • Confidentiality and privacy expectations

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

3) Review Benefits eLearning Modules Alex and Picwell

Zoom Presentations

First-Time UVA Health Account Users

Attend “First Time Sign-In for UVA Health Account Users” Zoom Presentation beginning at 8:15 a.m. on orientation Mondays.

IMPORTANT: You may need to check with your recruiter or your manager to see if you will be using a UVA Health account. All first-time users to UVA Health accounts are strongly encouraged to attend this presentation. The UVA Health IT Security team will guide you through instructions for signing into your UVA Health account and creating permanent passwords, whether you are working on-site or working remotely. For those with questions, the team will answer your inquiries or will work with you one-on-one to be sure you are up and running.

To log on via computer:
Meeting URL: https://virginia.zoom.us/j/96518625414?pwd=eXIpVDBocnVOemhXdGRjOGREM0VaNUT09
Meeting ID: 965 1862 5414
Passcode: 393398

Or join by telephone:
Phone number: US: +1 470 250 9358 or +1 470 381 2552
Meeting ID: 965 1862 5414

If you are unable to attend, the Zoom session will be recorded and linked (here).
UVA Health Orientation

Attend “Welcome to UVA Health!” Zoom Presentation beginning at 9 a.m. on orientation Mondays.

UVA Health continues to observe physical distancing regulations in response to COVID-19, which means there is no in-person Day 1 orientation. Instead, orientation has been modified to be delivered now through a synchronous Zoom presentation and asynchronous computer-based learning modules.

Among the topics discussed during the Zoom session will be the Remote Onboarding Guides (found here), which assist both managers and new hires with the onboarding process.

To log on via computer:

One tap mobile: US: +14703812552,,5538587072# or +16465189805,,5538587072#
Meeting URL: https://virginia.zoom.us/j/5538587072
Meeting ID: 553 858 7072

Or join by telephone:
Phone number: US: +1 470 381 2552 or +1 646 518 9805
Meeting ID: 553 858 7072

If you are unable to attend, a recorded version is linked [here].
Onboarding

4) 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.
   TIP: 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, access HIT support 24/7 for assistance at 434.924.5334 or helpdesk@hscmail.mcc.virginia.edu.

Step 5 (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 before logging in. Check in with your manager, department administrator, or manager designee.

5) Create your permanent UVA Health password (This is a different password than you set in step 4.)

Where to log in:
- To log in on Grounds*: Use a UVA Health computer
- To log in off Grounds: Visit the UVA Health Remote Email Access system

1. You will need the following information to create your permanent password.
   - Computing ID: a random set of letters and numbers that will be your log-in username and your email prefix; it will look something like this: abc1xy. You received this ID when you completed Step 4 (above). This ID is exclusively yours and will never change any time you are affiliated with UVA.
   - University (Employee) ID: a nine-digit number that looks like a social security number but is not as private; in fact, you will find it on your Workday Profile page. This ID is exclusively yours and will never change any time you are affiliated with UVA.
   - Temporary password: your temporary password will consist of your computing ID + the last four digits of your University ID (i.e., abc1xy1234)
2. Log in to the UVA Health network.
   a. Use your temporary password to log on the first time only.
   b. You will be prompted to change your temporary password to your permanent password. See UVA Health password requirements, including minimum number of characters, capital letters, numbers, etc.
Use your new UVA Health password to log in to the UVA Health network and email. 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.

*NOTE: To meet social distancing guidelines, the Health Sciences Library has reduced the number of available computers. Since these computers are also used by team members for hospital-related purposes, they will be in use during business hours. The computers in the library are accessible 24/7, so availability for work on CBL modules is more likely during off hours (evenings and weekends).

6) 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
- Downloading Workday Digital Assist (WDA) to receive help in Workday when you need it. You can also learn more about WDA on the HR website.

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.
8) Log into Workday, Workday Learning

- Navigate to the UVA HR page (www.hr.virginia.edu)
- In the top banner, click on the orange Workday Login key.
- You will need your NetBadge login to continue.
- From the Workday homepage, under Applications, click on the Learning icon.
- Your computer-based learning modules have been assigned to you; they are in the Required for You section at the top of the page.

For login problems, please contact AskHR@virginia.edu or 434.243.3344.

9) Complete Computer-Based Learning Modules

As a new UVA Health team member, you will see several computer-based learning (CBL) modules in the Required for You section of Workday Learning. You are registered for these modules but not enrolled. You must click on each module to enroll. Be sure to adhere to all deadlines: some modules are due before attending class; some modules are due within two weeks.

You are registered for the following modules:

**Mandatory UVA Medical Center Training**
- Bloodborne Pathogens and Infection Control
- Corporate Compliance
- Effective Health Communication
- Quality and Safety
- Delivering Compassionate Care to Patients who are LGBTQ+ (Part 1) (SOGI)
- Hand Hygiene UVA Health

**Mandatory UVA Health Training**
- UVA Health Orientation Online
- ASPIRE: Our Values at Work
- Toward an Inclusive Culture: Acting Against Disrespect and Bias
- Patience Experience
- Privacy and Information Security
- Virginia State Employee Safety and Disaster Awareness Training

**Mandatory UVA Training**
- Preventing and Addressing Discrimination, Harassment, and Retaliation
- Not on Our Grounds – Responsible Employee (Title IX)
- COVID-19 Awareness and Prevention Required Training

Depending on your role, you may have additional modules.

**COVID Prevention Training**

The Virginia Department of Labor and Industry (DOLI) requires a new level of COVID Prevention training for all employees at UVA. For additional details and link to the course, please visit the COVID Prevention Training Course webpage (this page is behind NetBadge). The course can be accessed through Workday
3. Learning by logging into Workday. Your manager is responsible for ensuring your completion of the course.

10) Enroll in Emergency Alerts
   Sign up for emergency alert registration at http://uvaemergency.virginia.edu/uva_alerts.

11) Obtain your ID Badge
   School of Medicine 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. The recommendation is to pick it up no later than Wednesday of the first week. Go to the ID Badge Office to complete the process. Photo identification will be required. You may want to wait until Tuesday or Wednesday of your first week as the ID Badge Office can be very busy on orientation days.

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

12) Obtain your Parking Permit
   For your permanent parking permit, an email will be sent to your UVA email address from the UVA Parking office. Please complete this form on your first day by following the instructions in the email.

   Once the form is processed, you will receive a confirmation email, and your permit will be mailed to you. Be sure your local address is correct in Workday.

13) 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 presentation on your health, dental, vision, retirement, life, disability, and PTO benefits as a new employee.

   Benefits - The UVA HR 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.

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

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Have Additional Questions?

This continues to be 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 Heath!

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

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