### Remote Onboarding Guide for New Hires

**University Physicians Group**

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### New Hire Responsibilities: Pre-Boarding

Complete Section 1 of the I-9 Form via Workday

### New Hire Responsibilities: Orientation & Onboarding

Follow the directions regarding the asynchronous virtual orientation

Complete Tasks assigned in Workday, including:

- Review and update your personal information including veteran status, emergency contacts, phone numbers, and address. If relocating from out-of-state, please ensure local address is up to date for tax purposes.
- Sign up for direct deposit
- Complete your W-4 form
- Complete your VA-4 form
- Select benefit options within 30 days of your hire date

Discuss with your manager:

- Guidelines and expectations for working from home OR schedule a time, location, etc. for reporting to work.
- Work hours, timekeeping, pay frequency, overtime pay (if applicable)
- IT needs and requirements – Do you need a laptop? Will you be using a personal or work cell phone? What technology will you need to connect to you, your team, the department?
- Overview of UPG’s safety & security policies & procedures
- Training specific to department or role
- Overview of school/unit and VP area
- Overview of departmental/school organizational chart
- Department mission, goals, and culture
- Tour of department/unit (if applicable)
- Introduction to department/school leaders, team members, key contacts, and customers
- Continue to stay in contact (especially if you will be working remotely)
- Job description and performance expectations
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: 1.786.635.1003
Meeting ID: 975 6117 3565
Password: 849557

Click link for computer access:

https://virginia.zoom.us/j/97561173565

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 on the 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.

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**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](mailto:AskHR@virginia.edu).

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