Remote Onboarding Guide for University Physicians Group New Hires

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### Before Your First Day

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BEFORE YOUR FIRST DAY

1) Get Acclimated

✓ Check in with your manager and discuss guidelines and expectations for your work schedule. Most University of Virginia Physicians Group new hires are NOT remote for their entire first day or week.
✓ Visit the [HR COVID-19 Website](https://www.virginiahealth.org/EmployeeServices/Health/COVID19/)
✓ Be fully vaccinated (fully is 2 weeks after 2 dose vaccine or 1 dose J&J) if you are a Tier 1 employee. Understand [COVID Vaccination Requirements and Guidelines for New Hires](https://identity.virginia.edu)
✓ 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.
✓ Visit the [UVA Health New Hire Portal](https://www.oph.uva.edu/hr/)
✓ Additionally, discuss with your manager the following items:
  • 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, 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](https://www.oph.uva.edu/hr/)
  • Confidentiality and privacy expectations

2) Claim Your UVA Computing Account

**New Hires:** Read the “Account Claim” email you received from [identity.virginia.edu](https://identity.virginia.edu) before your start date.

Follow the [Account Activation Guide](https://www.oph.uva.edu/hr/) 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](https://www.oph.uva.edu/hr/) 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](https://identity.virginia.edu)
• 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, contact the UVA Help Desk at 434.924.4357 for assistance.

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

4) Enroll and Complete First Time Login for UVA Health Network Account: Complete eLearning Module for First Time Sign-In for UVA Health

IMPORTANT: You must know your Computing ID and University ID to complete this module.

How to find your Computing ID: The computing ID was provided through the “Account Claim” email from identity@virginia.edu or your UVA sponsor/supervisor.

How to find your University ID: The University ID can be obtained in Workday. Select the profile image at the top right-hand corner of your Workday homepage. Next, click “View Profile.” Your University ID is listed under “Job Details.” It is a 9-digit number labeled “Employee ID” or “Contingent Worker ID.”

If you experience issues with your First-Time Sign-In, please attend the “First Time Sign-In for UVA Health Account Users” Zoom Session (listed below.) You must know your Computing ID and 9-digit University ID for this session; ID information will not be provided during this session.
ON YOUR FIRST DAY - ORIENTATION

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

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.

You must know your Computing ID and 9-digit University ID for this session; ID information will not be provided during this session.

To log on via computer:

Meeting URL: https://virginia.zoom.us/j/96518625414?pwd=eXJpVDBocnVOemhXdGRjOGRE0VaUT09
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, please access the eLearning Module for First Time Sign-In for UVA Health

Attend “UVA Health Orientation” Zoom presentation
9:00 a.m. on orientation Mondays

All new hires of UVA Health are strongly encouraged to attend this presentation. UVA Health orientation has been modified to be delivered now through a synchronous Zoom presentation and asynchronous computer-based learning modules. The Zoom presentation will cover mission, vision, values, and entities of UVA Health, as well as our focus on the patient experience. The presentation ends with a discussion of a new hire’s Next Steps, and 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#

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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.

Attend “UPG Orientation” Zoom presentation
10:00 a.m. on orientation Mondays

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

PLEASE NOTE: Once you have completed these three sessions, follow your manager’s instructions regarding where and when to report in-person. If you have not yet connected with your manager, please contact them immediately.
DURING YOUR FIRST WEEK - ONBOARDING

1) Log In and 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 at Workday Central Site.

After logging in to Workday, look around and familiarize yourself with common tasks and the resources available to you. We recommend that you:

✓ Review the New Hire Workday Basics Job Aid
✓ Visit the Workday Training Site for tutorials on basic Workday tasks
✓ Review UVA Benefits for New Benefitted Employees, a recorded presentation on your health, dental, vision, retirement, life, disability, and PTO benefits (more information on Benefits in Step 7)
✓ Download Workday Digital Assist (WDA) to receive help in Workday when you need it. You can also learn more about WDA on the HR website.

2) Complete Your I-9 – Section 2

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.

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PLEASE NOTE that in the future, the Department of Homeland Security will require that you present these documents in person. When further action is required, you will receive an email from Human Resources.

3) Explore 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.

4) 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 be assigned 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 Learning by logging into Workday. Your manager is responsible for ensuring your completion of the course.

5) Enroll in Emergency Alerts
Sign up for emergency alert registration at [https://uvaemergency.virginia.edu/uva-alerts](https://uvaemergency.virginia.edu/uva-alerts).

6) Obtain Your ID Badge

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. 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. **Please do not go to the ID Badge Office during training.**

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

7) Select Your Benefits

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

### Have Additional Questions?
We are excited to welcome our newest employees to UVA Health! Please use this Remote Onboarding Guide as a resource to complete your HR-related onboarding tasks.

If you have additional questions, please email [AskHR@virginia.edu](mailto:AskHR@virginia.edu). Note the topic of your inquiry in the subject line.

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