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 Hire Responsibilities: Orientation & Onboarding

- Attend “First Time Sign-In for UVA Health Account Users” Zoom presentation
- Attend “Welcome to UVA Health!” Zoom presentation
- Attend UPG Orientation via 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 UVA Health Orientation module and other CBLs
- Emergency Alerts
- Obtain Your ID Badge
- 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 Requirements and Guidelines for New Hires
   - Visit the UVA Health New Hire Portal

Check in with your manager and discuss the following:

- 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

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

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.

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=eXJpVDBocnVOemhXdGRjOGREM0VaUT09
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

3.15.2022
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.

UPG Orientation

Attend UPG Orientation Zoom Presentation beginning at 10 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

After meeting, you can begin the following steps.
Onboarding

3) 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, contact the UVA Help Desk at 434.924.4357 for assistance.*

4) 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: \textit{abc1xy}. \textit{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., \textit{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.
5) 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.

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 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.

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

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

10) 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.

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

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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