Remote Onboarding Guide for University of Virginia Physicians Group New Hires

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

<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Your First Day</td>
</tr>
<tr>
<td>On Your First Day - Orientation</td>
</tr>
<tr>
<td>During Your First Week - Onboarding</td>
</tr>
<tr>
<td>Have Additional Questions?</td>
</tr>
</tbody>
</table>

### Before Your First Day

- **Get Acclimated**
- **Schedule Your Employee Health Appointment**
- **Claim Your UVA Computing Account**
- **Complete Section 1 of the I-9 form via Workday**
- **Enroll and Complete First Time Login for UVA Health Network Account**: Complete eLearning Module for First Time Sign-In for UVA Health

### On Your First Day - Orientation

- **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**

### During Your First Week - Onboarding

- **Log in and Explore Workday**
- **Complete Your I-9 - Section 2**
- **Explore Workday Learning**
- **Complete Computer-Based Learning Modules**
- **Enroll in Emergency Alerts**
- **Obtain Your ID Badge**
- **Select Your Benefits**

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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

✓ 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

✓ 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

✓ 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 *(be sure to review the correct organization)*
  - Confidentiality and privacy expectations

2) Schedule Your UVA-WorkMed Appointment

Candidates are responsible for contacting and setting up their appointments with WorkMed, at least 10 days prior to their start date. Candidates are also responsible to provide documentation of their vaccination history.

Their office hours are:
  - Monday – Friday: 8:00 am – 4:30 pm

The clinic is located at 1910 Arlington Blvd, Charlottesville, VA 22903. There is free parking available. WorkMed phone number is 434-243-0075.

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3) Claim Your UVA Computing Account

**New Hires:** Read the “Account Claim” email you received from identity.virginia.edu before your start date.

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

5) 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.”
In your Workday learning account, you will be assigned an Orientation training module called UVA Health Orientation Online. Please be sure to complete this as soon as possible, on your first day, and before you attend the UPG Zoom Orientation session. This is a self-guided task and does not start/stop at any specific time. There is no in-person HR Orientation session you need to attend at this time.

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: You are expected to be on-site on your first day unless you have made alternative arrangements with your manager. Please be sure to connect with your manager on your first day of work, if you have not done so, already.
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

The Form I-9 is your second onboarding task in your Workday inbox. Federal law requires that you complete your I-9 by your third day of employment. If you do not complete your I-9 within provided deadlines, federal regulations require UVA to terminate your employment until you are in compliance.

Completion of the I-9 process will take two steps:
1. Complete Section 1 of the Form I-9 in Workday by your third day of work.
2. Federal regulations require that you also physically present your I-9 document(s) in person. Bring two acceptable documents (not copies) with you to process your I-9. You can provide either ONE List A document OR TWO documents from Lists B AND C (ONE EACH). Acceptable documents are listed here.

You may process your I-9 at the Human Resources office:
- Up to 3 business days before your start date (if you are local) so, as early as the Wednesday before your hire date.
- Up to 3 business days after your start date, so as late as the Thursday after your start date.
- The Human Resources office is located at 2420 Old Ivy Road, Charlottesville, VA, and is open Monday – Friday between 8:30 a.m. – 4:30 p.m. Free guest parking is available in front of the building. Follow the instructions in the lobby to connect with someone in HR to assist you. No appointment is necessary.
3) **Explore Workday Learning**

- Navigate to the UVA HR page ([www.hr.virginia.edu](http://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.

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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.

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. You must obtain your ID badge during your first week of work, and before your first independent shift, so plan accordingly as your schedule allows. Please do not go to the ID Badge Office during any other in-person training, or during breaks in these trainings. For instance, if you have training scheduled for all day on Tuesday and Wednesday, you will need to go on Monday.

Bring photo identification and go to the ID Badge office to complete this process. The ID Badge Office is located in the West Complex. Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday, and they close promptly. Please allow ample time to complete this task; you should expect to wait in line.

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. Note the topic of your inquiry in the subject line.

Back to the Top