New Employee Checklist (Faculty)

Welcome! You should have already received your employee identification number (EID) and set up your UW NetID, but if you haven’t, let Rachel Reichert know right away (rreicher@uw.edu or 206-685-7143. This checklist is intended to help orient you to the Department and University. Please use it as a guide and if you have any questions do not hesitate to direct them to Rachel Reichert.

Act:
- Complete Workday Onboarding tasks in your Workday inbox: isc.uw.ed Please act on tasks promptly if they arrive in your inbox; i.e. I9 Paperwork, Direct Deposit, UW Net ID, Directory Listing, Affirmative Action Data Form, etc.
- Complete Privacy, Confidentiality, and Information Security Agreement: https://depts.washington.edu/uwsom/sites/default/files/Human-Resources/docs/Privacy%20Confidentiality%20Agreement.pdf
- Start your ONE UW online orientation: hr.uw.edu/oneuw
- Get your Husky card; bring your EID and state or federal photo ID: www.hfs.washington.edu/huskycard
- Get a UPASS if needed (Need Husky ID first): https://facilities.uw.edu/transportation/employee-u-pass
- Sign up for UWALERT: www.uw.edu/safety/alert
- Create your voicemail account: www.itconnect.uw.edu/connect/phones/avst-voicemail
- Pick health and retirement elections within 31 days of start date: www.isc.uw.edu/your-benefits/newly-eligible

Trainings:
- In-person Welcome Day session: www.hr.uw.edu/pod/courses-and-workshops/new-employee-orientation
- Prevention of Sexual Harassment training: www.hr.uw.edu/ops/hiring/required-employee-training/
- Violence Prevention and Response training class: www.uw.edu/safecampus
- Asbestos General Awareness Online training: www.depts.washington.edu/ehas/pubcookie/prod/training/asbestos/
- Reporting Suspected Child Abuse or Neglect training: https://www.washington.edu/youth/education/
- Faculty Grants Management Workshop https://hr.uw.edu/pod/courses-and-workshops/faculty-grants-management/
- Other Grant Training as Applicable https://www.washington.edu/research/new-to-uw-research/

Review:
- Your personal information in Workday: www.isc.uw.edu/your-info/personal
Your faculty code with governs your appointment
https://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html

Your unit’s organizational chart

Your unit’s health and safety procedures and evacuation information

Your unit’s building use and access/security

UW’s technology use, access, and policies:
www.itconnect.uw.edu/work/appropriate-use

Disability accommodations: http://hr.uw.edu/policies/disability-accommodation/

UW Nondiscrimination and Affirmative Action Policy: www.ap.washington.edu/eoaa/

UW Guide to Ethics Policies: www.f2.washington.edu/audit/ethics-guide

General Faculty Onboarding Guidelines
https://isc.uw.edu/using-workday/workday-for-managers/onboarding-ap/

Review Departmental Intranet https://depts.washington.edu/amath/private/

Departmental Logistics

Trumba Calendar- Check with Tony Garcia

AMath Intranet- sysadmin@amath.washington.edu

Dropbox -sysadmin@amath.washington.edu

AMath Directory – sysadmin@amath.washington.edu

CAMMS Access to the Building – Check with Tony Garcia

Codes for Shared Spaces-Check with Tony Garcia

Set up your profile on the Amath website