New Staff Employee Checklist

Welcome! You should have already received your employee identification number (EID) and set up your UW NetID, but if you haven’t, let your supervisor know right away. This checklist is for campus staff. Please check items off as completed, sign, and return to the administrator of the Department.

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.
☐ Start your ONE UW online orientation: www.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: https://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: https://www.ehs.washington.edu/training/asbestos-general-awareness-online
☐ Reporting Suspected Child Abuse or Neglect training: https://www.washington.edu/youth/education/
☐ DES training (if applicable) check with your supervisor to arrange
☐ Procurement, Travel, Procard (if applicable) check with your supervisor to arrange

Review:

☐ Your personal information in Workday: www.isc.uw.edu/your-info/personal
☐ Your job duties, performance expectations, and performance appraisals
☐ Your work schedule, time reporting, and time-off information in Workday: www.isc.uw.edu/your-time-absence
☐ Your employment program by reviewing your labor contract, classified non-union work rules or the Pro Staff Program: www.hr.uw.edu/labor/unions/ or www.dop.wa.gov/Rules or www.hr.uw.edu/professional-staff-program
Time-off and attendance procedures
Organizational chart
Health and safety procedures and evacuation information
Building use and access/security
UW’s technology use, access, and policies: [www.itconnect.uw.edu/work/appropriate-use](http://www.itconnect.uw.edu/work/appropriate-use)
Inclement weather procedures/policies: [www.hr.uw.edu/policies/inclement-weather/](http://www.hr.uw.edu/policies/inclement-weather/)
Disability accommodations: [http://hr.uw.edu/policies/disability-accommodation/](http://hr.uw.edu/policies/disability-accommodation/)
UW Guide to Ethics Policies: [www.f2.washington.edu/audit/ethics-guide](http://www.f2.washington.edu/audit/ethics-guide)

Departmental Logistics:
- Trumba Calendar- Check with Tony Garcia
- AMath Intranet- amathsys@uw.edu
- Dropbox amathsys@uw.edu
- AMath Directory – amathsys@uw.edu
- CAMMS Access to the Building – Check with Tony Garcia
- Codes for Shared Spaces-Check with supervisor
- Phone setup - check with your supervisor
- Computer setup - check with your supervisor
- workspace

Professional Development and Total Benefits:
- POD Classes
  [https://ucs.admin.uw.edu/pod/?_ga=2.73947280.369966451.1549902952-2125620369.1529469616](https://ucs.admin.uw.edu/pod/?_ga=2.73947280.369966451.1549902952-2125620369.1529469616)
- Whole U [https://www.washington.edu/wholeu/](https://www.washington.edu/wholeu/)
- Carelink [https://hr.uw.edu/benefits/uw-carelink/](https://hr.uw.edu/benefits/uw-carelink/)
- Workplace giving [https://hr.uw.edu/cfd/](https://hr.uw.edu/cfd/)
- Childcare [https://hr.uw.edu/benefits/child-care/](https://hr.uw.edu/benefits/child-care/)
- Mentorship tools and resources [https://hr.uw.edu/pod/organizational-excellence-and-development/individuals/mentoring-tools](https://hr.uw.edu/pod/organizational-excellence-and-development/individuals/mentoring-tools)