W UNIVERSITY *of* WASHINGTON

NEW 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; UWMC and Harborview employees have additional requirements.

ACT

☐ Complete Workday Onboarding tasks in your Workday inbox: "Sign into Workday" at employeehelp.workday.uw.edu

☐ Meet with your I-9 coordinator to complete your Form I-9 by your 3rd day of employment: hr.uw.edu/policies/form-i-9/requirements

☐ Get your Husky card; bring your EID and state or federal photo ID: hfs.uw.edu/Husky-Card-Services

☐ Sign up for UWALERT: uw.edu/safety/alert

☐ Register for required and recommended trainings: hr.uw.edu/talent/onboarding/required-employee-training

☐ Create your voicemail account: itconnect.uw.edu/tools-services-support/voice-video/phones/

☐ Pick health and retirement elections within 31 days of start date: employeehelp.workday.uw.edu

ATTEND

☐ Welcome Day session: hr.uw.edu/pod/courses-and-workshops/new-employee-orientation

☐ Cultivating Community at UW: Anti-Racism and DEI&B Training: uw.edu/deib

☐ Husky Prevention & Response (Title IX): tixemployee.uw.edu (new employees will be able to access this course beginning their second day of employment)

☐ Violence Prevention and Response training class: uw.edu/safecampus

☐ Asbestos General Awareness Online training: ehs.washington.edu/training/asbestos-general-awareness-online

☐ Reporting Suspected Child Abuse or Neglect training: washington.edu/youth/education

REVIEW

☐ Your personal information in Workday: "Sign into Workday" at employeehelp.workday.uw.edu

☐ Your job duties, performance expectations, and performance appraisals

☐ Your work schedule, time reporting, and time-off information in Workday: "Sign into Workday" at employeehelp.workday.uw.edu

☐ Your employment program by reviewing your labor contract, classified non-union work rules or the Pro Staff Program: hr.uw.edu/labor/unions or dop.wa.gov/Rules or hr.uw.edu/professional-staff-program

☐ Your unit's time-off and attendance procedures

☐ Your unit's organizational chart

☐ Your unit's health and safety procedures, evacuation information, building use and access/security

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

☐ Inclement weather procedures/policies: hr.uw.edu/policies/inclement-weather

☐ Disability accommodations: hr.uw.edu/policies/disability-accommodationot

☐ Equal Opportunity Affirmative Action Information: hr.uw.edu/eoaa

☐ UW Guide to Ethics Policies: fa.uw.edu/audit/content/guide-ethics-policies

ASK

☐ Need additional help? Contact your unit, or if you have questions about Workday or benefits enrollment, contact Employee Workday Help (benefits@uw.edu or hrhelp@uw.edu)

This checklist can be found at: hr.uw.edu/forms (see New Employee Checklist). The Onboarding Toolkit for UW Managers can be found at hr.uw.edu/ops/hiring/new-employee-onboarding/.