

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: isc.uw.edu
- ☐ Start your ONE UW online orientation: hr.uw.edu/oneuw
- ☐ Get your Husky card; bring your EID and state or federal photo ID: <https://hfs.uw.edu/Husky-Card-Services>
- ☐ Complete your [COVID-19 Safety Training](#)
- ☐ Sign up for UWALERT: uw.edu/safety/alert
- ☐ Create your voicemail account: itconnect.uw.edu/connect/phones/avst-voicemail
- ☐ Pick health and retirement elections within 31 days of start date: isc.uw.edu/your-benefits/newly-eligible

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): <https://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: <https://www.ehs.washington.edu/training/asbestos-general-awareness-online>
- ☐ Reporting Suspected Child Abuse or Neglect training: <https://www.washington.edu/youth/education/>

REVIEW

- ☐ Your personal information in Workday: <https://isc.uw.edu/using-workday/managing-your-personal-and-work-information/>
- ☐ Your job duties, performance expectations, and performance appraisals
- ☐ Your work schedule, time reporting, and time-off information in Workday: isc.uw.edu/your-time-absence
- ☐ 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 and evacuation information
- ☐ Your unit's 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: [http://hr.uw.edu/policies/disability-accommodation/](https://hr.uw.edu/policies/disability-accommodation/)
- ☐ UW Nondiscrimination and Affirmative Action Policy: ap.washington.edu/eoaa/
- ☐ UW Guide to Ethics Policies: f2.washington.edu/audit/ethics-guide

ASK

- ☐ Need additional help? Contact your unit, or if you have questions about Workday or benefits enrollment, contact the Integrated Service Center (ischelp@uw.edu)