NEW EMPLOYEE CHECKLIST
After New Employee Orientation (NEO)

UW Medicine New Employee Orientation Website:

☐ Complete Annual Refresher Training
   Print/screenshot completion page and email with name and Employee ID Number (EID) to odtreg@uw.edu

☐ Complete New Hire information via Workday (NetID and Duo required) (as soon as possible)
   Read any/all notifications that you receive via your Workday inbox and take immediate action.
   → Check your workday inbox: https://wd5.myworkday.com/uw/d/home.html
   → Integrated Service Center (ISC): Contact the ISC with any questions regarding benefits eligibility, coverage, or Workday forms:
     UW Tower, 4333 Brooklyn Ave NE (Lobby Level), 206-543-8000, ishelp@uw.edu, M–F 8:00–5:00

☐ Obtain Medical Center ID Badge & Husky Card
   → Harborview Badging/Parking Office: HMC 1CT53, 206-744-3254, M, Th, F: 7–3:30, T&W: 8–4:30
   → UWMC Badging/Public Safety Office: UWMC BB120 (near the Plaza Café), 206-598-4909, M–F 7:30–4:30
   → UWMC – Northwest Badging/Public Safety Office: B120, 206-668-1200, M–F 6:00–2:15

☐ Visit Employee Health & meet requirements (within 10 days of employment)
   → UWMC Employee Health Office: BB306, box 356122, 206-598-7971, M–F 7:15–4
   → UWMC – NW Employee Health Office: Medical Arts Building (MOB) Suite 107, 206-668-1625 (Office Hours Vary)

☐ Choose Benefits options…don’t miss your deadlines! (within 30 days of benefits eligibility)
   Read any/all notifications that you receive via your Workday inbox and take immediate action.
   → Benefits Information: http://hr.uw.edu/benefits/
   → Benefits Orientations: http://hr.uw.edu/benefits/benefits-orientation/
   → Integrated Service Center (ISC): Contact the ISC with any questions regarding benefits eligibility, coverage, or Workday forms:
     UW Tower, 4333 Brooklyn Ave NE (Lobby Level), 206-543-8000, ishelp@uw.edu, M–F 8:00–5:00
☐ **Read/Sign “Privacy and Confidentiality Security Agreement”** *(first day in your department)*
Turn this in to your manager on your first day of regular work. An electronic copy can be found on the UW Medicine Compliance
[https://depts.washington.edu/comply/docs/002_F1.pdf](https://depts.washington.edu/comply/docs/002_F1.pdf)

☐ **Read/Sign the UW Medicine Compliance Code of Conduct** *(first day in your department)*
Located in your NEO workbook. Turn it in to your manager on your first day of regular work. An electronic copy can be found on the
UW Medicine Compliance Website: [http://depts.washington.edu/comply/docs/UWM_CodeofConduct.pdf](http://depts.washington.edu/comply/docs/UWM_CodeofConduct.pdf)

☐ **Take online Compliance Training** *(must be completed within 60 days of assignment)*
All members of UW Medicine must be trained on a variety of topics to understand their responsibility related to protecting the
confidentiality and security of protected health information and preventing fraud, waste and abuse. Most employees receive an
automated email training notice from the Learning Hub. If you have trouble or questions, your manager should contact the UW
Medicine Compliance Office by emailing trgcomp@uw.edu.

→ Compliance training requirements and instructions are found on the compliance training website:

→ **Departmental Workstation:** Your manager will provide time and space for you (at work) to complete this mandatory paid training.

☐ **Contact your Union Representative** *(for Contract Classified employees)*
Check your hire letter for your union affiliation: WFSE, WSNA, SEIU 925, SEIU 1199NW

- **SEIU 925:** Abby Wolk  
  Phone number: 206-322-3010, ext. 332  
  Email: awolk@seiu925.org  
  Website: [http://www.seiu925.org/](http://www.seiu925.org/)  

- **SEIU 1199 NW (Harborview):** Amber Smith  
  Phone number: 425-919-7140  
  Email: ambers@seiu1199nw.org  
  Website: [http://www.seiu1199nw.org/](http://www.seiu1199nw.org/)

- **SEIU 1199 NW (UWMC Northwest):** Efrain Velasco  
  Phone number: 206-601-5614  
  Email: efrainv@seiu1199nw.org  
  Website: [http://www.seiu1199nw.org/](http://www.seiu1199nw.org/)

- **WFSE:** Charles Primm, Council Representative  
  Phone number: 206-712-6086  
  Email: charlesp@wfse.org  
  Website: [http://www.wfse.org](http://www.wfse.org)

- **WSNA:** Will Nesper, RN, Nurse Organizer  
  Phone number: 206-575-7979, Ext. 3020  
  Email: wnesper@wsna.org  
  Website: [http://www.wsna.org](http://www.wsna.org)