NEW EMPLOYEE ACTION LIST

Please be sure to complete these requirements within your first 30 days of employment!

Things to Do:

- Attend UW Medicine Day One, Part Two: New Employee Orientation, 11:30 - 4:30
  → Log in to the NEO webinar using your UW Zoom account. To do so:
    〇 Ensure you are signed out of your personal Zoom account
    〇 Access the UW Zoom site: https://washington.zoom.us
    〇 Click on “Sign In to UW Zoom.” You will be prompted to enter your UW NetID and password.
    〇 Click on “Join Meeting” and enter webinar ID: 997 8639 4366

  For step-by-step assistance visit: https://tinyurl.com/bvwwa4jn
  In the event that you are unsuccessful at signing into Zoom for the webinar there is a last-resort call-in option:
  If you call in you must email odtreg@uw.edu with your UW NetID and the number you called from to ensure that you are credited with attendance

- Confirm that your UW Email account is both sending and receiving mail (see page 7-12 for assistance)
- Setup your UW Medicine AMC account (see page 7-12 for assistance)
- Discuss onsite-work COVID Protocols with your manager/supervisor
  → Personal Protective Equipment (PPE) requirements
  → Daily Workday Attestations
  → Unit-specific expectations
- Read/Sign the UW Medicine Compliance Code of Conduct
  Located in the New Employee Guidebook. 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
- Read/Sign Privacy, Confidentiality, and Information Security Agreement
  Located in the New Employee Guidebook. Turn this 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/002_F1.pdf
- Complete additional on-line training (watch your email for instructions)
  → Title IX: Husky Prevention & Response (within 1st week)
  → Compliance (within 1st month)
- Choose Benefits options...don’t miss your deadlines!
  Read any/all notifications that you receive via your Workday inbox and take immediate action.
  Benefits Orientations: http://hr.uw.edu/benefits/benefits-orientation/
  Contact the Integrated Service Center (ISC) with any questions regarding benefits eligibility, coverage, or Workday forms: 206-543-8000, ischelp@uw.edu, M–F 8:00–5:00
Places to Go:

☐ Pick Up your ID Badge & Husky Card

→ Harborview Badging/Parking Office: HMC 1CT53, 206-744-3254, M–F: 7–4:00
  Address: Main Hospital, 325 9th Ave, Seattle, WA 98104

→ UWMC – Montlake Badging/Public Safety Office: UWMC BB120 (near the Plaza Café), 206- 598-4909, M–F: 7:30–4:30
  Address: Main Hospital, 1959 NE Pacific St 2nd Floor, Seattle, WA 98195
  ● Exception: Nursing Central Orientation attendees will receive badges at NCO

→ UWMC – Northwest Badging/Public Safety Office: B120, 206- 668-1200, M–F 6:00–2:15
  Address: Main Hospital, 1550 N 115th St, Seattle, WA 98133
  ● Exception: Nursing Central Orientation attendees will receive badges at NCO

→ UW Medicine Primary Care Clinics: Badges will be delivered to clinics

→ Non-Medical Center Employees: Badges will be delivered to the address you provided at The Starting Line

People to See:

☐ Employee Health Services
  Your Employee Health onboarding visit should be done within 10 days of your start date

→ Harborview Employee Health Services Office: 1EC21, 206-744-3081, ehshmc@uw.edu, M–W 6:30–5, Th–F 6:30–4:30
  Address: Main Hospital, 325 9th Ave, Seattle, WA 98104

→ UWMC – Montlake Employee Health Office: BB306, 206-598-7971, emhealth@uw.edu, M–F 7:15–4:00
  Address: Main Hospital, 1959 NE Pacific St 2nd Floor, Seattle, WA 98195

→ UWMC – Northwest Employee Health Office: Medical Arts Building Suite 107, 206-668-1625, employeehealthnw@uw.edu
  Address: Main Hospital, 1550 N 115th St, Seattle, WA 98133

→ UW Medicine Primary Care Clinics: 206.520.5586, uwncc-employee-health@uw.edu, Hours: M–F 8:00–4:00,