

# NEW EMPLOYEE ACTION LIST

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

- Complete UW Medicine Day One: New Employee Orientation**
- Setup your UW Medicine AMC account**  
*This is critical for assuring full access to all UW Medicine sites and applications, and requires coordination with your manager*
- Read/Sign the UW Medicine Compliance Code of Conduct**  
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)
- Read/Sign Privacy, Confidentiality, and Information Security Agreement**  
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](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)
  - Advancing Equity Diversity & Inclusion (within 1st week)
  - Compliance (within 1st month)
  - Other training modules as appropriate
- Choose Benefits options...don't miss your deadlines!**  
Read any/all notifications that you receive via your Workday inbox and take **immediate action**.  
**Benefits Information:** <http://hr.uw.edu/benefits/benefits-orientation/>  
**Benefits Questions:** Contact the **Integrated Service Center (ISC)** with any questions regarding benefits eligibility, coverage, or Workday forms: 206-543-8000, [ischelp@uw.edu](mailto:ischelp@uw.edu), M–F 8:00–5:00