Information for New Employees

Employees/managers of the academic medical centers, please contact UW Medicine HR for new employee guidelines.

Review the following list with your supervisor or departmental administrator.

Action Items
- Get your Employee Identification Number (EID) from your supervisor or payroll coordinator
- Create your UW NetID: uwnetid.washington.edu/newid
- Get your Husky card (bring your EID and state or federal photo ID): https://www.hfs.washington.edu/huskycard
- Sign up for UWALERT: uw.edu/safety/alert
- Create your voicemail account: itconnect.uw.edu/connect/phones/avst-voicemail

Register/Complete These Trainings
- In-person New Employee Orientation: hr.uw.edu/ops/hiring/new-employee-onboarding
- ONE UW online orientation: hr.uw.edu/oneuw
- Benefits Orientation: uw.edu/admin/hr/roles/newee/benorient
- Prevention of Sexual Harassment training: http://ucs.admin.uw.edu/pod/Course/Details/PSH00
- Violence Prevention and Response training: uw.edu/safecampus
- Online General Asbestos Awareness training: https://depts.washington.edu/ehas/pubcookie/prod/training/asbestos/
- Reporting Suspected Child Abuse or Neglect training: compliance.uw.edu/compliance/minors/training

In Workday: https://wd5.myworkday.com/uw/login.html
- Complete Workday Onboarding tasks (items in your Workday inbox)
- Make your Benefits elections (health, dental, retirement). This must be completed within 31 days of your start date.
- Review the data in your Personal Information, Benefits, and Pay worklets

Other Items
- Department’s health and safety procedures and evacuation information
- Employment program, probationary period, salary
- Job duties, performance expectations, and performance appraisals
- Work schedule, breaks, and overtime
- Building use and access/security
- Function of unit/organizational chart
- Technology use, access, and policies for computer, phone, and email
- Time and time off reporting, types of time off and time off accrual, time off requests
- Labor contract/dues obligation (if applicable) or Professional Staff Program
- Inclement weather procedures/policies
- Disability accommodations
- UW Nondiscrimination and Affirmative Action Policy
- Review the UW Guide to Ethics Policies at http://f2.washington.edu/audit/ethics-guide