

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](http://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](http://uw.edu/safety/alert)
- Create your voicemail account: [itconnect.uw.edu/connect/phones/avst-voicemail](http://itconnect.uw.edu/connect/phones/avst-voicemail)

## Register/Complete These Trainings

- In-person New Employee Orientation: [hr.uw.edu/ops/hiring/new-employee-onboarding](http://hr.uw.edu/ops/hiring/new-employee-onboarding)
- ONE UW online orientation: [hr.uw.edu/oneuw](http://hr.uw.edu/oneuw)
- Benefits Orientation: [uw.edu/admin/hr/roles/newee/benorient](http://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](http://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](http://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>