

## New Employee Checklist

**Welcome!** You should have already received your employee identification number (EID) and set up your UW NetID, but if you haven't, let your supervisor know right away. This checklist is for campus staff; UWMC and Harborview employees have additional requirements.

### Act:

- Complete Workday Onboarding tasks in your [Workday](#) inbox: [isc.uw.edu](http://isc.uw.edu)
- Start your ONE UW online orientation: [hr.uw.edu/oneuw](http://hr.uw.edu/oneuw)
- Get your Husky card; bring your EID and state or federal photo ID: [hfs.washington.edu/huskycard](http://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)
- Pick health and retirement elections within 31 days of start date: [isc.uw.edu/your-benefits/newly-eligible](http://isc.uw.edu/your-benefits/newly-eligible)

### Attend:

- In-person Welcome Day session: [hr.uw.edu/pod/courses-and-workshops/new-employee-orientation](http://hr.uw.edu/pod/courses-and-workshops/new-employee-orientation)
- Prevention of Sexual Harassment training: [hr.uw.edu/ops/hiring/required-employee-training/](http://hr.uw.edu/ops/hiring/required-employee-training/)
- Violence Prevention and Response training class: [uw.edu/safecampus](http://uw.edu/safecampus)
- Asbestos General Awareness Online training: [depts.washington.edu/ehas/pubcookie/prod/training/asbestos/](http://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)

### Review:

- Your personal information in Workday: <https://isc.uw.edu/using-workday/managing-your-personal-and-work-information/>
- Your job duties, performance expectations, and performance appraisals
- Your work schedule, time reporting, and time-off information in Workday: [isc.uw.edu/your-time-absence](http://isc.uw.edu/your-time-absence)
- Your employment program by reviewing your labor contract, classified non-union work rules or the Pro Staff Program: [hr.uw.edu/labor/unions/](http://hr.uw.edu/labor/unions/) or [dop.wa.gov/Rules](http://dop.wa.gov/Rules) or [hr.uw.edu/professional-staff-program](http://hr.uw.edu/professional-staff-program)
- Your unit's time-off and attendance procedures
- Your unit's organizational chart
- Your unit's health and safety procedures and evacuation information
- Your unit's building use and access/security
- UW's technology use, access, and policies: [itconnect.uw.edu/work/appropriate-use](http://itconnect.uw.edu/work/appropriate-use)
- Inclement weather procedures/policies: [hr.uw.edu/policies/inclement-weather/](http://hr.uw.edu/policies/inclement-weather/)
- Disability accommodations: <http://hr.uw.edu/policies/disability-accommodation/>
- UW Nondiscrimination and Affirmative Action Policy: [ap.washington.edu/eoaa/](http://ap.washington.edu/eoaa/)
- UW Guide to Ethics Policies: [f2.washington.edu/audit/ethics-guide](http://f2.washington.edu/audit/ethics-guide)

### Ask:

This checklist can be found at: <http://hr.uw.edu/forms> (see Checklist - New Hire). The Onboarding Toolkit for UW Managers can be found at <http://hr.uw.edu/ops/hiring/new-employee-onboarding/>.

- Need additional help? Contact your unit or, if you have questions about Workday, the Integrated Service Center ([ischelp@uw.edu](mailto:ischelp@uw.edu))