

NEW EMPLOYEE CHECKLIST

At New Employee Orientation (NEO)

Or as soon as possible unless otherwise specified. Most tasks in this section will be completed during the afternoon Module Fair at NEO.

Obtain Medical Center ID Badge & Husky Card

ID Badges must be worn at all times while on Medical Center Property. They should be worn above the waist and in close proximity to your face so patients, visitors, medical staff, and the general public can clearly identify you, your name, and your job title or position.

Husky Cards are typically issued to Professional, Classified and Fixed Duration Appointment (FDA) employees. You must have a Husky Card **BEFORE** you sign up for U-PASS (UW's subsidized transit pass + more). Hourly employees do not need a Husky Card. A Husky Card is not required for UW's Temp Pass (a temporary employee U-PASS). Call the Husky Card Office with questions or regarding eligibility: 206-543-7222 or visit the husky card website: <https://www.hfs.washington.edu/huskycard/Default.aspx?id=350>

- At NEO: Photographers will be available from 7:00 am-7:40 am → badges and husky cards distributed in the afternoon
- HMC ID Badge/Parking Office: HMC 8CT68, 206-744-3254, M-F 7:00-4:30
- UWMC Public Safety Office: UWMC BB120 (near the Plaza Café), 206-598-5275, M-F 7:30-4:30
- Husky Card Office @ Odegaard Undergraduate Library: Red Square → See Map: back inside cover of workbook

Meet with Union (if applicable: check your hire letter or NEO nametag)

- WFSE, SEIU 925 or 1199NW:

All Closed Shop unions require membership as a condition of employment. Meet with your Union Steward or Representative during the NEO module fair or at your work site to help you fill out your Dues Deduction Form and learn about your union.

- WSNA:

After meeting with your WSNA Steward or Representative, decide whether you want to become a dues-paying member of WSNA or pay the representational fee. In either case, you will have to fill out a Dues Deduction form during the NEO module fair. If you have questions about the difference between dues and the representational fee, talk to your union steward during the Neo module fair or call HR. Your WSNA representative is Ed Zercher, 206-575-1908 ext. 3022.

Meet with Employee Health

At New Employee Orientation, you will have the opportunity to meet with an Employee Health nurse. During your interview Employee Health will:

1. Review your documentation
2. Provide Tuberculosis screenings
3. Provide you with an action plan to help you complete your outstanding requirements **within 10 days**

- NEO Module Fair: Employee Health Station

Complete the I-9 Employment Eligibility Verification Form (must be completed within 3 days of hire)

Show proof of your eligibility to work in the United States at New Employee Orientation (NEO). If your first day falls on a non-NEO day, visit your HR office. **Your documents must be unexpired and original (no photocopies).** For a list of acceptable documents, see page 4 of this link: <http://www.uscis.gov/files/form/i-9.pdf>

- At New Employee Orientation or in the HR Office
- Harborview Medical Center (HMC) HR Office: PS2100, 206-744-9220, M-F 8:00-5:00
- UW Medical Center (UWMC) HR Office: BB150, 206-598-6116, M-F 9:00-5:00

Set up BOTH of your Login Accounts (as soon as possible)

For more information about the following two login accounts, please see pg. 15 of your NEO workbook.

If you would like to change your UW username/login ID for any reason, **please wait 2 weeks after NEO** and then call UW-IT at 206-221-5000. This will help avoid disruption during your training.

First: Set up your UW NetID Login Account

If you already setup a UW NetID as a past student or employee, skip to “Setup your UW Medicine Login Account” below, you can reset your UW NetID password then if needed. If you have never set-up a NetID, follow these steps to set it up.

→ <https://uwnetid.washington.edu/newid>

1. Select “**I have a UW NetID but no password**” and click “**Next**”
2. Select “**UW Medical Centers Personnel**” and click “**Next**”
3. Provide required personal information, and then follow the onscreen instructions to set your UW NetID password, security questions, and UW Email

Error message? If you receive the error message stating that the information you provided does not match our records try using the PAC (Personal Access Code) included in your hardcopy offer letter. Go back to the Confirm your Identity screen, select “**UW Faculty, Staff, Retiree or Affiliate Employee**”, and follow the onscreen instructions.

Second: Set up your UW Medicine Login Account

→ <http://myuw.washington.edu>

1. Click “**Log in with your UW NetID**”
2. Log in with your UW NetID, if you are unable to login, contact UW-IT at 206-221-5000
3. Click “**Change your UW Medicine password now**”, located in the UW Medicine Computing Services section
Having trouble? If you do not see the UW Medicine Computing Services section you will need to contact your Manager to ensure they have requested this account for you.
4. Log in with your UW NetID at the UW Medicine Password Portal
5. Confirm your identity by checking the box next to your name and clicking “**Next**”
6. Follow the onscreen instructions to set your UW Medicine password

NEW EMPLOYEE CHECKLIST

After New Employee Orientation (NEO)

Complete New Hire forms online (NetID required) (as soon as possible)

→ Complete items 1-3 below via Employee Self Service (ESS): <http://www.washington.edu/admin/payroll/ess/ess.cgi>

1. **Employee Contact Information** (Address tab)

Make sure to provide your local address and emergency contact information. This is where Benefits will send your eligibility letter.

2. **Direct Deposit** (Direct Deposit tab)

You will need your Bank Account & Routing Number.

3. **W4** (Taxes tab)

Enter the number of allowances you will claim. This number will affect your tax withholding.

4. **Affirmative Action Data Form**

This information will be kept confidential and will be maintained separately from your employment materials as required by law.

→ <https://prp.admin.uw.edu/AffirmativeAction/UWNetID/AAForm.aspx>

5. **Prior Service Credit Form** (only if you have worked for the State of Washington before)

If you have worked for the State of Washington before, you may be eligible to reinstate previously accrued sick leave and/or reinstate your prior annual leave accrual rate. Read and follow the instructions at the link below. Contact HR with questions.

→ <http://www.washington.edu/admin/hr/roles/mgr/leaveholiday/prior-service.html>

Purchase Transportation Products (U-PASS, parking, etc.)

Gather all necessary information and documentation needed to purchase your desired products

Call ahead to figure out what you will need to bring with you to purchase parking products.

→ Harborview Parking Office: HMC 8CT68, 206-744-3254, M-F 7:00-4:30

→ UWMC: University Transit Center: 1320 NE Campus Parkway, Seattle, WA 98105; 206-221-3701;
Sales office: M-F 7:30-5:00, Commute Options office: M-F 9:00-5:00

Visit Employee Health & meet requirements (within 10 days of employment)

→ Harborview Employee Health Office: 1EC21, 206-744-3081, M-F 7:15-4:30

→ UWMC Employee Health Office: BB306, 206-598-4848, M-F 7:15-4:15

Read/Sign "Privacy and Confidentiality Security Agreement" (first day in your department)

Located on pg. 11 (yellow perforated form) in your NEO workbook. 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/privacy.shtml> → Policy # PP-04: Attachment A

Read/Sign Integrity at Work Booklet (first day in your department)

Located in the **pocket folder** of your NEO workbook. 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:

→ HMC: http://depts.washington.edu/comply/docs/HMC_Integrity_at_Work.pdf

→ UWMC: http://depts.washington.edu/comply/docs/UWMC_Integrity_at_Work.pdf

Choose Benefits options (within 30 days of benefits eligibility)

Open any physical mail you receive from the Benefits Office and take **immediate action**. Contact the Benefits Office directly with any questions regarding benefits eligibility, coverage, or forms at 206-543-2800.

→ Benefits Information: <http://hr.uw.edu/benefits/>

→ Benefits Orientation info: <http://hr.uw.edu/benefits/benefits-orientation/>

Turn in your hardcopy forms. Don't miss your deadlines!!

We cannot accept electronic or faxed forms. Hand-deliver forms and documents to Benefits by taking them to the reception window during office hours. You'll need your Husky Card or another photo ID (such as a driver's license) to enter the UW Tower **OR** send them via US Mail. Take a photo/make a copy for your records!

→ Visit Benefits Office: First floor, UW Tower Building O, 4333 Brooklyn Ave NE, 206-543-2800, M-F 8:00- 5:00

→ U.S. Mailing Address: UW Benefits Office, Mailbox 359556, Seattle, WA 98195-9556

Take online HIPAA and Corporate Compliance training (within 60 days of employment)

Most employees are automatically registered for training via the Learning Management System (LMS). Follow the role specific instructions on **pg. 19 (yellow)** of your NEO workbook. It takes most people 3-4 hours to complete all required modules. If you have trouble or questions, your manager should contact the UW Medicine Compliance Office by emailing trgcomp@uw.edu.

→ Departmental Workstation: Your manager will provide time and space for you (at work) to complete this mandatory paid training.

Review Administrative Policies and Procedures (AOPs) with manager

1. Discuss the Professional Image Policy, Inclement Weather Policy, Social Networking Policy, Smoke/Tobacco Free Policy, and Professional Conduct Policy
2. Are there other important AOPs for your department?
3. Learn how to find AOPs on the Intranet

→ Via the **Intranet** which is the homepage on Medical Centers workstations. See pages 17-18 (yellow) in your NEO workbook

Review UW Medicine Patients Are First Website with your manager

Discuss: Pillar Goals, Service Culture Guidelines, Key Words at Key Times (AIDET)

→ The *UW Medicine Patients Are First* website: <https://depts.washington.edu/pts1st/>