

# NEW EMPLOYEE CHECKLIST

## Before New Employee Orientation (NEO)

### Have a conversation with your manager or supervisor (as soon as possible)

Learn critical and time-sensitive information about your new job, your orientation/training schedule, and other requirements. Refer your manager to the New Employee Checklist that was attached to your electronic hire letter email.

#### 1. **Schedule**

- Confirm the orientation schedule that is outlined in your hire letter with your manager. Ask if you have additional clinical or departmental orientations to attend. Confirm length, dates, and times.
- Make sure you know when/where to report after the last day of the orientations that are scheduled on your hire letter.
- Ask if your department orientation schedule/location will be different than the “regular” schedule that was discussed at your interview. Orientation can last as long as 4-6 weeks for some positions so it’s important to understand when your “regular” schedule will begin.

#### 2. **Hire letter**

- Ask your manager any questions you may have regarding your hire letter.
- Identify your employment classification. Classification determines the rules of your employment including leave eligibility, benefits eligibility and how you will be paid.
- Understand whether or not your position is governed by a bargaining contract (i.e. union contract) and what that means for your role.

#### 3. **First payday and “Exception Pay”**

- Learn when you will receive your first pay check, how your pay will be calculated (i.e. salary vs. hourly etc.) and approximately how many hours for which you can expect to be paid based on your first day of work.
- Ask about “exception pay” and if/how it applies to you in your role. Note: **All pay** for employees in the “hourly” employment classification (see hire letter) is “exception pay” and will be paid according to the “exception pay schedule”.

#### 4. **Professional Image Policy**

- Our Professional Image Policy requires Business Casual Attire (e.g. no blue jeans, tank tops, or flip flops) and excellent personal hygiene. Ask your manager about how the Professional Image Policy will apply to you in your department/role.

### Decide how you will get to your first two days of New Employee Orientation (NEO)

Both days take place in the UW Tower Auditorium. Public transit is a great option! Parking in the Tower Garage costs \$15/day and is not reimbursable. Note your stall number and pay at the kiosk as you enter the UW Tower via the sky bridge.

→ UW Tower Auditorium: 4333 Brooklyn Ave NE, Seattle, WA 98195

→ Getting to UW Tower: <http://www.washington.edu/facilities/uwtower/getting-here>

### Look into your commute options for getting to your ongoing orientation(s) and your regular work schedule

Your commute is a very important part of your life, which is why we want to make sure you find reliable, affordable and enjoyable transportation options that will get you to and from work each day. **Note: Transportation products cannot be purchased until after employment begins.**

→ Read about your UW transportation options:

<http://facilities.uw.edu/transportation/blog/post/2016/06/22/coming-work-uw-here-are-your-commute-options>

## Prepare for your 1<sup>st</sup> day of orientation: Benefits NEO

This is a partial-day, campus-wide event. You will receive a benefits packet (including forms) during orientation. Benefits specialists will be onsite to answer your questions. You will have the opportunity to turn in your forms if you choose. Family members are encouraged to join you.

Agenda	
8:15am - 8:30am	Check-in
8:30am	Part I: Medical, dental, life insurances, etc.
10:30am - 10:45am	Check-in for Retirement Section
10:45am	Part II: Retirement/savings plans
12:30pm	End of day

**Bring your hire letter, photo ID, and copies of required Dependent Documentation**

If you intend to cover a spouse, state-registered domestic partner, or children on your plans, additional documentation is required.

Spouse	State Registered Domestic Partner	Children
Federal Tax Return (copy of page one)	Declaration of Tax Status	
OR	AND	
Marriage Certificate AND Proof of common residence or financial interdependency	Washington State Registration OR Registration/Documentation from other state	Birth Certificate, adoption documents etc.

**Learn about your benefit options as soon as possible:**

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

→ Benefits summary PDFs by classification: <http://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/>

## Prepare for your 2<sup>nd</sup> day of orientation: UW Medicine/Medical Centers NEO

This is a full-day, UW Medicine specific event. Plan to arrive early. Light refreshments (i.e. coffee, tea, & pastries) will be available all day. Lunch is **not** provided. The UW Medicine Professional Image Policy requires Business Casual Attire (e.g. no blue jeans, tank tops, or flip flops). If you miss photos in the morning, please work with your supervisor or manager to obtain your badge/Husky Card at your Medical Center's badging office.

Agenda	
7:00am - 7:40am	Check-in and Badge photos available
7:45am	Official Required content begins
11:30am - 12:30pm	Lunch break (lunch is not provided)
4:45pm	End of day

**Bring your hire letter, photo ID, and required documentation for I-9 and Employee Health to Medical Centers NEO:**

**The I-9 Employment Eligibility Verification Form must be completed within 3 days of start date**

You will need to provide proof of your eligibility to work in the United States at NEO. The documents you bring must be unexpired and original (i.e. no photocopies). For a list of acceptable documents, see page 4 of the PDF link below.

→ I9 form: <http://www.uscis.gov/files/form/i-9.pdf>

**Complete the Employee Health Requirements forms (attached with your hire letter) and gather documentation of any vaccines or bloodwork showing immunity to the diseases below to bring to NEO:**

You must provide documentation proving the following dates and immunities **within 10 days of hire**. Need help? Ask your family members, your doctor, and former employers/school programs (if you have worked in/studied healthcare before).

- |                                      |                                  |                                     |                                       |
|--------------------------------------|----------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Hepatitis B | <input type="checkbox"/> Mumps   | <input type="checkbox"/> Chickenpox | <input type="checkbox"/> Tuberculosis |
| <input type="checkbox"/> Measles     | <input type="checkbox"/> Rubella | <input type="checkbox"/> Tdap       | <input type="checkbox"/> Influenza    |

**Bring a sack lunch or money to purchase lunch in the U-District**

Fridges/microwaves and open seating are available in the UW Tower Cafeteria for those who prefer to bring their own lunch. For those who would prefer to purchase lunch, there is a small café offering soups/sandwiches in the Tower Cafeteria. There are also several excellent and affordable restaurants located within a few blocks of the UW Tower. [Yelp.com](http://www.yelp.com) is a great tool for exploring options.

UW Medicine