

# Onboarding Guide for Medical Center - Temporary Employees

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## BEFORE YOUR FIRST DAY

### 1) Get Acclimated

- Visit the [UVA Health New Hire Portal](#)
- Additionally, discuss with your manager the following items:
  - Where you can obtain a laptop/technology/mobile phone, if required
  - Overview of school/unit and VP area
  - Department mission, goals, and culture
  - Tour of department/unit (if applicable)
  - Introduction to department/school leaders, team members, key contacts, customers
  - Stay in contact (especially if you will be working remotely)
  - Job description and performance expectations
  - Designated or non-designated status
  - Confidentiality and privacy expectations

### 2) Claim Your UVA Computing Account

**New Hires:** Read the “Account Claim” email you received from *identity.virginia.edu* before your start date.

Follow the [Account Activation Guide](#) to create a UVA password and set up a device for 2-Step Login (Duo). You will use these login credentials to log in to Workday and other UVA systems in the future.

**TIP:** If you haven't already, add a [secondary device to 2-Step Login Duo](#) as a backup authentication method.

***Do you have a prior affiliation with UVA?*** As a former or current employee, student, applicant, contractor/vendor, etc., you have already activated your account and will not receive an email.

- If you have forgotten your UVA credentials, [learn your UVA computing ID or reset password](#)
- If you have not enrolled your preferred devices, [add your devices to 2-Step Login \(Duo\)](#)
- Use these login credentials to log in to Workday and other UVA systems in the future.

*If you are unable to get your UVA password, computing ID, or set up a device for Duo, contact the [UVA Help Desk](#) at 434.924.4357 for assistance.*

### 3) Complete Section 1 of the I-9 Form via Workday

The I-9 is required by Federal law. Completion of the I-9 process is due within three business days after the first day of employment in order to comply with the Federal law.

The I-9 process has **three** steps:

1. Complete Section 1 of the Form I-9 in Workday.
2. Upload photo of acceptable documents in Workday.
3. Your UVA Temps Recruiter can view your IDs virtually via Zoom. Please work with them to schedule a time to do so. You do not need to present them in person. Acceptable documents are listed [here](#).

### 4) Enroll and Complete [First Time Sign-In for UVA Health](#): Workday module with instructions to create a permanent UVA Health password

**IMPORTANT:** You must know your Computing ID and University ID to complete this module.

**How to find your Computing ID:** The computing ID was provided through the “Account Claim” email from [identity@virginia.edu](mailto:identity@virginia.edu) or your UVA sponsor/supervisor.

*If you haven't received this email, contact the [UVA Help Desk](#) at 434.924.4357 for assistance.*

**How to find your University ID:** The University ID can be obtained in Workday. Select the profile image at the top right-hand corner of your Workday homepage. Next, click “View Profile.” Your University ID is listed under “Job Details.” It is a 9-digit number labeled “Employee ID” or “Contingent Worker ID.” Alternatively, you can find your 9-digit University ID by putting your name in the search field at the top of the Workday homepage. On the resulting page, click on your name; the resulting page will have the University ID in the Job Details section on the right side of the page.

### 5) Begin the Process to Obtain Your ID Badge

All UVA Health employees are required to wear a UVA Health ID Badge. To expedite the process of obtaining your UVA Health ID Badge, [upload your photo](#) the week before visiting the UVA Health ID Badge Office.

The UVA Health ID Badge Office is located in the West Complex at 1300 Jefferson Park Ave.

Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday, and they close promptly.

## ON YOUR FIRST DAY

In your Workday learning account, you will be assigned an Orientation training module called [Welcome to UVA Health](#). **Please be sure to complete this as soon as possible on your first day; it is required that you complete it.** This is a self-guided task and does not start/stop at any specific time. There is no in-person HR Orientation session you need to attend at this time.

Please work with your UVA Temps Recruiter and your supervisor to coordinate first day of work instructions.

**Parking:** Temporary employees should plan to park in an outlying lot. The lot will be indicated on the two-week temporary pass provided to new hires, which is linked [here](#). **Do not download/print this parking pass until the Friday before your start date.** Temporary employees should print this two-week temporary pass, park in the lot indicated on their pass, and plan to take the University Transit System (UTS) shuttle to the main Medical Center bus stop which is directly across the street from the Medical Center Main Entrance. Ample time should be planned for parking and bus travel to ensure you arrive on time. There is no on-site parking for Orientation, and temporary employees should **not** park in the Lee St or 11<sup>th</sup> St parking garage.

- **Please note the instructions on the temporary parking pass** regarding where you park and which bus to take depending on *what time of day* you park during the 2 weeks, you're using the temporary parking pass. **For instance, the temporary parking pass notes:**
  - If you are parking between 5 and 7 am, you would park at Scott Stadium and take the UTS Red Line to the Medical Center
  - If you are parking after 7 am, you would park in the Emmet/Ivy Garage, and take the UTS Blue Line to the Medical Center

## DURING YOUR FIRST WEEK - ONBOARDING

### 1) Log In and Explore Workday

Workday is a human resources technology system used to manage most HR activities, including benefits, pay, time, absence, and more. Further information is available at [Workday Central Site](#).

- Navigate to the UVA HR page ([www.hr.virginia.edu](http://www.hr.virginia.edu))
- In the top banner, click on the orange Workday Login key.
- You will need your NetBadge login to continue.

After logging in to Workday, look around and familiarize yourself with common tasks and the resources available to you. We recommend that you:

- Review the [New Hire Workday Basics Job Aid](#)
- Visit the [Workday Training Site](#) for tutorials on basic Workday tasks
- Download [Workday Digital Assist \(WDA\)](#) to receive help in Workday when you need it. You can also [learn more about WDA](#) on the HR website.

## 2) Complete Your I-9 – Section 2

## 3) Explore Workday Learning

- From the Workday homepage, under View All Apps, click on the Learning icon.
- Your computer-based learning modules have been assigned to you; they are in the **Required for You** section at the top of the page.



*For login problems, please contact AskHR@virginia.edu or 434.243.3344.*

## 4) Complete Computer-Based Learning Modules

As a new UVA Health team member, you will see several computer-based learning (CBL) modules in the **Required for You** section of Workday Learning. You are registered for these modules but not enrolled. You must click on each module to enroll. Be sure to adhere to all deadlines: some modules are due before attending class; some modules are due within two weeks.

To see which modules you are registered for, visit this [Workday Learning Essentials](#) webpage, and select the UVA Health Support category under the Mandatory Training section.

Depending on your role, you may be assigned additional modules.

## 5) Enroll in Emergency Alerts

Sign up for emergency alert registration at <https://uvaemergency.virginia.edu/uva-alerts>.

## 6) Obtain Your ID Badge

All UVA Health employees are required to wear a UVA Health ID Badge. You must obtain your ID badge during your first week of work, and before your first independent shift, so plan accordingly as your schedule allows. Your ID badge serves as identification and is used to access various buildings and secured areas.

Bring photo identification and go to the ID Badge office to complete this process.

The UVA Health ID Badge Office is located in the West Complex at 1300 Jefferson Park Ave. Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday, and they close promptly.

**Please do not go to the ID Badge Office during any other in-person training, or during breaks in these trainings.**

Please note that as a temporary worker you will receive a Medical Center ID Badge labeled according to your Temp Profile in Workday (A, B, C, D, etc.) The badge will not contain actual job titles (example Temporary Access Associate). Your supervisor can request a “Badge Buddy” from the ID Office when you go to get your badge that will indicate which team you are a part of in the Medical Center.

## 7) Obtain Your Parking Permit

The temporary permit ([available here](#)) is valid for new UVA Health team members; **this permit is good for two weeks only. Temps should not download/print this parking pass until the Friday before their start date.** Please read the instructions on the pass related to your parking and transportation options for the Medical Center and display the temporary permit on the driver's side of the dashboard.

For your permanent parking permit, an email will be sent to your UVA email address from the UVA Health Parking office. Please complete this form by following the instructions in the email. Once the form is processed, you will receive a confirmation email with further instructions on how to obtain your permanent parking pass.

Questions? Contact UVA Health Parking Office at 434.924.5147

## Additional Orientation & Training Information

**The following required training programs are assigned based upon role. Enrollment communication with required training session details will be sent via email to new hires, as appropriate.**

### **Nursing Professional Development Services (NPDS) Clinical Training**

**Orientation to Patient Care (OPC)** – Digital module

**Clinical Care (ICC)** – Live in-person class

**Clinical Practice Essentials (CPE)** - Live in-person class

- Live In-Person classes will take place at 999 Grove St.
- No bus stop or parking is available at 999 Grove St; Allow an extra 15 minutes or more to walk to this location.
- For parking information, visit <https://parking.virginia.edu/health-system-team-members>.
- Attire: Business casual or scrubs (no jeans or shorts).
- Please bring your lunch & computer.
- Refer to Workday for all assigned orientation modules.

If you do not receive this e-mail and believe you should be enrolled or have any questions, please email: [npds@uvahealth.org](mailto:npds@uvahealth.org).

# Epic Training

## Epic Clinical Training

Epic Clinical Training is offered in a variety of delivery formats, including virtual, classroom, and inter-departmental instruction. Upon being enrolled in your course, you will receive training *instructions* via email sent to your **UVA Health email account**:

1. **All Training Participants** - Log into Workday to view and complete your assigned training. While the bulk of your assignments will be available on Monday, some Epic training may not be assigned to you until mid-week. It is your responsibility, to check your UVA Health email daily for updates to your assignments in Workday.
2. **Instructor Led Training** - An introductory email from your trainer will be sent to your UVA Health email account confirming your enrollment. You are responsible for checking your **UVA Health email account DAILY starting on MONDAY** to receive important details about enrollment and other class details. The introductory email will explain the requirements for attending Virtual Training either on the UVA grounds or from home. If attending from home, it is your responsibility to confirm that your computer meets the UVA requirements. This needs to be completed on Monday so if your computer does not meet the requirements, you can make plans to attend Virtual Training on UVA grounds.

### [Tipsheet](#)

- Additional resources can be found on the Epic Learning Library under the [Virtual Training Resources](#) tab.

If you have any questions, please email [HITTrainingServices@uvahealth.org](mailto:HITTrainingServices@uvahealth.org).

## Epic Revenue Cycle Training and Non-Epic Revenue Cycle Training

If you are scheduled for **Epic Revenue Cycle Training**:

- Log into **Workday Learning** to view your assigned Program and select the option for your Virtual Set-up Session offering by end of day Monday.
- Open and read your *Revenue Cycle Virtual Training Class Information* email sent to your UVA Health email address; follow included instructions.
- Attend the Virtual Set-up Session that typically occur the Tuesday of orientation week.
- Attend your online class(es), as scheduled.
- View any additional tools needed to support training.

### NOTE THE FOLLOWING:

- Some programs require computer-based learning modules and courses as prerequisites. These CBLs must be completed in the identified order, as scheduled in Workday Learning.
- Classes will begin promptly at the designated time.
- Late arrivals and/or absences may result in rescheduling. This will cause a significant delay of up to two weeks for required training necessary to secure access related to your jobtasks.
- **Please do not complete any other onboarding tasks during training.**

If you have any questions, please email [HITTrainingServices@uvahealth.org](mailto:HITTrainingServices@uvahealth.org).

## Have Additional Questions?

We are excited to welcome our newest employees to UVA Health! Please use this Onboarding Guide as a resource to complete your HR-related onboarding tasks.

Posters are available on the [State Labor Law Posters webpage](#). Remote workers are encouraged to reference this resource to ensure compliance with applicable state labor laws.

If you have additional questions, please email [AskHR@virginia.edu](mailto:AskHR@virginia.edu). Note the topic of your inquiry in the subject line.