Onboarding Guide for UVA Health New Hires

Please review the items below. Those hyperlinked, once clicked, will move to another section or site.

Before Your First Day

Get Acclimated
Claim Your UVA Computing Account
Confirm Access to Zoom
Log Into Workday, Explore, and Begin Your Onboarding Tasks
Complete Section 1 of the I-9 Form via Workday
Enroll and Complete First Time Sign-In for UVA Health Digital Course
Begin the Process of Obtaining Your ID Badge
Review Important Parking Instructions for Your First Day
(Benefited Employees Only) Review the Benefit Virtual Assistance Selection Tool

On Your First Day - Orientation

Attend Live Zoom Orientation Session from 8:30a – 10:00a
Attend Live Zoom Benefits Session from 10:00a – 11:00a
Attend Onboarding Office Hours (On-Site) from 10:00a – 2:00p

During Your First Week - Onboarding

Log in and Explore Workday
Complete Your I-9 Section 2
Explore Workday Learning and Complete Computer-Based Learning Modules
Enroll in Emergency Alerts
Obtain Your Permanent Parking Permit
Select Your Benefits

Additional Orientation and Training Information

Additional Orientation and Training Information
Nursing Professional Development Services (NPDS) Clinical Training
Epic Training

1) Get Acclimated

- **Check in with your manager to coordinate what time you should plan to be onsite Day One. This time will be flexible based on what meets your and your Manager's schedule, but should include drop-in time between 10am – 2pm at the Onboarding Office Hours.** UVA Health New Hires should plan to be in communication with their manager before their first day and to be on-site during their first day unless alternative arrangements have been made with their manager.

- **Visit, review, and explore the [UVA Health New Hire Portal](#).**
  This is a great resource with helpful and important information and links to get your first day started off the right way.

2) Claim Your UVA Computing Account

- **New Hires**: Read the 'Account Claim' email that should have been received from identity@virginia.edu prior to your start date. Follow the steps as outlined in the [First-Time Account Activation Guide](#).

- After all of the necessary steps have been completed, New Hires will have obtained their Computing ID, created a UVA Password, and set up Security Questions and a device to use with 2-Step Login (Duo).

__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. You will use your login credentials to log in to Workday and other UVA systems in the future.

We understand that life happens and that it can be difficult to remember all the login credentials you might have across all the various websites, platforms, and systems. No worries! 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)](#).

__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.__

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3) Confirm Access to Zoom

Your orientation will consist of a live, virtual event that will be hosted via Zoom – the Zoom Orientation Session from 8:30a to 10:00a, which continues from 10:00a – 11:00a for those with Benefits.

To ensure that you can join the live, virtual event seamlessly and on time, New Hires are strongly

encouraged to create an account and install the Zoom app to their device if one has not already been created and/or if the app has not already been installed.

> **For more information about Zoom, and for helpful tips and troubleshooting assistance, check out [Getting started guide for new users](#)**
>
> ***Don't have a Zoom account yet?*** Learn how to [sign up](#).
>
> ***Want to download the Zoom app?*** [Download Zoom](#).

4) Log into Workday and Complete Two Important Onboarding Tasks

New Hires should log into Workday through https://hr.virginia.edu/ and by clicking on the **WORKDAY LOGIN** button on the top right-hand side of the webpage.

If you have not already done so, you may want to **Download the Workday Mobile App**:
Apple/iPhone: https://apps.apple.com/us/app/workday/id316800034
Android: https://android.workday.com/

- **Prior to their first day, New Hires will need to complete two critically important onboarding tasks that will be assigned to them in Workday** – those are, the ***Complete I-9 Part 1 of 3:*** and ***Complete I-9 Part 2 of 3:*** **tasks**.

  See **[Appendix A](#)** for an introductory but detailed walkthrough for navigating through Workday.

  See **[Appendix B](#)** for Instructions on Completing Section 1 and Section 2 of your I-9.

- **New Hires should also plan to bring their original I-9 documentation with them to Onboarding Office Hours on their first day**.

5) Enroll and Complete [First Time Sign-In for UVA Health](#) Digital Course

All first-time users to UVA Health accounts are strongly encouraged to complete the First-Time Sign-In for UVA Health digital course in Workday. The course will take approximately 10 minutes to complete.

In this recorded presentation, the UVA Health IT Security team will guide you through instructions for signing into your UVA Health account and creating permanent passwords, whether you are working on-site or working remotely.

6) Begin the Process of Obtaining 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.

> **To expedite the process of obtaining your ID Badge, please Upload Your Photo at least one (1) week in advance of your first day but <u>by no later</u> than the day prior to your first day.**

The UVA Health ID Badge Office is in the West Complex (1300 Jefferson Park Avenue) and is open from 8:30a to 4:15p Monday through Friday. **Please do not go to the ID Badge Office during any other in-person training, or during breaks in these trainings.**

7) Review Important Parking Instructions for Your First Day

New Hires should plan to park in an outlying lot for the onsite, Onboarding Office Hours portion of Orientation, and can obtain a temporary parking permit that will be valid for two (2) weeks.

New Hires should plan to:

1. **Print their two-week temporary pass before their first day** (*but by <u>no earlier</u> than the Friday before their orientation date*)

> **IMPORTANT**
> **DO <u>NOT</u> DOWNLOAD/PRINT YOUR TEMPORARY PARKING PASS UNTIL THE *FRIDAY BEFORE YOUR ORIENTATION DATE*.**

2. **Park in Emmet/Ivy Garage** (123 Emmet St N, Charlottesville, VA 22903)

3. **Take the University Transit System (UTS) – BLUE Line shuttle** to the **Lee St @ Medical Center** stop, which is located across from the main entrance to the hospital.

4. Once inside the main entrance, you'll see the Main Information Desk. Head to your right and walk through the long corridor that leads past the UVA Primary Care Center to the West Complex. At the end of this long corridor, take a right into the West Complex and follow signage for the Onboarding Office Hours. Onboarding office hours are in the West Complex on the 1st floor in the Medical School Auditorium. Signage will be posted along the route once you reach the West Complex building.

5. You may also choose to walk outside the hospital building from the bus route to the West Complex. Follow Lee Street back toward JPA, cross over JPA and the West Complex will sit on the hill in front of you. Once inside the main entrance, there will be signage posted directing you to the Office Hours in the Medical School Auditorium.
Please see the instructions on the temporary parking pass regarding where you may park and which bus to take. For instance, the temporary parking pass notes:

   - If you are parking between 5:00 and 7:00a, you would park at the Scott Stadium Commuter Lot and take the UTS Red Line to the Medical Center;

   - If you are parking after 7:00a, you would park in the Emmet/Ivy Garage, and take the UTS Blue Line to the Medical Center

There is no onsite parking for Orientation, and New Hires should not park in the Lee St or 11th St parking garages. You can view the real-time locations of the shuttles here: https://uva.transloc.com/.

Refer to **Appendix C** for UVA Parking Maps.

8) Review the Benefit Virtual Assistance Selection Tool (Benefited Employees Only)

ON YOUR FIRST DAY – ORIENTATION

UVA Health offers a hybrid orientation session for UVA Health New Hires and International Nurse New Hires only. These are scheduled on a biweekly basis on Mondays; however, if an orientation Monday coincides with a holiday, then the orientation date will be moved to the following day (i.e., Tuesday). The hybrid orientation is scheduled as follows:

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UVA HEALTH ORIENTATION SCHEDULE OF EVENTS

8:30a to 10:00a | Home/Virtual | **Live Zoom Orientation Session**

10:00a to 11:00a | Home/Virtual | **Live Zoom Benefits Session** (optional)

10:00a to 2:00p | Onsite | **Onboarding Office Hours** (in the Old Medical School Auditorium, West Complex)

</div>

Things for New Hires (and their Managers) to keep in mind:

- **Parking**: New Hires should print their two-week temporary parking pass, park in the Emmet/Ivy Garage, and plan to take the UTS Blue Line shuttle to the Lee Street @ Medical Center bus stop. Ample time should be planned for parking and bus travel. Please refer to Appendix C for UVA Parking Maps.

- **Masks:** Masks are optional in the Medical School Auditorium of the West Complex; however, masks may be required in other UVA Health spaces. You may wish to bring your own or request one at the Onboarding Office Hours.

- **Managers:** Managers of UVA Health New Hires are encouraged to coordinate a time between 10:00a and 2:00p to meet their New Hire(s) at the Medical School Auditorium of the West Complex. UVA Health New Hires should plan to arrive at least fifteen (15) minutes in advance of meeting with their manager so that they can complete their Onboarding Office Hours (i.e., present their I-9 documentation, have questions answered and potentially obtain their ID Badge).

  New Hires and Managers who come to Onboarding Office Hours will each receive a $10 lunch card for the cafeteria. The intention is to provide an opportunity for the new hire and manager to connect over a meal together at their convenience. Over lunch, New Hires and Managers may wish to consider discussing topics such as:

  - Where can the New Hire obtain a laptop/technology/mobile phone, if required;
  - Overview of school/unit and Chief area;
  - Department mission, goals, and culture;
  - Tour of department/unit (if applicable);

- o   Introduction to department/ leaders, team members, key contacts, customers;
- o   Staying in contact/regular meetings (especially if you will be working remotely);
- o   Job description and performance expectations;
- o   Designated or non-designated status;
- o   New Hire probation policy;
- o   Confidentiality and privacy expectations

Ideally, after lunch, managers will take their New Hires back to their department, and make arrangements for them to complete onboarding tasks there (e.g., CBLs, getting ID badge, arranging for parking pass, etc.); however, this plan is flexible and may be adjusted based upon needs and priorities.

- **Other Training**: New Hires are asked <u>not</u> to leave any in-person training they have scheduled during their first week to complete other onboarding tasks. Please be sure to attend and participate as instructed.

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)
- 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:

- Visit the Workday Training Site for tutorials on basic Workday tasks
- Review UVA Benefits for New Benefitted Employees, a recorded presentation on your health, dental, vision, retirement, life, disability, and PTO benefits (more information on Benefits in **Step 8**)
- 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 I-9 Part 1* and *Part 2* and/or Present I-9 Documentation to HR (if not already completed on your first day)

The Form I-9 is the third onboarding task in your Workday inbox.

> **Prior to their first day**, **New Hires are strongly encouraged to complete the *Complete I-9 Part 1 of 3:* <u>and</u> *Complete I-9 Part 2 of 3:* tasks in Workday**.
>
> Please refer to [**Appendix B**](#) for a detailed walkthrough of these two tasks.

Federal law requires that you complete your I-9 by your <u>third day</u> of employment. **If you do not complete your I-9 within the required deadlines, federal regulations require UVA to terminate your employment.**

> Additionally, federal regulations require that you physically present your I-9 documentation, in person, to Human Resources. **New Hires should plan to bring two acceptable (i.e., original and unexpired) documents, *not photocopies*, with them to the Onboarding Office Hours scheduled on their first day**.

Representatives will be available at the Medical School Auditorium in the West Complex to help New Hires process Section 2 of their I-9 between 10:00a and 2:00p on their first day. New Hires may provide either **ONE** <u>List A</u> document **OR TWO** documents from <u>Lists B</u> **AND** <u>C</u> (**ONE EACH)**.

Acceptable documents are listed [here](#).

> <u>**If you are unable to process your I-9 in person during the Onboarding Office Hours**</u>, you may also process them at the Human Resources office:
>
> > Up to three (3) business days <u>**before**</u> your start date, <u>**as early as**</u> the *Wednesday* <u>before</u> your hire date*.*
> >
> > Up to three (3) business days <u>**after**</u> your start date, <u>**as late as**</u> the *Thursday* <u>after</u> **your start date**.
>
> The Human Resources office is located at 2420 Old Ivy Road, Charlottesville, VA, and is open from 8:30a to 4:30p Monday through Friday. Free guest parking is available in front of the building. No appointment is necessary.

3) Explore Workday Learning and Complete Computer-Based Learning Modules

From the Workday homepage, select **View All Apps**, then click on the Learning icon.

New UVA Health team members will see several computer-based learning (CBL) modules in the **Required for You** section of Workday Learning. Depending on the role, New Hires may be assigned additional modules.

Please note that New Hires are <u>registered</u> for these modules but not enrolled. <u>New Hires must click on</u>

each module to enroll. Be sure to adhere to all deadlines: some modules may be due before attending in person training; some modules are due within two weeks.

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

4) Enroll in Emergency Alerts

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

5) Obtain Your Permanent Parking Permit

New Hires will receive an email, sent to their UVA email address, from the UVA Health Parking Office with a form to complete for a permanent parking permit. Instructions for completing this form are included in the email. Once the form is processed, New Hires will receive a confirmation email and their permit will be mailed to them. With this in mind, **New Hires should ensure that their local address is correct in Workday.**

Questions? Contact UVA Health Parking Office at (434) 924-5147.

6) Select Your Benefits

New Hires have 30 days from your hire date to sign up for Benefits. New Hires will enroll in Benefits via a Workday onboarding task. Note: This is the last onboarding task that New Hires will receive; all other onboarding tasks must be completed before this task is launched.

Watch this video: [UVA Benefits for New Benefitted Employees](#) – This Workday learning module provides recorded presentations on your health, dental, vision, retirement, life, disability, and PTO benefits as a new employee.

Access the following links to assist you with your benefit selections:
[Benefits](#) - the UVA HR New Hire website provides comprehensive information on all benefits available to our new employees, including a [virtual benefits selection tool](#). We want our employees to be happy, healthy, and have peace of mind. Our generous benefits package allows you to focus on what's important - making UVA an ideal place to study, work, and grow.

More information on the Benefits enrollment process can be found on the [Benefits New Hire Enrollment Job Aid](#). For instructions on waiving coverage, please refer to page 5 of the job aid.

If you have questions, please contact AskHR@virginia.edu. Be sure to put "Benefits" in the Subject line.

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.

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 a course, New Hires 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.

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 job tasks.
- **Please do not complete any other onboarding tasks during training.**

If you have any questions, please email 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.

Poster 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. Note the topic of your inquiry in the subject line.

Appendices

Appendix A: Navigating through Workday
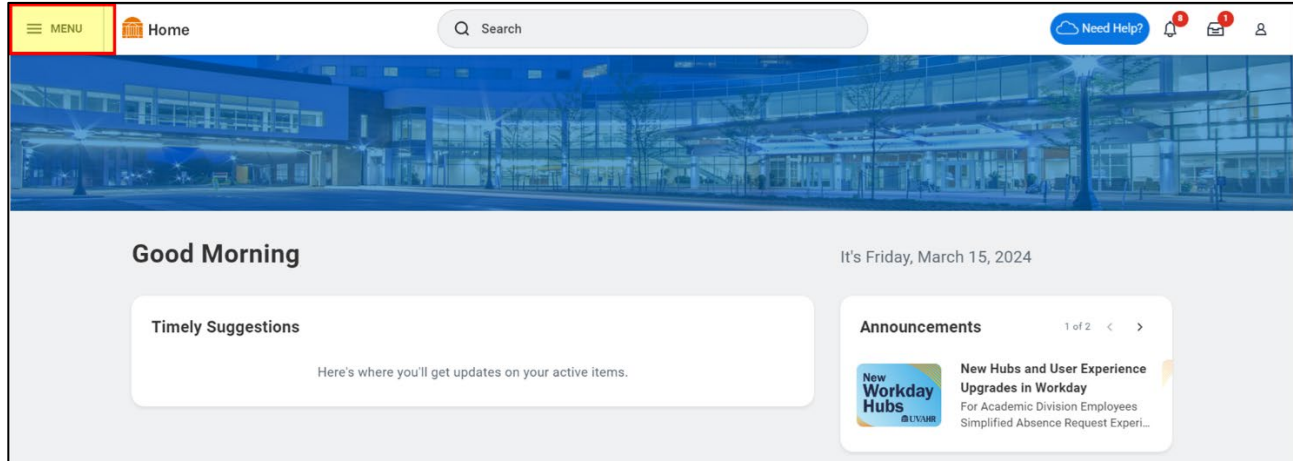
MENU
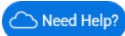
Click on ☰ MENU to find your 'Apps' and any Shortcuts you may have created.
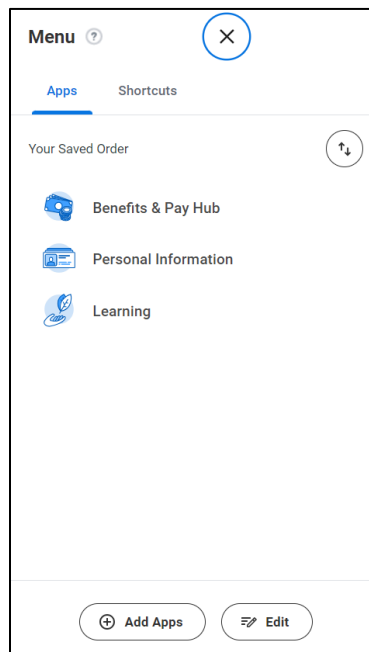
Use the buttons at the bottom of the Apps and Shortcuts menu tabs to ⊕ Add Apps or to ✐ Edit your Apps/Shortcuts. For example, you can reorganize your applications by clicking the ✐ Edit button on the Apps menu tab, such that your most utilized apps will be listed first.
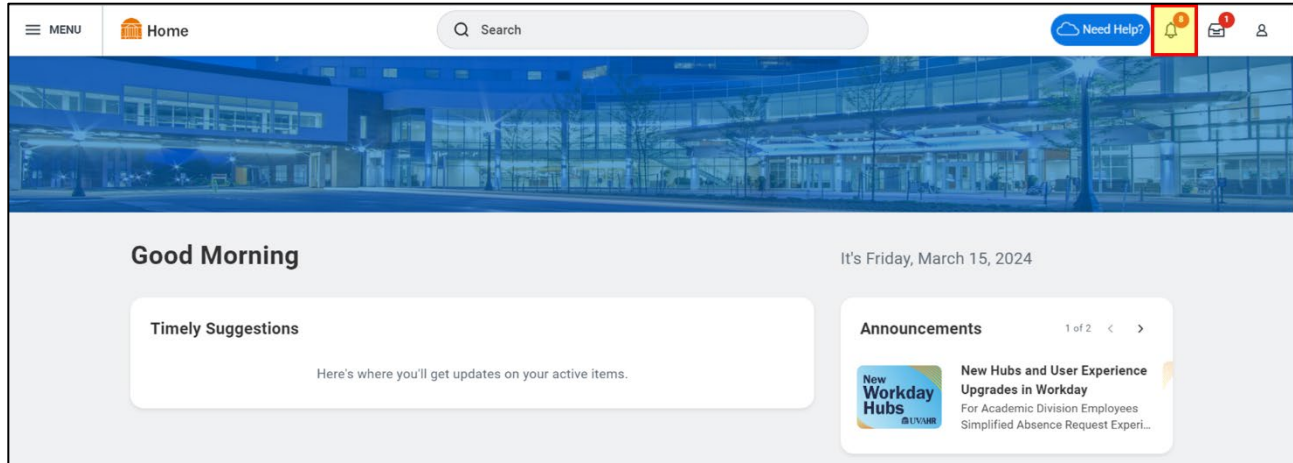
WORKDAY DIGITAL ASSIST (WDA)
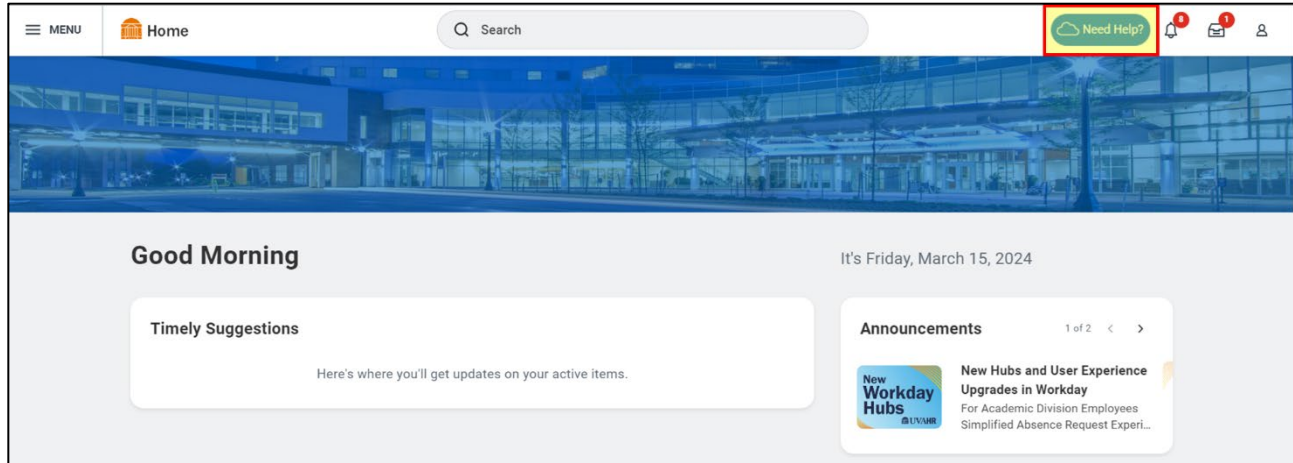
Clicking on the [Need Help?] button will launch **Workday Digital Assist**, a helpful resource to guide you through specific tasks and processes pertaining to your employment. You can either click on the expand/plus (+) button to expand and view the preset help options, or you can type in a keyword relating to your question.
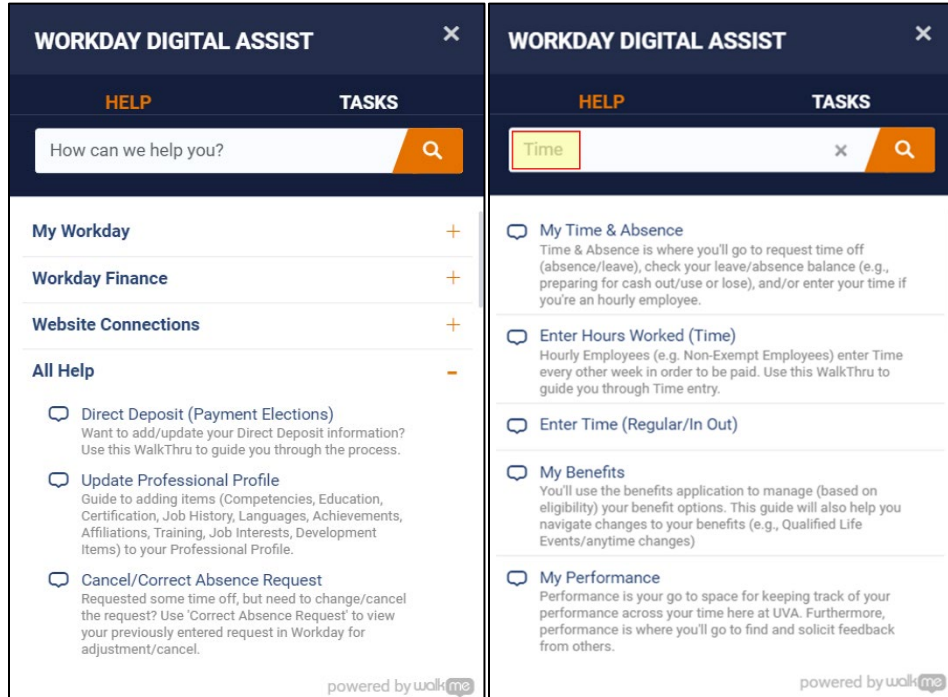
NOTIFICATIONS

Your **Notifications** can be viewed by clicking on the bell icon (🔔) at the top of the page. For the purposes of your Onboarding, you may wish to **Sort your Notifications by Oldest on Top**, as the order in which you complete your onboarding tasks is important.
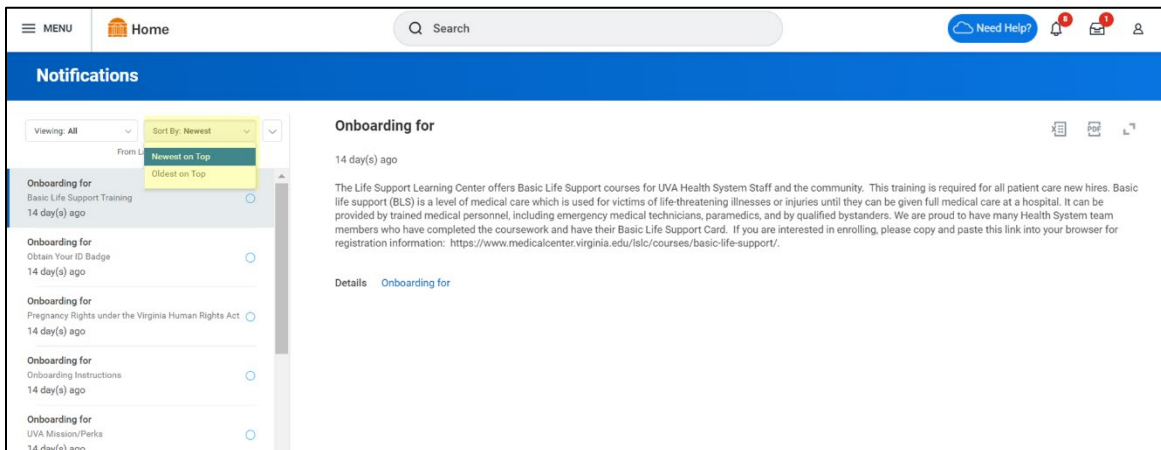
New or *unread* notifications will be indicated by an *open* circle (◯).
When you have finished reading and reviewing your notifications, click on this circle to **Mark as Read** (as indicated by a closed circle, ✅).

MY TASKS
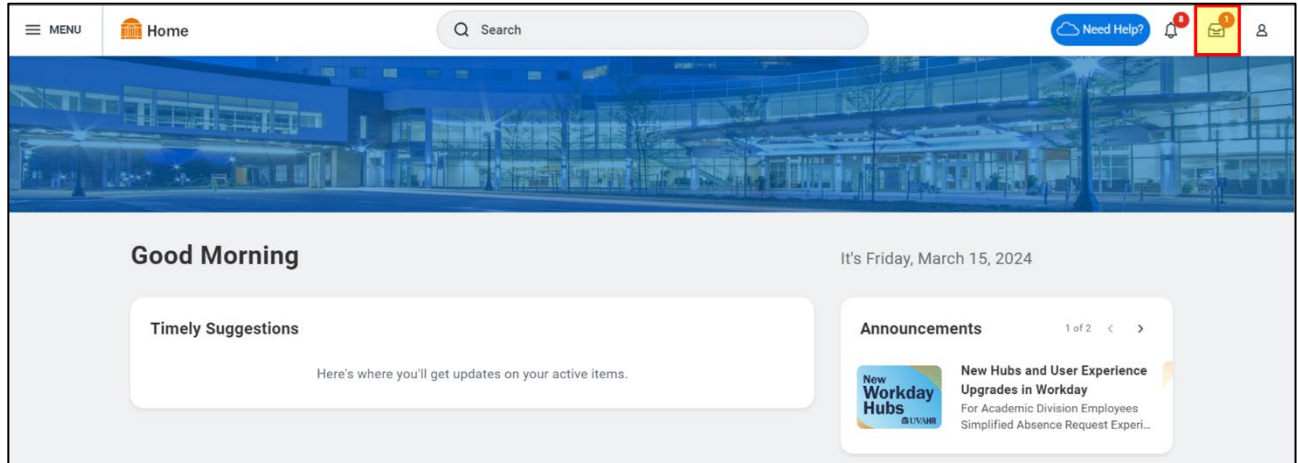
Important tasks or action items will be assigned to you to complete as a part of your Onboarding, but also throughout your employment with UVA. These tasks can be viewed and addressed by clicking on the **My Tasks** icon ( ).

The first time you access My Tasks, a pop-up window will provide you with the opportunity to familiarize yourself with the look and feel of your tasks.

New employees of UVA are strongly encouraged to click **Start the tour**. Returning employees and/or individuals familiar with Workday Tasks may opt to **Skip for now**.
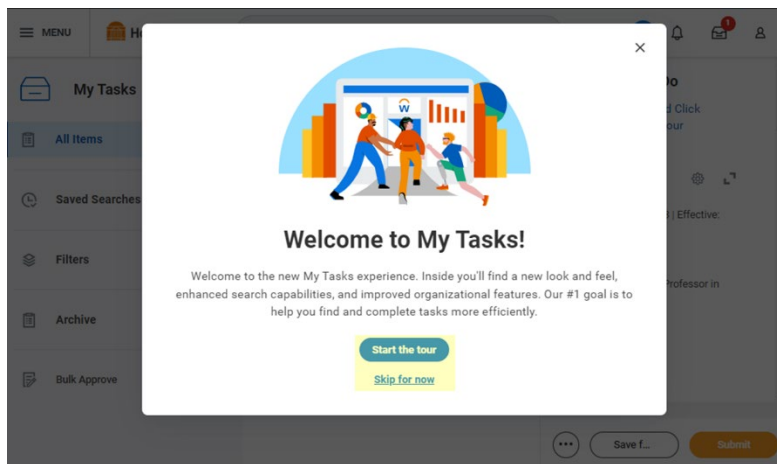
Appendix B: Completing Parts 1 and 2 of the I-9 Workday Task

1. Complete I-9 Part 1 of 3:

==**This task is critically important!**==

All employers in the U.S. are *legally required* by the U.S. Department of Homeland Security to complete the Form I-9, which establishes an individual's *identity* as well as *authorization to work*. Furthermore, **employers are legally required to have completed the Form I-9 within three (3) business days of your Hire Date**.
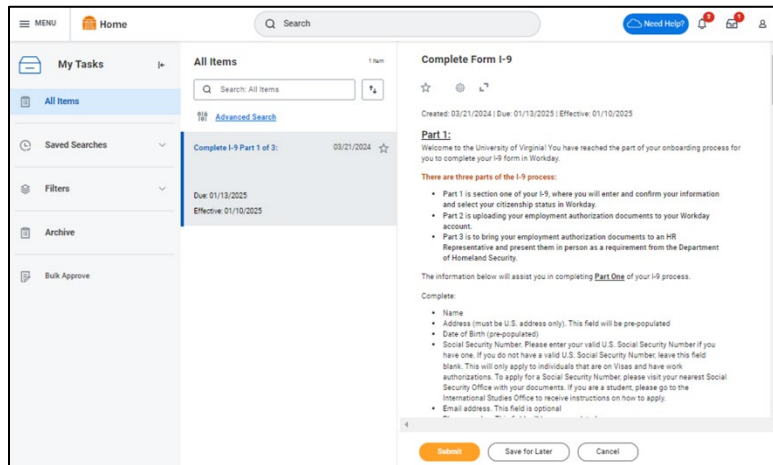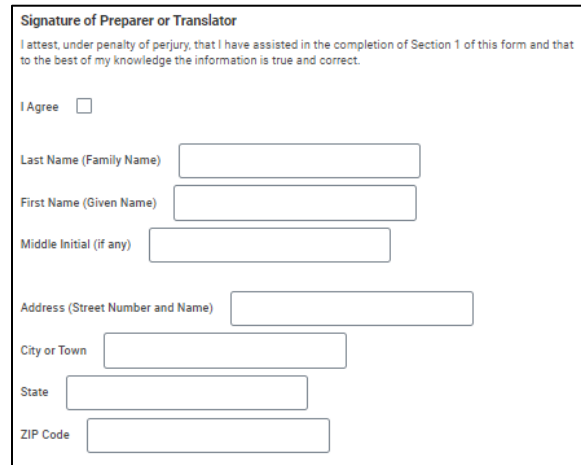

With this time-sensitive task in mind, review the instructions thoroughly and **complete Section 1. Employee Information and Attestation**.

Some of this information will be pre-populated so New Hires may want to review those fields for accuracy. Additionally, New Hires will need to **attest to your Citizenship or Immigration Status** by selecting from one (1) of the four (4) options listed.

Under **Signature of Employee**, read and accept the attestation statement by clicking on **I Agree***.

Under **Supplement A. Preparer and/or Translator Certification for Section 1**, indicate whether another individual (e.g., Preparer or Translator) assisted you with completing the form.

If one or more individual(s) (i.e., Preparer or Translator) assisted you with completing Section 1, then the individual(s) would also need to read and accept the attestation statement as well as provide their personal information.

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

I Agree ☐

Last Name (Family Name)

First Name (Given Name)

Middle Initial (if any)

Address (Street Number and Name)

City or Town

State

ZIP Code
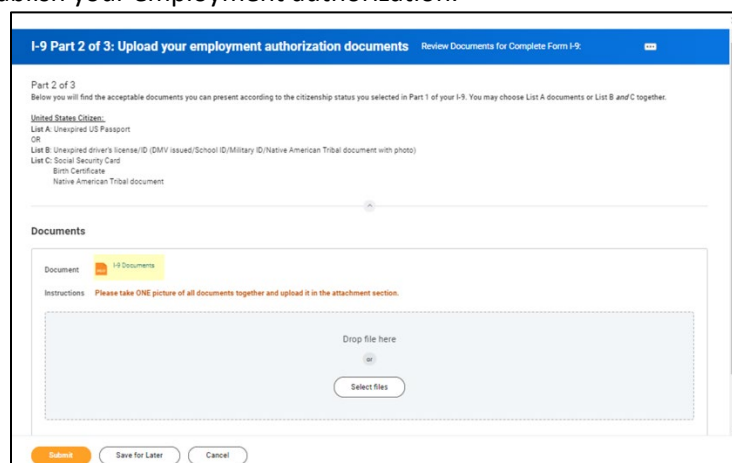
Once you are certain that your information in Section 1 is complete and accurate, click **Submit**.

Upon clicking Submit, New Hires will be prompted to **Review Documents** that New Hires will be required to upload through Workday <u>and</u> to present, in person, to an HR Representative. Click on **Review Documents** to launch the next Onboarding task.

Success! Event submitted

Up Next: | I-9 Part 2 of 3: Upload your employment authorization documents

View Details
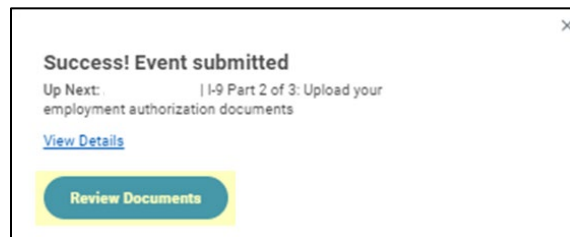
Review Documents

2. **I-9 Part 2 of 3: Upload your employment authorization documents**

Click on the **I-9 Documents PDF file** to review the types of documents New Hires will need to present to establish your employment authorization.

I-9 Part 2 of 3: Upload your employment authorization documents   Review Documents for Complete Form I-9:

Part 2 of 3
Below you will find the acceptable documents you can present according to the citizenship status you selected in Part 1 of your I-9. You may choose List A documents or List B and C together.

United States Citizen:
List A: Unexpired US Passport
OR
List B: Unexpired driver's license/ID (DMV issued/School ID/Military ID/Native American Tribal document with photo)
List C: Social Security Card
        Birth Certificate
        Native American Tribal document

Documents

Document   I-9 Documents

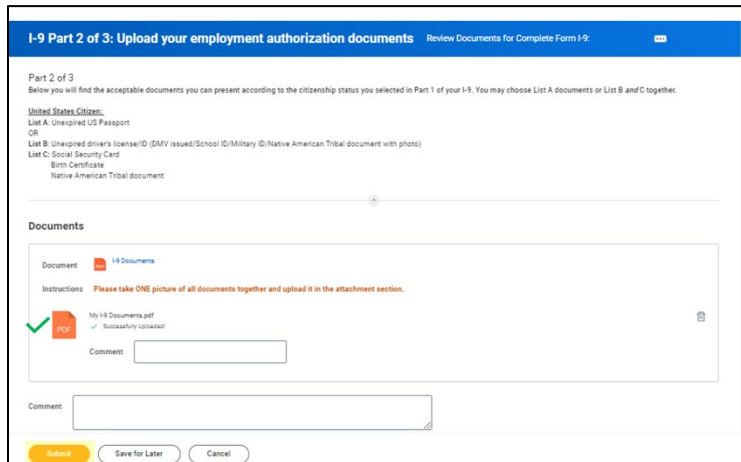Instructions Please take ONE picture of all documents together and upload it in the attachment section.

Drop file here
or
Select files

Submit   Save for Later   Cancel

New Hires will need to upload <u>one</u> file or image of the I-9 document(s) that they intend on presenting, in person, to an HR Representative by using **Drop file here** or clicking on **Select files**. If a New Hire is planning on presenting more than one document (i.e., one List B document <u>and</u> one List C document), then both documents should be included in the single file or image.

You may include a **Comment** should you wish to do so, but this is optional. Otherwise, once your file or image has been uploaded, click **Submit**.

A pop-up window confirming your submission will detail the next step and task for your Onboarding, which is to present your original (i.e., hardcopy) and unexpired I-9 document(s), in person, to an HR Representative.
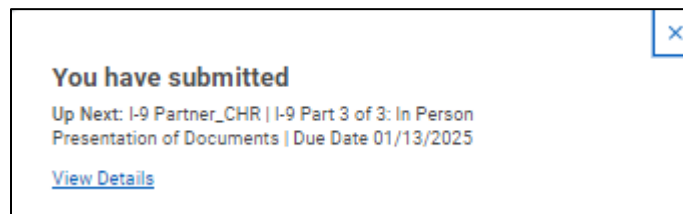

New Hires will <u>not</u> be able to view or access any additional Onboarding tasks until you present your original (i.e., hardcopy) and unexpired I-9 document(s), in person, to an HR Representative and I-9 Part 3 of 3 is complete.

<div align="center">

**FORM I-9 SUCCESSFULLY COMPLETED –
NEXT STEPS FOR ADDITIONAL ONBOARDING TASKS**

</div>

Once you have presented your I-9 document(s) in person and the **Complete Form I-9** process is *Successfully Completed* by an HR Representative in Workday, return to **My Tasks** in Workday.

Appendix C: UVA Parking

Emmet/Ivy Garage to Lee @
UVA Medical Center - UTS Blue

Date: 5/1/2024
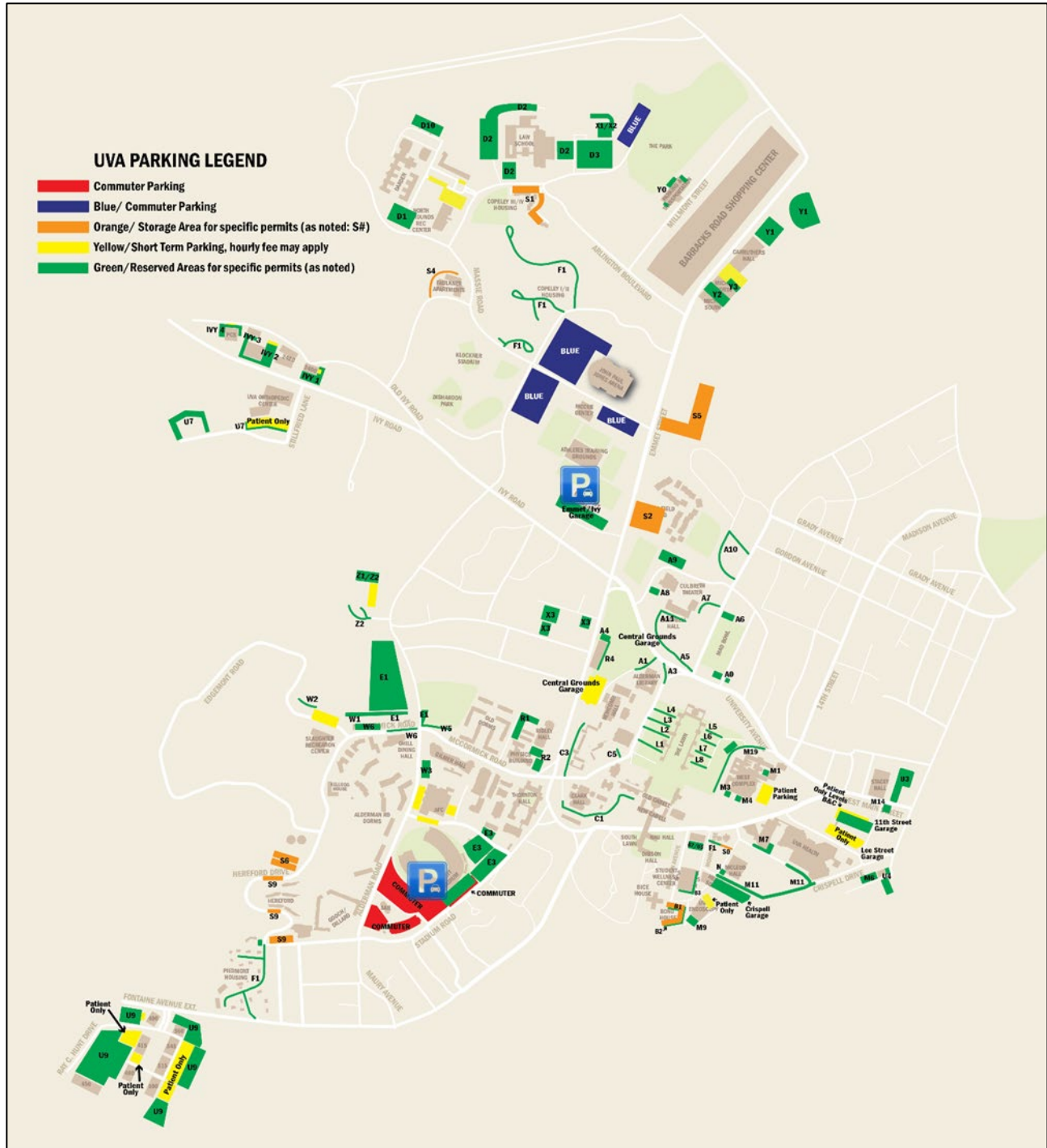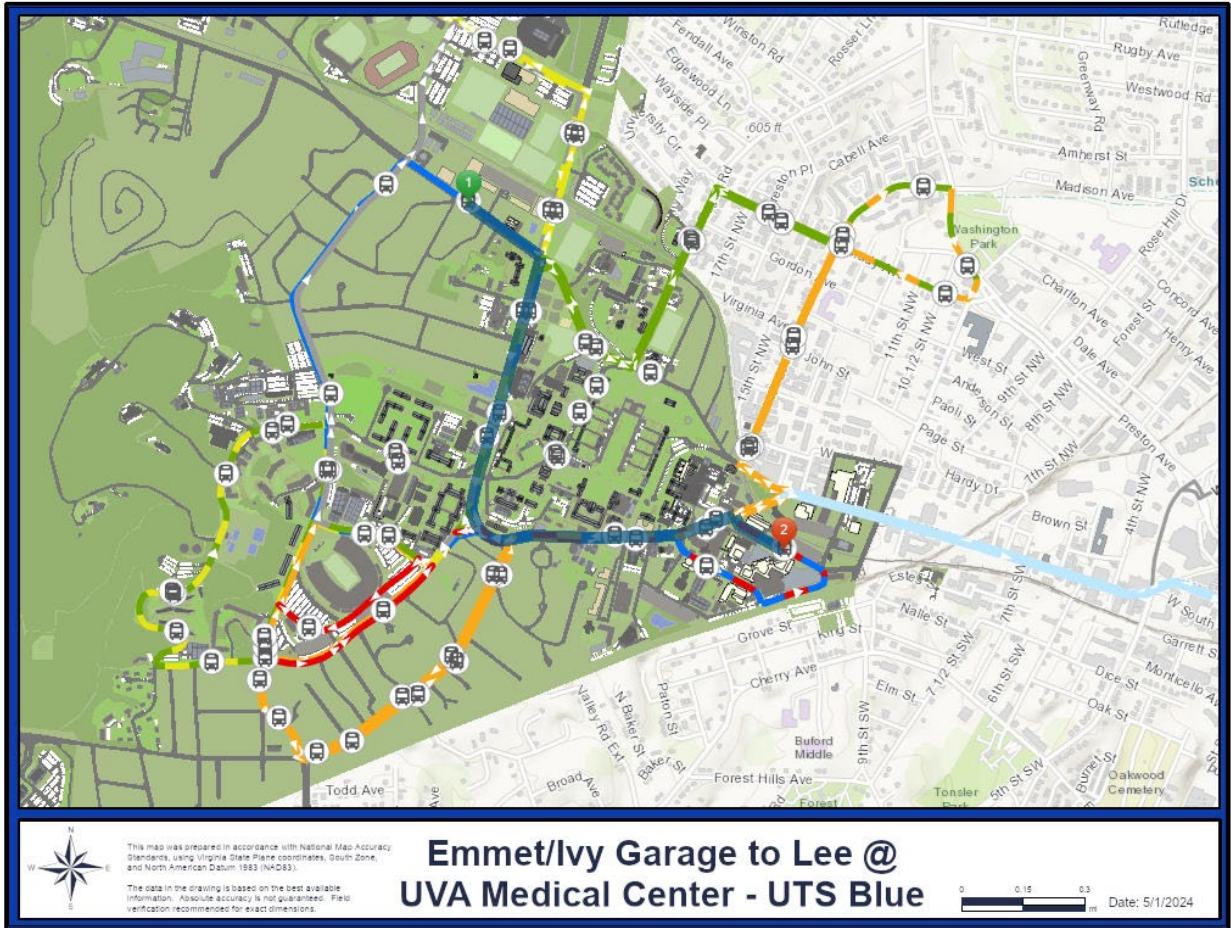
If parking at **Emmet/Ivy Garage**: Take **UTS – Blue Line** Shuttle to **Lee St @ UVA Medical Center** stop.

Scott Stadium to Lee @ UVA
Medical Center - UTS Red

Date: 5/1/2024
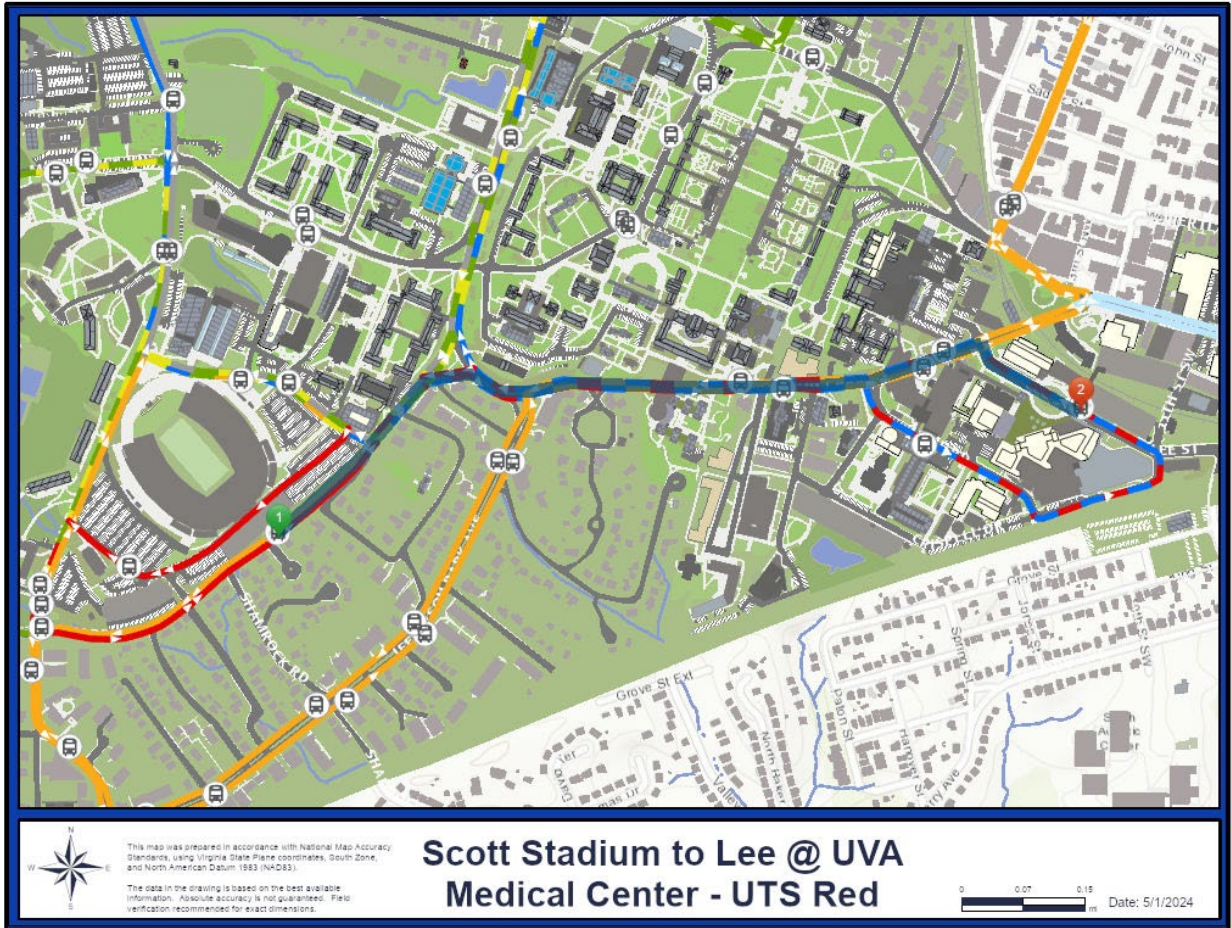
If parking at **Scott Stadium Commuter Lot(s)**: Take **UTS – Red Line** Shuttle to **Lee St @ UVA Medical Center** stop.