

Onboarding Guide for University of Virginia Physicians Group New Hires

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BEFORE YOUR FIRST DAY

1) Get Acclimated

- ✓ **Check in with your manager and discuss guidelines and expectations for your work schedule.**
Most University of Virginia Physicians Group new hires are NOT remote for their entire first day or week.
- ✓ 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
 - [New hire probation policy](#) (be sure to review the correct organization)
 - Confidentiality and privacy expectations

2) Schedule Your New Employee Screening Appt. with WorkMed

Candidates are responsible for contacting and setting up their appointments with WorkMed, at least 10 days prior to their start date. Candidates are also responsible to provide documentation of their vaccination history.

Their office hours are 8 am – 4:30 pm, M – F.

The WorkMed clinic is located at 1910 Arlington Blvd, Charlottesville, VA 22903. Parking is free. Employee Health's phone number is 434.243.0075.

3) 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 resetpassword](#)
- 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.

Complete Section 1 of the I-9 Form via Workday

Enroll and Complete First Time Login for UVA Health Network Account: Complete eLearning Module for [First Time Sign-In for UVA Health](#)

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 or your UVA sponsor/supervisor.

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.”

4) Begin the Process to Obtain Your ID Badge

UPG team members are required to wear identification badges. You will use your ID badge to clock in/out, if required, and to access various buildings and doors. 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.

NOTE: *In order to process your UVA Health ID Badge and receive it at UPG Orientation, **you must complete these steps to upload a photo for your ID badge the week before your first day.** If this step is not completed, new UPG employees will be responsible for picking up their ID badge in person from the Badge Office at the Medical Center.*

The ID Badge Office is located in the West Complex at UVA Medical Center. Hours of operation are 8:30 a.m. to 4:15 p.m. Monday-Friday, and they close promptly. Please allow ample time to complete this task; you should expect to wait in line.

ON YOUR FIRST DAY - ORIENTATION

UPG New Hires are invited to attend the virtual UPG Orientation online via the shared Zoom link. UPG Orientation will promptly begin at 9:00 AM and will end at 12:30 PM. We ask that you sign on 15 minutes prior to check-in.

Please use the information below to join the session:

Join Zoom Meeting: <https://virginia.zoom.us/j/93946026288?pwd=UDZLQ1NmVkdGK2RSUnErcFBWT1hQUT09>

Meeting ID: 939 4602 6288

Passcode: 621844

One tap mobile

1-646-558-8656

If you are unable to attend the virtual UPG Orientation, please consult with your manager who will assist with making alternative arrangements.

PLEASE NOTE: Since you will be attending the virtual UPG Orientation on your first day, please be sure to connect with your manager before your first day of work. If you are unable to attend UPG Virtual Orientation, please contact your manager for additional instructions.

DURING YOUR FIRST WEEK - ONBOARDING

5) 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](#).

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
- ✓ 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 7**)
- ✓ 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.

6) Complete Your I-9 – Section 2

The Form I-9 is your second onboarding task in your Workday inbox. Federal law requires that you complete your I-9 by your third day of employment. **If you do not complete your I-9 within provided deadlines, federal regulations require UVA to terminate your employment until you are in compliance.**

Completion of the I-9 process will take **two** steps:

1. Complete Section 1 of the Form I-9 in Workday by your third day of work.
2. Federal regulations require that you also physically present your I-9 document(s) in person. Bring two acceptable documents (*not copies*) with you to process your I-9. You can provide

either **ONE List A** document OR **TWO documents from Lists B AND C** (ONE EACH). Acceptable documents are listed here.

You may process your I-9 at the Human Resources office:

- **Up to 3 business days before your start date** (if you are local) so, as early as the Wednesday before your hire date.
- **Up to 3 business days after your start date**, so as late as the Thursday after your start date.
- The Human Resources office is located at 2420 Old Ivy Road, Charlottesville, VA, and is open Monday – Friday between 8:30 a.m. – 4:30 p.m. Free guest parking is available in front of the building. Follow the instructions in the lobby to connect with someone in HR to assist you. No appointment is necessary.

7) Explore Workday Learning

- ✓ 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.
- ✓ From the Workday homepage, click on View All Apps, then select 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.

8) Complete Computer-Based Learning Modules

As a new UPG 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 Medical Center Employees category under the Mandatory Training section. Depending on your role, you may be assigned additional modules.

9) Enroll in Emergency Alerts

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

10) Select Your Benefits

Benefits will be covered during UPG virtual orientation, and information will be sent out afterward.

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

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