

# COLLEGE OF ENGINEERING

UNIVERSITY of WASHINGTON

## NEW EMPLOYEE CHECKLIST

**Welcome!** You should have already received your employee identification number (EID) and set up your UW NetID, but if you haven't, let your supervisor know right away. This checklist is for campus staff; UWMC and Harborview employees have additional requirements.

### ACT

- ☐ Complete Workday Onboarding tasks in your Workday inbox: "Sign into Workday" at [employeehelp.workday.uw.edu](https://employeehelp.workday.uw.edu)
- ☐ Go to <https://uwnetid.washington.edu/manage/?forward> and make sure that the "Forward to UW Office 365" box is selected for your email.
- ☐ Meet with your I-9 coordinator to complete your Form I-9 by your 3<sup>rd</sup> day of employment: [hr.uw.edu/policies/form-i-9/requirements](https://hr.uw.edu/policies/form-i-9/requirements)
- ☐ Get your Husky card; bring your EID and state or federal photo ID: [hfs.uw.edu/Husky-Card-Services](https://hfs.uw.edu/Husky-Card-Services)
- ☐ Sign up for UWALERT: [uw.edu/safety/alert](https://uw.edu/safety/alert)
- ☐ Register for required and recommended trainings: [hr.uw.edu/talent/onboarding/required-employee-training](https://hr.uw.edu/talent/onboarding/required-employee-training)
- ☐ Create your voicemail account: [itconnect.uw.edu/tools-services-support/voice-video/phones/](https://itconnect.uw.edu/tools-services-support/voice-video/phones/)
- ☐ Pick health and retirement elections within 31 days of start date: [employeehelp.workday.uw.edu](https://employeehelp.workday.uw.edu)

### ATTEND

- ☐ Welcome Day session: [hr.uw.edu/pod/courses-and-workshops/new-employee-orientation](https://hr.uw.edu/pod/courses-and-workshops/new-employee-orientation)
- ☐ Cultivating Community at UW: Anti-Racism and DEI&B Training: [uw.edu/deib](https://uw.edu/deib)
- ☐ Husky Prevention & Response (Title IX): [tixemployee.uw.edu](https://tixemployee.uw.edu) (new employees will be able to access this course beginning their second day of employment)
- ☐ Violence Prevention and Response training class: [uw.edu/safecampus](https://uw.edu/safecampus)
- ☐ Asbestos General Awareness Online training: [ehs.washington.edu/training/asbestos-general-awareness-online](https://ehs.washington.edu/training/asbestos-general-awareness-online)
- ☐ Reporting Suspected Child Abuse or Neglect training: [washington.edu/youth/education](https://washington.edu/youth/education)
- ☐ Emergency Evacuation Warden Training: <https://www.ehs.washington.edu/training/emergency-evacuation-warden-training-online>

### REVIEW

- ☐ Your personal information in Workday: "Sign into Workday" at [employeehelp.workday.uw.edu](https://employeehelp.workday.uw.edu)
- ☐ Your job duties, performance expectations, and performance appraisals
- ☐ Your work schedule, time reporting, and time-off information in Workday: "Sign into Workday" at [employeehelp.workday.uw.edu](https://employeehelp.workday.uw.edu)
- ☐ Your employment program by reviewing your labor contract, classified non-union work rules or the Pro Staff Program: [hr.uw.edu/labor/unions](https://hr.uw.edu/labor/unions) or [dop.wa.gov/Rules](https://dop.wa.gov/Rules) or [hr.uw.edu/professional-staff-program](https://hr.uw.edu/professional-staff-program)
- ☐ Your unit's time-off and attendance procedures
- ☐ Your unit's organizational chart
- ☐ Your unit's health and safety procedures, evacuation information, building use and access/security
- ☐ UW's technology use, access, and policies: [itconnect.uw.edu/work/appropriate-use](https://itconnect.uw.edu/work/appropriate-use)
- ☐ Inclement weather procedures/policies: [hr.uw.edu/policies/inclement-weather](https://hr.uw.edu/policies/inclement-weather)
- ☐ Disability accommodations: [hr.uw.edu/policies/disability-accommodation](https://hr.uw.edu/policies/disability-accommodation)
- ☐ Equal Opportunity Affirmative Action Information: [hr.uw.edu/eoaa](https://hr.uw.edu/eoaa)
- ☐ UW Guide to Ethics Policies: [fa.uw.edu/audit/content/guide-ethics-policies](https://fa.uw.edu/audit/content/guide-ethics-policies)

### ASK

- ☐ Need additional help? Contact your COE HR, or if you have questions about benefits enrollment, contact the UW Benefits Office at [benefits@uw.edu](mailto:benefits@uw.edu) or visit: [http://hr.uw.edu/benefits/](https://hr.uw.edu/benefits/)