

# 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: [isc.uw.edu](https://isc.uw.edu)
- ☐ Start your ONE UW online orientation: [hr.uw.edu/oneuw](https://hr.uw.edu/oneuw)
- ☐ Get your Husky card; bring your EID and state or federal photo ID: <https://hfs.uw.edu/Husky-Card-Services>
- ☐ Complete your [COVID-19 Safety Training](#)
- ☐ Sign up for UWALERT: [uw.edu/safety/alert](https://uw.edu/safety/alert)
- ☐ Create your voicemail account, if applicable: <https://itconnect.uw.edu/tools-services-support/voice-video/phones/voicemail-efax-and-texting/accessing-your-voicemail/>
- ☐ Pick health and retirement elections within **31 days** of start date: [isc.uw.edu/your-benefits/newly-eligible](https://isc.uw.edu/your-benefits/newly-eligible)

### 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): <https://tixemployee.uw.edu/>
- ☐ Violence Prevention and Response training class: [uw.edu/safecampus](https://uw.edu/safecampus)
- ☐ Asbestos General Awareness Online training: <https://www.ehs.washington.edu/training/asbestos-general-awareness-online>
- ☐ Reporting Suspected Child Abuse or Neglect training: <https://www.washington.edu/youth/education/>
- ☐ Emergency Evacuation Warden Training: <https://www.ehs.washington.edu/training/emergency-evacuation-warden-training-online>
- ☐ Hazing Prevention: It's Everyone Responsibility – Faculty & Staff Edition <https://uw.prevent.zone/>

### REVIEW

- ☐ Your personal information in Workday: <https://isc.uw.edu/using-workday/managing-your-personal-and-work-information/>
- ☐ Your job duties, performance expectations, and performance appraisals
- ☐ Your work schedule, time reporting, and time-off information in Workday: [isc.uw.edu/your-time-absence](https://isc.uw.edu/your-time-absence)
- ☐ 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 and evacuation information
- ☐ Your unit's 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: <https://hr.uw.edu/policies/disability-accommodation/>
- ☐ UW Nondiscrimination and Affirmative Action Policy: <https://hr.uw.edu/eoaa/>
- ☐ UW Guide to Ethics Policies: [f2.washington.edu/audit/ethics-guide](https://f2.washington.edu/audit/ethics-guide)

### 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: <https://hr.uw.edu/benefits/>