

Temporary, Classified and Professional Staff ONBOARDING CHECKLIST AND ACTION ITEMS

This document includes general information about your appointment as well as specific instructions for orientations and trainings you will need to complete while you orient to the department. This checklist summarizes the main action items. Please email otohr@uw.edu if you have any questions.

Employee ID #: _____

Payroll Title: _____

UWNetID: _____

UW email address: _____

Campus Address: Department of Otolaryngology-HNS

MAILBOX 356515

1959 NE Pacific St.

Seattle, WA 98195

ACT and ATTEND:

- Complete the [WorkDay](#) Onboarding tasks in your inbox
 - Ensure you pick your health and retirement elections within 31 days of start date ***if applicable***
 - Complete Affirmative Action Data in Workday via the [ISC Website](#).
- Register and attend [Welcome Day](#) and explore [One UW](#) Orientation ***if applicable***
 - This will include ADH training (Addressing Discrimination and Harassment)
 - This will include the [UW Benefits Orientation](#)
- Create your [voicemail account](#) and email signature on your first day – see HR for email signature template
- Sign up for [UWALERT](#)
- Obtain ID Badge /Access Card at the Public Safety Office, HSB BB-120, 206-598-5275
 - OTO HR will request the badge prior to your visit to the office. Bring an ID for verification
- Get an Employee [Husky Card](#)
 - OPTIONAL: Bring your new Husky Card to the [Transportation Services](#) building to get a parking pass, UPASS, etc. These services are optional and costs vary. You may also view the prices and complete this online.
- Meet with Oto HR on your start day:
 - You will need to bring identification with you. Please ensure it is from either List A, **or** List B **AND** C (this [link](#) will provide the allowed documents).
 - Bring proof of COVID Vaccination.

COMPLETE TRAINING:

- Register and attend the [Violence Prevention and Response Training](#)
- Watch the following videos:
 - [Reporting Child Abuse or Neglect](#) (Complete assessment at the end)
- Complete the online [Asbestos General Training](#)
- Complete [HIPPA Training](#) and sign the [PCISA form](#), submit to HR for record keeping.

Temporary, Classified and Professional Staff ONBOARDING CHECKLIST AND ACTION ITEMS

I affirm that I have reviewed and completed all items of this checklist.

Employee Name Signature Date:

Supervisor Name Signature Date:

WorkDay (Register Your Personal Information)

A set of activities are to be completed by the employee upon their hire. It may include things like entering contact information, selecting payment elections, and entering I-9 information in Workday. This should not be confused with any onboarding checklist that a unit may use, which might include activities outside of Workday like getting a parking pass or Husky card or attending new employee orientation.

Photo ID/Badge

All employees/faculty need to have a Photo ID badge. This badge is obtained by visiting the office below. Please make arrangements to obtain your photo ID badge on your start date or soon after. Bring a valid drivers license or photo ID such as a passport.

Public Safety Office located on the first floor of the Health Sciences Building in room BB-120. The office is located across the hall from the Plaza Café. The office hours of operation are 7:30 AM to 4:30 PM, Monday to Friday.

Husky Card

The Husky Card is the official identification card for members of the UW community. To qualify for a UW ID card (Husky Card), you must either have a faculty appointment or a permanent staff position with at least 50 percent full-time equivalency. UWMC and HMC medical staff may obtain their Husky cards at the same location as medical center ID badges as noted below.

U-Pass and Parking Options on Campus

The U-PASS is a complete transportation package, offering UW employees an array of mass transit commuting options at steeply discounted rates. A wide variety of parking facilities are also available for those parking on the main campus. Please note that your parking costs are not covered by UW Medicine; they are strictly self-pay. You have the option of having U-PASS charges deducted via automatic payroll deduction.

Contact: Transportation Services, 3745 – 15th Ave NE (across the street from Foege Bldg.)
Phone: (206) 221-3701
Website: <https://transportation.uw.edu/>

ONLINE and LIVE TRAININGS

Asbestos General Awareness Online Training

Some of the UWMC clinics/offices are housed in older buildings. All UW employees are required to complete the annual Asbestos Awareness Training, which can be accomplished online at the website noted below.

Contact: Environmental Health & Safety
Phone: (206) 543-7201

Temporary, Classified and Professional Staff ONBOARDING CHECKLIST AND ACTION ITEMS

Website: <http://www.ehs.washington.edu/psotrain/corsdesc.shtm#asbestos>

Health Insurance Portability and Accountability Act (HIPAA) Training:

You have a maximum of 30 days from the start date of your employment at UWMC. This training is required at each employing institution – prior completion of HIPAA training at another institution will not count toward completion of this requirement at the UW. This training must be completed before you can start seeing patients at any UW Medicine site.

Website: <https://lms.uwmedicine.org/>

Violence prevention and response

This 90-minute training workshop, facilitated by SafeCampus, teaches employees how to recognize concerning behaviors, respond, and prevent violence in the workplace. To register for Violence Prevention and Response training, visit the [SafeCampus website](#).

Husky Prevention and Response (Title IX)

Husky Prevention & Response is a foundational, required online prevention and response [course](#) about sex- and gender-based violence and harassment for staff, faculty, and other academic personnel. Throughout the course, the strategies offered are meant to create and support positive UW climates and endeavor to stop sex- and gender-based violence and harassment before they happen. The course is relevant to all UW workplace and campus locations and includes tailored content based on your employee role. New employees must [complete the course](#) within 30 days of their hire date (please note new employees will be able to access the course beginning their second day of employment). For more information on the course visit the [Title IX employee course webpage](#).

ORIENTATIONS

UW Orientation – Human Resources *(NOTE: this is separate from UW benefits orientation)*

Website: <https://hr.uw.edu/talent/onboarding/new-employee-onboarding/>

UW Benefits Orientation (now part of Welcome Day)

The completion of a benefit orientation is required within 30 days of employment. The orientation will address timelines and requirements for all benefit-related issues, from medical coverage to retirement planning and optional long-term disability insurance enrollment.

Contact: Human Resources

Phone: (206) 543-5630

Website: <https://hr.uw.edu/benefits/benefits-orientation/>

The following link provides a summary of benefits plans by employment group. See details at this link:

<http://www.washington.edu/admin/hr/benefits/benefits-summaries.html>

NOTE: Changes to benefit plan options are accepted during the annual enrollment period in *NOVEMBER* of each year to take effect in January of the following year.

Temporary, Classified and Professional Staff ONBOARDING CHECKLIST AND ACTION ITEMS

Email and Computer Usage by Faculty and Staff

Email is made available to University faculty and staff solely for the purpose of facilitating effective business operations. Email management software may vary by site and designated IT support units.

Information about UW email retention and management recommendations are found at:

<http://f2.washington.edu/fm/recmgt/retentionschedules/gs/general/uwgs5>

Regulations promulgated by the Washington State Executive Ethics Board place significant constraints on non-University related use. Under those regulations, employees may use University-provided email for personal communications in a manner comparable to what is allowed for personal local use of University telephones.

Consistent with the newly amended rule on the use of state resources (WAC 292-110-010), faculty and staff can have limited personal use of computers, electronic mail and the Internet, so long as that use:

- Is of little or no cost to the state.
- Is brief in duration, occurs infrequently, and is the most effective use of time and resources.
- Does not interfere with the employee's official duties.
- Does not disrupt University business.
- Does not disrupt other employees or obligate them to make personal use of state resources.
- Does not compromise the security or integrity of state property, information or software.

State law continues to prohibit the use of University computers to access computer networks or other databases, including the Internet and electronic mail, for personal business-related, commercial, campaign or political purposes, or to promote an outside business or group or to conduct illegal activities. It is important to recognize that while limited personal use of email may not result in an Ethics violation, all email messages -- unlike telephone calls -- are public records and are subject to public inspection under state public records laws. A complete copy of the UW Administrative policy Statement titled "Personal Use of University Facilities, Computers, and Equipment by University Employees" can be found at:

<http://www.washington.edu/admin/rules/APS/47.02.html>

Requesting Approval for Outside Work (if applicable)

Complete and submit the Request for Approval of Outside Work

https://hr.uw.edu/wp-content/uploads/2016/07/1555_V8_Outside-Work-Request-for-Approval-Professional-And-Classified-Staff_82016.pdf

GENERAL UW POLICIES and RESOURCES

- UW's technology use, access, and policies: <https://itconnect.uw.edu/work/appropriate-use/>
- Inclement weather procedures/policies: <https://hr.uw.edu/policies/inclement-weather/>
- Disability accommodations: <https://hr.uw.edu/policies/disability-accommodation/>
- UW Nondiscrimination and Affirmative Action Policy: <https://ap.washington.edu/eoaa/>
- UW Guide to Ethics Policies: <https://fa.uw.edu/audit/content/guide-ethics-policies>
- UW ISC: <https://isc.uw.edu/>
- UW Directory: <http://www.washington.edu/home/directories.html>
- UW Website: <http://www.washington.edu/>
- UW Otolaryngology-HNS Department Website: <https://otolaryngology.uw.edu/>