

Department of Pediatrics New Employee Checklist

Welcome! You should have already received your employee identification number (EID) and set up your UW NetID. If not, notify your supervisor right away. This checklist is for permanent staff in the Department of Pediatrics.

Act: Individually

Complete Workday Onboarding tasks in your [Workday](#) inbox.

- Please act on tasks promptly if they arrive in your inbox; i.e. I9 Paperwork, Direct Deposit, UW Net ID, Directory Listing, Affirmative Action Data Form, etc.
- Connect with your HR Specialist for specific directions regarding your i9 verification which must be completed in person
- Select health and retirement [elections](#) within 31 days of your start date.
- Complete the [Privacy, Confidentiality, and Information Security Agreement](#) and send to [Peds HR](#).
- Gain access to [Vitals](#), the UW Medicine intranet. Update your profile and optionally download the app.
- Complete the following UW and UW Medicine Trainings.
 - [Reporting Suspected Child Abuse](#) Training
 - [Husky Prevention & Response](#) (Title IX) Training
 - [Asbestos General Awareness](#) Online Training
 - [Hazing Prevention](#) Training
 - [Cultivating Community at UW Anti-Racism and DEIB](#) Training
 - [Violence Prevention and Response](#) TrainingComplete the remaining trainings on the Compliance Learning Portal
 - [Mandatory Compliance Training](#) (Annual)
 - [Protecting Patient Information](#) (HIPAA) Training
- Sign up for [UWALERT](#)
- Sign up for the Pediatrics [Newsletter](#)

Review: Individually

- Your personal information in [Workday](#)
- Your unit's health and safety procedures and evacuation information.
- UW technology use, access, and [policies](#)
- Inclement weather procedures and suspended operations [policies](#)
- [FMLA](#) overview
- Disability [accommodations](#)
- UW nondiscrimination and affirmative action [policies](#)
- UW ethics [guide](#)
- Complaint resolution [policies](#)
- School of Medicine [Policy](#) on Professional Conduct
- Workday basic [trainings](#)

With Your Manager

- Create your voicemail account (UW deployed or SCH deployed staff options available).
 - [UW](#) deployed staff:
 - [SCH](#) deployed staff.

- Attend Pediatrics Department Orientation with the PEDS HR Team.
- Your job duties, performance expectations, and performance appraisals.
- Your work schedule, time reporting, and time-off [information](#)
- Sign and email [Telework Plan](#) Agreement Form to [Pediatrics HR](#).
- Central Admin staff only: Submit phone service [request](#) ServiceNow or call IT; notify Facilities Operations Manager after completion.
- Your unit's time-off and attendance procedures.
- Your unit's building access and security.
- Your unit's organizational chart.

Remember

- To add or make changes to the UW Directory, select Identity.UW in your worker profile in Workday or go directly to the [website](#).
- Enroll in insurance within the first 30 days of employment.

Ask

- If you need additional help with Workday contact Employee Workday [Help](#)
- UW [Pediatrics HR](#).