

UW Pediatrics

CLINICAL CARE • EDUCATION • RESEARCH • ADVOCACY

Department of Pediatrics 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 permanent staff in the Department of Pediatrics. Please check items off as completed, sign, and return to Pediatrics Human Resources, pedshr@uw.edu.

Act:

Individually:

- Complete Workday Onboarding tasks in your [Workday](https://employeehelp.workday.uw.edu/) inbox: <https://employeehelp.workday.uw.edu/>
 - 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 start date: <https://employeehelp.workday.uw.edu/your-benefits/newly-eligible/>
- Complete [Privacy, Confidentiality, and Information Security Agreement](#) and send the signed copy to pedshr@uw.edu
****May also be returned via DocuSign****
- Review the School of Medicine's Policy on Professional Conduct: <https://www.uwmedicine.org/about/policy-on-professional-conduct>
- In [OneUW, Register for UW Welcome Day](#) and complete the following required trainings:
 - [Reporting Suspected Child Abuse](#)
 - [Violence prevention and response](#)
 - [Husky Prevention & Response \(Title IX\)](#)
 - [Cultivating Community at UW: Anti-Racism and DEI&B Training](#)
 - [Asbestos General Awareness Online Training](#)
- Complete the Following UWMedicine Trainings:
 - *Look for an email from wordpress@uwmedicinecompliance.uw.edu
 - [Mandatory Compliance Training \(Annual\)](#)
 - [General Compliance Training \(GCT\)](#)
- Sign up for UWALERT: uw.edu/safety/alert

With Your Manager:

- Create your voicemail account:
 - UW deployed staff: itconnect.uw.edu/connect/phones/avst-voicemail
 - SCH deployed staff: http://child.childrens.sea.kids/People_and_Places/Departments/Telecom/Cisco_Voicemail_FAQs/

Attend:

- Pediatrics Department Orientation with the PEDS HR Team

Review:

Individually:

- Your personal information in Workday: <https://employeehelp.workday.uw.edu/using-workday/managing-your-personal-and-work-information/>
- Your unit's health and safety procedures and evacuation information
- UW's technology use, access, and policies: itconnect.uw.edu/work/appropriate-use
- Inclement weather procedures/policies: hr.uw.edu/policies/inclement-weather/
- Suspended operations: <https://hr.uw.edu/policies/suspended-operations/>
- Family and Medical Leave Act (FMLA) overview: <https://hr.uw.edu/ops/leaves/fmla/overview/>
- Disability accommodations: <http://hr.uw.edu/policies/disability-accommodation/>
- UW Nondiscrimination and Affirmative Action Policy: ap.washington.edu/eoaa/
- UW Guide to Ethics Policies: f2.washington.edu/audit/ethics-guide
- Complaint resolution: <https://hr.uw.edu/policies/complaint-resolution/>
- School of Medicine's Policy on Professional Conduct: <https://www.uwmedicine.org/about/policy-on-professional-conduct>
- [Workday basic trainings](#)

With Your Manager:

- Your job duties, performance expectations, and performance appraisals
- Your work schedule, time reporting, and time-off information in Workday: <https://employeehelp.workday.uw.edu/your-time-absence/time-off/>
- Your unit's time-off and attendance procedures
- Your unit's organizational chart
- Your unit's building use and access/security
- Sign and email [Telework plan agreement form](#) (hybrid/occasional or 100% remote) to pedshr@uw.edu

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: <https://identity.uw.edu/>
- Enroll in insurance within the first 30 days of employment

Ask:

- Need additional help with Workday? Contact your unit or the Employee Workday Help at workday.uw.edu/employee/help UW Tower, Floor O-2. You may also contact hrhelp@uw.edu for questions unrelated to payroll or benefits
- UW Department of Pediatrics Human Resources: pedshr@uw.edu

I certify that I have completed the required forms and trainings above and have sent the signed Privacy, Confidentiality, and Information Security Agreement and Policy on Professional Conduct to Box 354905.

I will complete online HIPAA training if applicable within 60 days of my hire.

Employee Name

Signature

Date

Supervisor Name

Signature

Date

For Pediatrics HR Completion:

- This employee has completed online HIPAA Training
 - Date:

PLEASE REMEMBER TO SEND THE ORIGINAL COPIES OF THE FOLLOWING TO PEDSHR@UW.EDU (listed under Act):

- **SIGNED PRIVACY, CONFIDENTIALITY, AND INFORMATION SECURITY AGREEMENT**
- **SIGNED TELEWORK AGREEMENT**
- **[HIPAA TRAINING](#) PROOF OF COMPLETION**

**** These may also be returned via DocuSign**