First and second day  
Attend SOM New Faculty Orientation

For those who do not attend SOM New Faculty Orientation, please complete the following:

During New Faculty Orientation Items: Days 1-2
- Get your Health System ID Badge
- Complete UVa I-9 form
- Complete UPG I-9 form (faculty with UPG contract)
- Meet your mentor(s) and/or department representative
- Attend orientation sessions to learn about Be Safe, Clinical Staff Membership, Hoos Well, Faculty and Employee Assistance Program, physician relations and referral services, Health Marketing Communications, privileging and credentialing, Piedmont Liability Trust (professional liability insurance coverage), etc.
- Review UVa benefits and retirement information to ensure you fully understand plan options
- Review UPG benefits and retirement information to ensure you fully understand plan options (faculty with UPG contract)
- Take Health Marketing Photo

Faculty with UPG contract:
  - Complete UPG payroll forms, sign-up for direct deposit and complete W-4, VA-4, and UPG demographic forms
  - Complete UVa payroll forms, sign-up for direct deposit and complete W-4 and VA-4 forms using Employee Self-Service (www.hr.virginia.edu > SSTL)
- Complete UPG New Provider Training (faculty providing clinical care)

By fifth day
- Get your UVA computing ID and identification card to activate your accounts (Complete the steps outlined online at http://its.virginia.edu/accounts/facstaffaccounts.html, including UVa ID Verification and Authentication)
- Sign up for a parking permit with the Office of Parking and Transportation www.virginia.edu/parking
- Complete required EPIC training
- Complete required employee training via UVa Health System Learning Management System/NetLearning at https://lms.netlearning.com/mynetlearning/UVA
- See your department telephone counselor or department administrator for your phone extension and to obtain information on how to activate your voicemail. See http://its.virginia.edu/commserv/telephone/home.html
- Sign up for UVa Alerts at https://www.virginia.edu/uvaalerts/. UVa Alerts notifies registered users via text message when the University population faces imminent threat from a hazard.

During your first two weeks
- Complete UPG benefits selection within 60 days of date of hire (faculty providing clinical care)
  - Review UPG retirement and benefits information to ensure you fully understand your plan options
- Complete UVa benefits selection within 60 days of date of hire via Benefits@UVA (www.hr.virginia.edu)
  - Review UVa retirement and benefits information to ensure you fully understand your plan options
- Update personal contact information in Employee Self-Service at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > Personal Information
- Complete selective service form in Employee Self Service (males only) at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > Personal Information > Basic Details > Update
- Complete suggested UVa eLearning modules: Getting Paid and Taking Leave, Benefits (Ask Alex), Policies and Standards, Safety and Security
- Voluntarily self-identify your disability status in Employee Self-Service at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > Disclose Disability Status
- Voluntarily self-identify your veteran status in Employee Self-Service at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > Disclose Veteran Status

Updated May, 2017
During your first month

Review emergency event status (designated/non-designated) at www.hr.virginia.edu > SSTL > UVA Employee Self-Service > My Information (visit http://www.hr.virginia.edu/event-status/event-status-faqs/ for more information)
Review UVa Care Connection at https://uvahealth.com/appointments
Review faculty development opportunities at http://faculty.med.virginia.edu/facultyaffairs/
Review education benefits information at http://www.hr.virginia.edu/hr-for-you/universitystaff/university-staff-benefits/education-benefits/
Update CV to reflect new position
Become familiar with KnowledgeLink at http://www.healthsystem.virginia.edu/mylink/
Review university policies at http://www.virginia.edu/uvapolicies

Departmental Orientation Items

Supervisor
Meet colleagues and departmental leaders
Review your job duties, responsibilities, expectations, and goals with your supervisor
Discuss performance standards with your supervisor
Discuss work schedule, leave, and time-away policies and procedures

Organization/Governance
Understand how your department is organized. Ask for an organizational chart.
Get a list of key departmental contacts (computer support, fiscal, purchasing, HR/payroll/benefits, grants/research administration, help desk, etc.)
Ask about schedules for important departmental meetings
Go on a workplace wayfinding tour of the building you work in to identify restrooms, fire exits, conference rooms, break areas, supply closet, etc.
Review departmental safety and security procedures and plans

Technology
Get pager
Meet with departmental IT support to review computer set up, log on, email, data security, and responsible computing handbook information
Discuss important email distribution lists
Get telephone number and voice mail access and ask how long distance calls are handled
Ask about work-issued cell phone
Get access to shared drives

Policies/Procedures
Complete required departmental training
Review reimbursement policies and procedures
Review travel policies and procedures

Miscellaneous
Discuss uniform distribution information including white coats, scrubs, etc.
Review office location and get office key, supplies, etc.
Ensure ID badge access to buildings/rooms has been requested
Order business cards (optional)
Ask how inter-departmental mail is handled
Ask about department communications and publications information
Helpful Websites

• ITS: Getting Started with Computing & Communications http://its.virginia.edu/guides/getstarted.html

• ITS Computing Accounts http://its.virginia.edu/accounts/createacct.html

• Cavalier Computers https://www.cavaliercomputers.com/shop_employees.asp?

• Community Relations http://communications.virginia.edu/communityrelations/index

• Diversity and Equity http://vpdiversity.virginia.edu

• Employee Same Day Clinic https://www.medicalcenter.virginia.edu/esdc

• Equal Opportunity and Civil Rights http://eocr.virginia.edu

• Faculty and Employee Assistance Program www.medicalcenter.virginia.edu/feap/home.html

• Hoos Making a Safer Community www.virginia.edu/safercommunity

• Maps & Directions www.virginia.edu/maps

• Sustainability at UVA http://sustainability.virginia.edu

• UVA Bookstore http://uvabookstores.com

• UVA Discount Program www.uvauteam.com