NEW RESEARCH & INSTRUCTIONAL FACULTY CHECKLIST
School of Medicine

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

  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

  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)

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 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 UVa benefits selection within 60 days of date of hire via Benefits@UVA www.hr.virginia.edu)
  o 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

<u>During your first month</u>

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-staffbenefits/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

Meet with SOM Office for Research faculty to understand laboratory resources across grounds

Departmental Orientation Items

<u>Supervisor</u>

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

<u>Organization/Governance</u>

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

<u>Technology</u>

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

<u>Policies/Procedures</u>

Complete required departmental training

Review reimbursement policies and procedures

Review travel policies and procedures

<u>Miscellaneous</u>

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 by your supervisor

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://sustainibility.virginia.edu

- UVA Bookstore http://uvabookstores.com

- UVA Discount Program www.uvauteam.com