Grounds for Success

New Hire Checklist

Your Guide to Becoming a Successful Employee

On or before your first day

☐ Complete part 1 of your I-9 Online.
The link is located at http://www.hr.virginia.edu/other-hr-services/CIS/i-9-online-page/i-9-online-for-employees/

☐ Get your UVa computing ID, UVa identification card, and activate your accounts.
New employees won’t be able to access many UVa enterprise systems, such as email and secure wireless networking, until completing the steps outlined online at http://its.virginia.edu/accounts/facstaffaccounts.html

By your third day

☐ Complete section two of the I-9 process with your I-9 Specialist (contact information provided in your offer letter.)

Payroll

☐ Sign-up for direct deposit using Employee Self-Service, www.hr.virginia.edu. Select the SSTL link at the top of the page.

☐ Complete your W-4 form using Employee Self-Service, www.hr.virginia.edu. Select the SSTL link at the top of the page.

☐ Complete your Va-4 form by printing the form using Employee Self Service. www.hr.virginia.edu. Select the SSTL link at the top of the page.

During your first two weeks

☐ Complete eLearning modules.

Benefits

☐ Review your retirement and benefits information on the University Human Resources website to ensure you fully understand your plan options.

Documentation

☐ Review and update your personal information in Employee Self-Service including your veteran status, W-2 online option, phone numbers, and address.
Department Orientation

- Ask your supervisor to give you a facilities tour of the building you work in and to identify restrooms, fire exits, conference rooms, supply room, and break areas.
- Understand how your department is organized. Ask your supervisor for an organizational chart. The University’s org chart is located at [http://www.virginia.edu/orgchart/](http://www.virginia.edu/orgchart/).
- Learn about your department’s mission, vision, goals, policies and procedures and strategy.
- Find out the specific functions of your department.
- Meet co-workers and the department leadership team.
- Review your job duties, responsibilities, competencies, expectations, and goals with your supervisor.

Transportation & Parking

- Sign-up for a parking permit with the Parking Office. [http://www.virginia.edu/parking/](http://www.virginia.edu/parking/)

Telephone

- See your Department Telephone Counselor or Department Administrator for your phone extension and to obtain information on how to activate your voicemail. [http://its.virginia.edu/commserv/telephone/home.html](http://its.virginia.edu/commserv/telephone/home.html)

Voluntarily self-identify your disability status in Employee Self-Service. To learn more about why the University asks for this information and how it is used visit: [http://www.virginia.edu/eop/demographicsFAQs.html](http://www.virginia.edu/eop/demographicsFAQs.html).

Update your selective service status in Employee Self-Service (males only)

Sign and turn in the Patent Policy Form—(Faculty and Professional Research Staff only) [http://www.virginia.edu/vpr/patent.pdf](http://www.virginia.edu/vpr/patent.pdf)

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- Find out the specific functions of your department.
- Meet co-workers and the department leadership team.
- Review your job duties, responsibilities, competencies, expectations, and goals with your supervisor.
Discuss the performance standards for your position with your supervisor.

Discuss your work schedule with your supervisor.

Find out your supervisor’s expectations regarding attendance,

Complete required training for your department.

Review the Department Safety Plan with your supervisor or HR Administrator.

Find out if you are a designated or non-designated employee in emergency situations.

Ask your supervisor how inter-office mail is handled within your department. Find out how the University mail system

During your first month

Enroll in employee benefits within 60 days of your date of hire. Enroll via Benefits@UVa, go to www.hr.virginia.edu for a Benefits@UVa tutorial, go to http://www.hr.virginia.edu/online/benefits/toe.html. All forms can be dropped off at 914 N Emmet Street, PO Box 400127, Charlottesville, Va 22904.

Take the Office of Equal Opportunity Programs’ Preventing and Addressing Discrimination, Harassment, & Retaliation training. This training is mandatory for all faculty and staff. The training can be taken online or in-person. Visit www.virginia.edu/eop/training.html to access the online training modules and in-person schedule.

Review the University Policies by visiting http://www.virginia.edu/uvapolicies/

Review and clarify your goals, performance objectives and expectations with your supervisor, and enter into Lead@ if applicable.

http://www.hr.virginia.edu/other-hr-services/employee-development/performance-management/performance-management-toolkit/

Sign up for UVa Alerts by visiting https://www.virginia.edu/uvaalerts/.

During your first three months

Attend any classes needed to gain access to Enterprise Applications including the HR/Finance Integrated System, Student Information System, and Document Imaging System. For complete access instructions, see:
http://www.virginia.edu/integratedsystem/gettingStarted/home.html

Attend any classes needed for other system responsibilities.

Take advantage of the free classes offered by the Center for Leadership Excellence in Human Resources, and free access to our net-learning program by visiting http://www.virginia.edu/leadershipexcellence/
Familiarize yourself with Human Resources Benefits Hoo’s Well program located at http://www.hr.virginia.edu/other-hr-services/hooswell/

**During your first six months**

- Discuss completed training classes offered by Employee Development in Human Resources and training planned for the future with your supervisor.
- Review six month performance evaluation with your supervisor.

**Other Helpful Sites**

- Benefits@ UVa Help http://www.hr.virginia.edu/online/benefits/toc.html
- Cavalier Advantage http://www.virginia.edu/cavalieradvantage/about.html
- Cavalier Computers http://www.cavaliercomputers.com/shop_employees.asp?
- Center for Leadership Excellence http://www.virginia.edu/leadershipexcellence/
- Community Relations http://www.virginia.edu/communityrelations/
- Dining Services http://www.campusdish.com/en-us/CSMA/VIRGINIA
- Staff Senate (staff representatives for university matters) http://staffsenate.virginia.edu/
- Equal Opportunity Programs (EOP) http://www.virginia.edu/eop/
- Faculty Employee Assistance Program http://www.healthsystem.virginia.edu/pub/feap
- Hoos Making a Safer Community http://www.virginia.edu/safercommunity/
- Human Resource Calendars http://www.hr.virginia.edu/calendars
- Inclement Weather https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-032
- Lead@ UVa http://www.hr.virginia.edu/other-hr-services/employee-development/performance-management/
- Parking and Transportation http://www.virginia.edu/parking/
- Printing and Copying Services http://www.virginia.edu/uvaprint/
Voter Registration

The Commonwealth of Virginia holds elections every year. It is important to register to vote, and update your registration when you move and/or change your name, if you want to participate in the election process. Please keep in mind that registration usually closes 21 days before each election and then reopens the day after each election.

Contact your local Office of Voter Registration to register to vote, update your info, find out where and when to vote and ask questions about registration and ID requirements, absentee voting and restoration of voting rights: Charlottesville (434) 970-3250; Albemarle (434) 972-4173; Buckingham (434) 969-4304; Fluvanna (434) 589-3593; Greene (434) 985-5213; Louisa (540) 967-3427; Madison (540) 948-6533; Nelson (434) 263-4068 and Orange (540) 672-5262. You can also find info and application forms at the