



# UNIVERSITY *of* VIRGINIA

## **Grounds for Success**

### New Hire Checklist



### **Your Guide to Becoming a Successful Employee**

<http://www.hr.virginia.edu/uploads/documents/media/GFSChecklist.pdf>

## 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](http://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](http://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](http://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.

- 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>.

- 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>



### 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>

### Transportation & Parking

- Sign-up for a parking permit with the Parking Office.

<http://www.virginia.edu/parking/>

### 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/>

- 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.

- 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](http://www.hr.virginia.edu) for a Benefits@UVa tutorial, go to <http://www.hr.virginia.edu/online/benefits/toc.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](http://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 Hoos 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?](http://www.cavaliercomputers.com/shop_employees.asp?)

Center for Leadership Excellence <http://www.virginia.edu/leadershipexcellence/>

Commonwealth of Virginia Drug and Alcohol Policy

<http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-policies-and-procedures/university-staff-employee-relations-policies-and-procedures/drug-and-alcohol-use/>

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.its.virginia.edu/policy/policydisplay?id=HRM-032>

John Paul Jones Arena Discount Benefit

<http://www.hr.virginia.edu/hr-for-you/medical-center/mc-benefits/miscellaneous-benefits/john-paul-jones-arena-discount-benefit/>

Lead@ UVa

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

Office of Emergency Preparedness <http://www.virginia.edu/emergency/>

Parking and Transportation <http://www.virginia.edu/parking/>

Printing and Copying Services <http://www.virginia.edu/uvaprint/>

Provost Office <http://www.virginia.edu/provost/>

Respect@ UVa <http://www.hr.virginia.edu/other-hr-services/respectatuva>

Selective Service <http://www.sss.gov>

Social Security Administration <http://www.ssa.gov>

Sustainability at UVa <http://www.virginia.edu/sustainability>

Use of Electronic and Communication Systems  
<http://its.virginia.edu/policy/#responsible>

Terms and Abbreviations <http://www.virginia.edu/deanofstudents/studenttraditions.html>

UVa Alerts <https://www.virginia.edu/uvaalerts/>

University Bookstore <http://www.bookstore.virginia.edu/>

University Child Development Center <http://www.virginia.edu/childdevelopmentcenter/>

UVa Credit Union <https://www.uvacreditunion.org/home/home>

UVa Map <http://www.virginia.edu/map/>

UVa Military Veterans <http://bit.ly/uvamilvet>

A group organized by University veterans that provides networking opportunities, educational resources and support for fellow military veterans.

UVa Today <http://www.virginia.edu/uvatoday/>

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

Workplace Violence Policy [http://www.dhrm.state.va.us/hrpolicy/web/pol1\\_80.html](http://www.dhrm.state.va.us/hrpolicy/web/pol1_80.html)