# New Employee Onboarding

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NetID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee action items:

* Sign hire confirmation letter
* Create UW NetID (Instruction sent to Workday inbox)
* Obtain [Husky Card](https://hfs.uw.edu/Husky-Card-Services/Husky-Card/Employee-Husky-Card)
* Obtain key(s), if applicable
* Sign up for [UW Alert](https://www.washington.edu/safety/alert/)
* Setup computer hardware/software, copier and printing access; contact [help@ce.washington.edu](mailto:help@ce.washington.edu)

Payroll forms in Workday:

* Begin I-9 Verification
* W4 Form
* [Affirmative Action Form](https://ap.washington.edu/eoaa/forms/aadf/)
* [Sign up](https://isc.uw.edu/your-pay-taxes/paycheck-info/#2-setting-up-or-changing-your-direct-deposit) for direct deposit

Register for [required trainings](https://hr.uw.edu/talent/onboarding/required-employee-training/) or classes:

* [Welcome Day](https://hr.uw.edu/pod/courses-and-workshops/new-employee-orientation/), UW New Employee Orientation
* Prevention of sexual harassment
* Violence prevention and response
* Reporting suspected child abuse
* Asbestos awareness

Supervisor checklist:

* Review job description, responsibilities, and expectations
* Discuss performance review process
* Identify work schedule
* Review leave request process
* Supervisor to send announcement to unit/group about new team member
* Supervisor to take employee on building tour

HR/Payroll staff checklist:

* Add to website directory
* Subscribe to CEE email lists
* Complete I-9 Verification with employee
* Set up personnel folder
* Notification email, including costing allocation
* Review time and leave reporting responsibilities with employee
* Review UW administrative policies with employee (<https://www.washington.edu/admin/rules/policies/>)
  + [APS 47.2 Personal Use of University Resources](https://www.washington.edu/admin/rules/policies/APS/47.02.html)
  + [APS 47.3 Outside Work Policy](https://www.washington.edu/admin/rules/policies/APS/47.03.html)
  + [EO 32 Conflict of Interest](https://www.washington.edu/admin/rules/policies/PO/EO32.html)