



# UNIVERSITY of VIRGINIA

## New Hire Checklist

available online at <https://leadershipexcellence.virginia.edu/grounds-success-orientation>

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### First Day of Work

- Form I-9 Complete part 1 online on or before your first day at [www.hr.virginia.edu/other-hr-services/CIS/i-9-online-page/i-9-online-for-employees](http://www.hr.virginia.edu/other-hr-services/CIS/i-9-online-page/i-9-online-for-employees)
- Obtain your UVA Computing ID, UVA ID Card, and activate your accounts  
You won't be able to access many of the UVA enterprise systems, such as email and secure wireless networking until completing the steps outlined online at <http://its.virginia.edu/accounts/facstaffaccounts.html>
- Sign up for a parking permit with the Office of Parking & Transportation [www.virginia.edu/parking](http://www.virginia.edu/parking)

### By Third Day of Work

- Complete part 2 of the I-9 process with your I-9 specialist (contact information provided in your offer letter)
- Use Self Service, [www.hr.virginia.edu](http://www.hr.virginia.edu), select the Self Service button to
  - Sign up for direct deposit
  - Complete your W-4 form
  - Complete VA-4 form
  - Review and update your personal information including veteran status, W-2 online option, phone numbers, and address
  - Update your selective service status (males only)

### During First 2 Weeks

- Complete eLearning modules Getting Paid & Taking Leave, Benefits (Ask Alex), Policies & Standards, and Safety & Security available at <http://leadershipexcellence.virginia.edu/grounds-success-orientation>
- Departmental Orientation
  - Tour of facilities
  - Organizational Chart
  - Safety Plan
  - Job duties, responsibilities, competencies, expectations, and goals
  - Designated or non-designated status

## During First Month

- Use Self Service to enroll in employee benefits within 60 days of your date of hire, [www.hr.virginia.edu](http://www.hr.virginia.edu). Forms can be dropped off at 914 N Emmet Street, Charlottesville, VA 22904
- Complete required online training from the Office for Equal Opportunity and Civil Rights (EOCR) for University Policies 'Reporting Disclosures Relating to Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence' and 'Preventing and Addressing Discrimination, Harassment, & Retaliation'. To access information on these training modules visit <https://eocr.virginia.edu/policies-procedures-resources-and-training> and <https://eocr.virginia.edu/prevention-and-training>
- Complete required online training from Emergency Preparedness. Enroll through Self Service/UVA Employee Self-Service/Learning/Learner Home [www.hr.virginia.edu](http://www.hr.virginia.edu)
- Review and clarify your goals, performance objectives and expectations with your manager and enter into Lead@ if applicable [www.hr.virginia.edu/other-hr-services/hr-consulting-services/performance-management/employee-pm-toolkit](http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/performance-management/employee-pm-toolkit)
- Sign up for UVA Alerts [www.virginia.edu/uvaalerts](http://www.virginia.edu/uvaalerts) and UVA Today <http://news.virginia.edu>

## During First 6 Months

- Review six-month performance evaluation with your manager
- Investigate classes offered by the Center for Leadership Excellence <http://leadershipexcellence.virginia.edu>
- Familiarize yourself with Human Resources Benefits Hoos Well program [www.hr.virginia.edu/other-hr-services/hooswell](http://www.hr.virginia.edu/other-hr-services/hooswell)

## Other Helpful Websites

- **HR Service Center Team** [www.hr.virginia.edu/contact](http://www.hr.virginia.edu/contact)
- **Human Resources: benefit forms, benefits, leave, payroll** [www.hr.virginia.edu](http://www.hr.virginia.edu)
- **ITS: Get Started with Computing & Communications** <http://its.virginia.edu/guides/getstarted.html>
- **ITS Computing Accounts** <http://its.virginia.edu/accounts/createacct.html>
- **Password Information** [www.hr.virginia.edu/other-hr-services/employee-development/sys/issupport/ispasword](http://www.hr.virginia.edu/other-hr-services/employee-development/sys/issupport/ispasword)
- **Cavalier Advantage** [www.virginia.edu/cavalieradvantage/about.html](http://www.virginia.edu/cavalieradvantage/about.html)
- **Cavalier Computers** [www.cavaliercomputers.com/shop\\_employees.asp](http://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:** [www.medicalcenter.virginia.edu/intranet/employee-health/services-we-provide/same-day-clinic/samedayclinic.html](http://www.medicalcenter.virginia.edu/intranet/employee-health/services-we-provide/same-day-clinic/samedayclinic.html)
- **Equal Opportunity and Civil Rights** <http://eocr.virginia.edu>
- **Faculty and Employee Assistance Program** [www.medicalcenter.virginia.edu/feap/home.html](http://www.medicalcenter.virginia.edu/feap/home.html)
- **Faculty Senate** [www.virginia.edu/facultysenate](http://www.virginia.edu/facultysenate)
- **Hoos Making a Safer Community** [www.virginia.edu/safercommunity](http://www.virginia.edu/safercommunity)
- **Maps & Directions:** [www.virginia.edu/maps](http://www.virginia.edu/maps)
- **Staff Senate** <http://staffsenate.virginia.edu>
- **Strategic Planning** <http://planning.virginia.edu>
- **Sustainability at UVA** <http://sustainability.virginia.edu>
- **University Guide Service** <http://www.uvaguides.org>
- **UVA Bookstore** <http://uvabookstores.com>
- **UVA Care Connection** [www.uvacareconnection.com](http://www.uvacareconnection.com)
- **UVA Discount Program:** [www.uvauteam.com/uteam-discount-program.php](http://www.uvauteam.com/uteam-discount-program.php)
- **UVA Licensing & Ventures Group** <http://lvg.virginia.edu>
- **UVA Traditions and Lingo** [www.virginia.edu/deanofstudents/studenttraditions.html](http://www.virginia.edu/deanofstudents/studenttraditions.html)