CHECKLIST FOR NEW FACULTY AND ACADEMIC STAFF

Employee Name ________________________________  EID Number ________________________________
Employment Date ________________________________  Mailing Address ________________________________
Phone Number ________________________________  ________________________________
Email Address ________________________________  ________________________________

SUPERVISOR/DEPARTMENTAL RESPONSIBILITIES
Please go to http://www.washington.edu/admin/acadpers/ for the faculty hiring procedures. Follow College and School procedures for hiring new faculty. After a search has been performed and a candidate has accepted a new position here at the UW, use this checklist for new faculty hires.

1. Payroll/Benefits:
   • Process the Online Payroll Update System (OPUS) action to hire the employee. Provide employee with EID and PAC for email
   • Have employee complete Payroll forms: I-9 and W-4
   • Have employee complete online direct deposit through MyUW (http://myuw.washington.edu/)
   • Affirmative Action Data Form (Confidential Information): new employee completes the Affirmative Action Data Form online. The form can be reached using the following link: http://www.washington.edu/admin/eoo/aadf/.
   • Review sexual harassment policy.
   • Refer employee to Academic Human Resources online orientation: http://www.washington.edu/admin/acadpers/orientation/index.html
   • Request Benefits package from Benefits office. Employee is encouraged to register for in-person benefits orientation: http://www.washington.edu/admin/hr/benefits/orientations.html

2. MyUW, Employee Self-Service and Other Online Services:
   • Refer employee to MyUW website and Employee Self-Service (ESS).
   • Explain features of MyUW, and ESS, including online direct deposit. http://myuw.washington.edu/

3. Email:
   • If new employees are already on OPUS, they can go to the Computing and Communications website https://uwnetid.washington.edu/newid/ to create their UW NetID, which sets up their email account. Employee will need their EID and PAC to get email.
   • If new employees are not on OPUS, the new hire coordinator can use the Email Access for Employees website: https://prp.admin.washington.edu/emailaccess. After this step is completed, the new employees follow the instructions listed above.

4. Transportation:
   • For information on parking, commuting, maps, refer employee to the following websites:
     • Commuting (UPASS) – www.washington.edu/upass/
     • Parking – www.washington.edu/admin/parking/
     • Maps – www.washington.edu/home/maps/

5. Facilities:
   • Issue keys (office, building, desk, and file cabinets) and building use permits.
   • Add employee to electronic building access locking system database (Prox card)

6. Emergency Procedures and Lab Safety:
   • Discuss department emergency procedures and review Health and Safety checklist with new employees
   • Review lab safety procedures.
7. Equipment:
   • Issue UW equipment such as laptops, cell phones, pagers, software, or other tools.
   • Access to communications – see http://www.washington.edu/admin/comtech/ for items listed below
   • UWATS account
   • Voicemail
   • Pagers
   • Cell phones
   • Sprint cards

8. Email Lists:
   • Add to departmental and centrally managed email lists

9. Certifications, Licensure and Compliance:
   • Practice privileges, college specific regulations, Dental School licenses/boards, sexual harassment, student relations, HIPAA, workplace violence, ergonomics, conflict of interest, ethical use,
   • University Policy Directory: http://www.washington.edu/admin/rules/policies/

10. Computers:
    • Discuss location of computer files and UW policies for computer use
    • Set up access to internal network procedures and electronic calendar
    • For the Nebula network, email nebula-support@cac.washington.edu

11. Travel VISA card:
    • Faculty must be in “active” status on the UW payroll and expect to take at least one business trip per year to be eligible for a Travel VISA card.
    • The Travel VISA card application is available at http://www.washington.edu/admin/travel/forms/travelcardapplication.pdf
    • For more information, call the Travel Office 543-5858, or Visa Customer Service 1-800-270-7760.

12. Purchasing:
    • For faculty who may be given departmental authorization for a ProCard, the ProCurement Card application is available at: http://www.washington.edu/admin/procard/forms.htm
    • For additional questions, call the ProCurement Card hotline at (206) 543-5252.

13. SAGE (System to Administer Grants Electronically):
    • Contact department administrator for access to this electronic grant application website.