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.

• This is general information. You may adjust this for the specific needs of your department.
• If you find that any of this information is outdated, please contact acadpers@uw.edu.

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://ap.washington.edu/ahr/working/welcome
   • Request Benefits package from Benefits office. Employee is encouraged to register for in-person benefits orientation: http://www.washington.edu/admin/hr/roles/newee/orient/areas/seattle/faculty.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 commute options, refer employees to Transportation Services' Commute Concierge at transportation.uw.edu/commute-concierge or call 206-221-3701

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,

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.