



University of Washington

Academic Human Resources, Office of the Provost
85 Gerberding Hall, Box 351270, Seattle, WA 98195

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- If you find that any of this information is outdated, please contact acadpers@u.washington.edu.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://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,
- Faculty Handbook: <http://www.washington.edu/faculty/facsenate/handbook/handbook.html>

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.