

1.4 New Employee Documents and Trainings

General

Information

Outlined below are the trainings and orientations that all UW employees are required to complete, as well as some recommended trainings.

Procedures/Checklist

Required Documents and Training (All UW Employees)

As your appointment is processed through Workday, the UW HR/Payroll system, you will be **required** to complete:

- ☐ **I-9 Form:** Must be completed and appropriate ID supplied before your hire process can be completed in Workday.
- ☐ **W-4 Form:** Must be completed, in compliance with US payroll tax requirements.
- ☐ **Affirmative Action Data:** The University of Washington is required by federal and state laws to collect and report certain information for the administration of civil rights laws and regulations. In order to comply with these laws, employees are asked to provide information about their race, ethnicity, disability status, and veteran status. All responses will be kept confidential in accordance with applicable federal and state laws, as well as maintained separately from your employment materials.
- ☐ **Direct Deposit:** This is optional, but *strongly encouraged*. If you do not have Direct Deposit, your paycheck will be mailed to your local home address by the UW Payroll Office.

Once your UW NetID (UW email address) has been set-up, you will be able to sign-up for the following **required** orientations and training classes:

- ☐ **New Employee Orientation** and **Benefits Orientation:** These separate orientations must be completed for all Seattle Campus employees. Go [here](#) to sign up for these orientations. You must bring your Husky Card to these orientations to be allowed into the facility.
- ☐ **Prevention of Sexual Harassment Training:** All newly hired employees are required to attend a prevention of sexual harassment training session. Register [online](#) for the training. You must bring your Husky Card to the training to be allowed into the facility.
- ☐ **Asbestos Awareness Training:** The Environmental Health and Safety office offers [online asbestos awareness training](#), which takes about 30 minutes to complete.

Required Training (Specific JSIS Employees)

- ☐ **Family Educational Rights and Privacy Act (FERPA):** This training is required for all staff members of the JSIS Office of Academic Services and for all JSIS staff or faculty who have access to the UW Student Database. Other employees are welcome to take this training if interested.

FERPA is defined by the Family Policy and Compliance Office (FPCO) as a law that protects the privacy of student education records. This law applies to institutions who are funded by the United States Department of Education.

The [quick reference guide](#) for FERPA is a two-page document that addresses the following:

- What is it and where are the rules?
- What does it mean for students?
- What does it mean for staff and faculty?
- Helps you understand directory release.

There is an online module that you can complete that provides you with recommendations to common FERPA-related issues that occur at the university. Go [here](#) and click on “Register & Launch Training” to begin.

Recommended Trainings (All Employees)

Staff are strongly encouraged to complete the following training:

- ☐ **Violence Prevention and Response:** This 60-minute training workshop, facilitated by SafeCampus, teaches employees how to recognize concerning behaviors, respond, and prevent violence in the workplace. To register for Violence Prevention and Response training, visit the [SafeCampus](#) website.
- ☐ **Reporting Suspected Child Abuse:** Employees complete this training online by [watching a 30-minute video](#) developed by Compliance and Risk Services.

Recommended Trainings (Supervisors)

All new supervisors and newly promoted supervisors are encouraged to attend the UW Human Resource’s Strategic Leadership Program (SLP) 3-Part Series.

- ☐ **SLP Supervisor Orientation:** This workshop will assist you in understanding your responsibilities as an agent of the UW, with special emphasis on human resources and employee management. Register [online](#) for this in-person workshop.
- ☐ **SLP Level 1:** This workshop provides a comprehensive education in the essential elements of leadership, in general and specific to the UW. You must have completed or be registered for SLP Supervisor Orientation in order to attend this workshop. Register [online](#) for this in-person workshop.
- ☐ **SLP Level 2:** This workshop is a suite of different offerings that include strategic planning, organizational change, and performance management. Register [online](#) for this in-person workshop. The topics rotate, so checking back frequently for the current offering is recommended.

Version History	Date	Change Summary	Author(s)
-----------------	------	----------------	-----------

1.00	August 3, 2016	Initial Version	Jasmine Gonzalez
2.00	August 26, 2016	Revised Version	Andrea Brocato
3.00	August 26, 2016	Revised Version	Tess Ames
4.00	Sept. 26, 2017	Revised Version	Toni Read