

### NEW EMPLOYEE ON-BOARDING CHECKLIST

- ☐ [UW NetID set up](#)
- ☐ Review your [Workday](#) profile and ensure completion of all fields (including personal and emergency contacts)
- ☐ New hire orientation and I-9 verification (present original documents used for I-9 documentation in Workday)
- ☐ Record [Time and absence entries in Workday](#)
- ☐ Obtain [Husky Card](#) and [U-PASS/ORCA transportation activation](#)
- ☐ Register for the first available [UW New Employee Orientation](#)
- ☐ Research the [benefits site](#) and sign up for [health insurance](#) and [retirement](#) within 31 days from hire
- ☐ Review job duties and responsibilities, performance appraisals/probationary period (if applicable), work schedules, breaks and overtime with supervisor
- ☐ [Required Employee Training](#) (Complete all within the first week from the start date)

Paydays: are on the 10th and the 25th of each month. Hours worked from the 1st through the 15th of the month are paid on the 25<sup>th</sup> of the same month. Hours worked from the 16th through the end of the month are paid on the 10th of the following month. Pay slips and tax information can be accessed in Workday.

Direct Deposit: employees are encouraged set up a direct deposit of their pay to any financial institution in the United States. Initial set-up and changes may be made online, on the employee profile in [Workday](#). Employees without a direct deposit, can pick up checks at the department administration offices.

#### IT Support

- ☐ [Email, phone setup and IT support](#): [help@uw.edu](mailto:help@uw.edu) or call (206) 221-5000.
- ☐ Update your Outlook profile with: full name, job title, room #, address, email and phone.
- ☐ Read and understand the [Information Security Agreement](#).
- ☐ The JSIS IT director, Mark Haslam, can be contacted at [haslam@uw.edu](mailto:haslam@uw.edu)

Keys and Office Supplies can be obtained from Kevin Swantek at [kswantek@uw.edu](mailto:kswantek@uw.edu) in the Thompson Hall.

Business Travel and Department Purchases forms are found on the [JSIS Intranet / Finance](#) or contact Dvorah Oppenheimer at [dvorah@uw.edu](mailto:dvorah@uw.edu)

#### Additional Resources

[UW Policy Directory](#)  
[Jackson School of International Studies website](#)  
[JSIS Intranet](#)  
[UW Nondiscrimination and Affirmative Action Policy](#)  
[UW Guide to Ethics Policies](#)  
[UW Policy Directory](#)  
[UW discounts](#)

Inclement Weather: severe weather may result in closures to school or child care facilities, even as the UW remains open for regular business. Personal safety is key when evaluating the ability to commute to work during severe weather. During suspended operations, only employees designated as essential personnel