

ONBOARDING A NEW UW FACILITIES EMPLOYEE

SUPERVISOR RESPONSIBILITIES

Employee Name _____ UW EID Number _____

Payroll action items **MUST BE COMPLETED PRIOR TO START DATE**

- Complete Employee Setup Express (ESE) in the UW Facilities Technology Toolbox as soon as NetID is created <https://fms.admin.uw.edu/ESE/uwnetid/>
NOTE: I Drive access is requested on the ESE. Indicate the NetID of the employee whose access you want to replicate (**Example: copy permissions from “existing employee NetID”**).
Be prepared to assist your new hire with 2FA (factor authentication) as needed.
- Send fspay@uw.edu a request for a new UW Facilities badge (**Please select ‘UWMC Access’ from the drop down menu for the proper card enabling access to UWMC areas.**)
<https://facilities.uw.edu/partner-resources/files/media/uwf-id-badge-process.pdf>
- Complete photo ID Husky Card, UW Facilities badge (Odegaard Undergraduate Library, Ground Floor)
- Notify the employee to bring their bank account and routing number to sign up for direct deposit
- On the first day, verify the authenticity of the SSN card (laminated cards are not acceptable) or Passport, have the employee complete an I-9 & W-4 process in Workday. Here is a link to the [Complete the I-9](#) web page

REVIEW/DISCUSS THE FOLLOWING ITEMS WITH EMPLOYEE ON THE FIRST DAY OF WORK

- Provide AiM Timecard and Workday Training (links to training included on employee checklist below)
- Provide UW Facilities New Employee Handbook - signed receipt page to be placed in employee’s departmental file
- Cover terms of appointment employment program, probationary or trial period if any, salary
- Cover job description, job duties, performance expectations and performance review criteria
- Have employee complete the Request for Approval of Outside Work Form, if applicable
- Review performance expectations/evaluation schedule and form [Classified Staff Evaluation Form](#)
- Review [Probationary/Trial Service Period](#) schedule (classified, non-represented, and contract classified staff)
- Review work schedule hours of work, breaks, meal periods, absence reporting, vacation and sick leave accrual request and use procedures
- Review building use and access/security

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- Review departmental safety orientation and safety plan and the Emergency Evacuation and Operations Plan (EEOP) manual location & procedure
- Review equipment use and access (including network printers and copiers), Telephone use/etiquette/voicemail/directory, E-mail account and usage, ethical information and limitations
- Cover essential services including inclement weather/suspended operations procedures/policies
- Go over training requirements (including respirator medical clearance as needed)

Recording Time/Leave: If you supervise Overtime Eligible Pro Staff (Check if unsure)

- All leave, even partial days, must be accurately recorded in Workday
- All hours worked must be accurately recorded in Workday, especially when working more than 8 hours in a day (or more than scheduled hours in a day). Overtime applies to any additional hours worked over 40 in a work week (Monday – Sunday). Leave taken does not count as hours worked
- Straight Time applies to any hours worked more than your schedule shift (ex. 8 hours in a day), but when there are less than 40 hours worked in a week (Monday – Sunday)

The following reports must be pulled if you supervise OT eligible employees to ensure all time or leave is both entered and approved:

- R0283 Unapproved Time in a Pay Period (Shows Not Submitted & Submitted time)
- R0207 or R0207.1 Weekly Unsubmitted & Unapproved Hours (shows missing time/leave entries)
- (Only for staff using Time Clocks) R0365 Unmatched Time Clock Events

Trades License Premium Pay

- Specific skilled trades positions may be eligible for the Trades License Premium Pay. Check the following link to the [WFSE contract](#) to determine employee eligibility. If you have an employee who qualifies for this premium pay, please send a copy of the license to fspay@uw.edu.

Keys, format access card and LOTO lock set

- Issue keys to office/shops, building, desk and file cabinets
- Add employee to electronic building access locking system database (as applicable)
- For new employees required to take LOTO training (see included TMS “Training Requirements by Job Title” report) which requires a LOTO lock set, please promptly order locksets following the [Procedure for Ordering LOTO Locks](#).

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Verify the employee has registered for training or completed the following items

- UW New Employee and Benefits orientations _____date
- UW Facilities Chemical Waste Guide Training _____date
- HazCom/GHS Training for Office Workers (for office workers only) _____date
- UW Required Husky Prevention and Response Employee Course _____date

Once completed, place in employee's departmental file

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EMPLOYEE RESPONSIBILITIES

Complete the following items and verify with supervisor

Payroll and UW account action items

- On your first day of work, show your supervisor one valid photo ID **and** your Social Security card **or** Passport in order to complete the I-9 **and** W-4 process in Workday
- On your first day of work, access Workday <https://employeehelp.workday.uw.edu/>
 - * Check **Workday Inbox** for actions you may need to take
 - * Set up direct deposit (**Pay Button**)
 - * Enter your contact, work, and emergency information (**Personal Information Button**)
 - * Publish your information in the UW Directory <https://identity.uw.edu/profile>
- Complete profile in UW Identity including Two-factor authentication settings:
<https://itconnect.uw.edu/security/uw-netids/2fa/>
- Complete "Get your UW NetID and set up your email": <https://uwnetid.washington.edu/newid/>
- Photo ID Husky Card and UW Facilities badge (Odegaard Undergraduate Library, Ground Floor)
<https://www.hfs.washington.edu/olco/Default.aspx>
- Complete Outside Work Form
<https://facilities.uw.edu/partner-resources/files/media/outside-work-form.pdf>
- Creating a basic timecard in AIM (if applicable) <http://www.screencast.com/t/Oq5fDKjEfQ>
- Entering Leave in AIM (if applicable) <http://www.screencast.com/t/UXDcFCaCpK>
- All UW Facilities employees must sign up for UW Alerts <http://www.washington.edu/safety/alert/>

Training and orientations

- Review Workday orientation videos including Workday 101, Enter Time and Absence Time Off
<https://isc.uw.edu/video-library/workday-101-videos/>
- Sign up for UW Welcome Day - New Employee & Benefits Orientations
<https://hr.uw.edu/benefits/benefits-orientation/welcome-day/>
You must enroll in benefits programs within 31 calendar days of start date
- HazCom/GHS Training for Office Workers (**for office workers only**)
<https://www.ehs.washington.edu/training/hazard-communication-online>
- UW Required Husky Prevention and Response Employee Course
<https://tixemployee.uw.edu/>
- Review Chemical Waste Guide
UWF TC will Schedule if the job requires this.

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Review the following items with your supervisor

- UW Facilities Employee Handbook **NOTE** Employees must sign acknowledgement of receipt page and provide to supervisor
- Terms of employment, employment program, probationary period, salary, etc.
- Job duties, job description, performance expectations, and TMS training plan
- Performance appraisal schedule and form
- Work schedule and designated break times
- Time and leave reporting- requesting time off
- Building use and access/security
- [New Employee Health and Safety Orientation](#)
- Review department Business Continuity and Resilience – Husky Ready Plan
- Emergency Evacuation and Operations Plan (EEOP) manual location & procedures
<https://facilities.uw.edu/partner-resources/safety/emergency-evacuation-operation-plans>
- Equipment use and access (including network printers and copiers)
- Telephone use/etiquette/voicemail/directory
- E-mail account and usage, ethical information and limitations
- Essential services including inclement weather/suspended operations procedures/policies
- U-PASS Powered by ORCA
<https://transportation.uw.edu/getting-here/transit/u-pass>
- UW Parking <https://transportation.uw.edu/park/student-employee/faculty-staff>
- Become familiar with the UW Facilities Customer Care Team careteam@uw.edu 206-685-1900

Supervisor Signature _____ date _____