

ONBOARDING A NEW UW FACILITIES TEMPORARY EMPLOYEE SUPERVISOR RESPONSIBILITIES

Employee Name _____ UW EID Number _____

Employment Date _____ UW Student ID _____

Supervisor Action Items – 1st Day

- 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
- Provide the employee the new EID
- Notify the employee to bring their bank account and routing number to sign up for direct deposit
- Provide AiM Timecard Training Video <http://www.screencast.com/t/Oq5fDKjEfQ>
- Return the completed Conviction/Criminal History Information Form to Admin Support Team
- Return the completed Personal Data Form to Admin Support Team

Review/Discuss the Following Items with New Employee

- UW Facilities New Temporary Employee Handbook - signed receipt page to be placed in employee's departmental file
- Job description, job duties, performance expectations and performance review criteria
- Work schedule: hours of work, breaks, meal periods, absence reporting
- Departmental safety orientation and safety plan
- Emergency Evacuation and Operations Plan (EEOP) manual location & procedure
- Essential services including inclement weather/suspended operations procedures/policies

Supervisor Signature _____ date _____

Once completed, place in employee's departmental file

ONBOARDING A NEW UW Facilities TEMPORARY EMPLOYEE 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 forms
- On your first day of work, access Workday <https://isc.uw.edu/>
 - * Check Workday Inbox for actions you may need to take
 - * Establish “Two Factor Authorization Method”
 - * 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/>
- Your supervisor will provide you with your UW Employee Identification Number (UW EID) to use in AiM (if applicable)
- On your first day of work, access Workday <https://isc.uw.edu/>
 - * Check email for actions you may need to take (**Inbox Button**)
 - * Set up direct deposit (**Pay Button**)
 - * Enter your contact, work, and emergency information (**Personal Information Button**)
- Complete the Conviction/Criminal History Information Form
<http://www.washington.edu/admin/hr/forms/employment/criminalhist.pdf>
- Creating a basic timecard in AIM
<http://www.screencast.com/t/Oq5fDKjEfQ>

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/>
- Asbestos Awareness Online Training
<https://uw.bridgeapp.com/author/courses/666>
- Basic Driver Training
<https://transportation.uw.edu/getting-around/vehicle-rental-ucar/driver-safety>

NOTE: These requirement may vary depending on an employee’s job class

Review the following items with your supervisor

- UW Facilities Temp 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
- Building use and access/security
- [New Employee Health and Safety Orientation](#)
- 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
- Inclement weather/suspended operations procedures/policies
- Training requirements
- UPASS
<https://transportation.uw.edu/getting-here/transit/u-pass>
- UW Parking
<https://transportation.uw.edu/park/student-employee/faculty-staff>

Employee Name _____ Date _____