

Supervisor Checklist

New Employee Onboarding

Prior to Hire Date

- Notify your team and Cost Center manager of your new employee and their start date.**
- Complete all sections of the Onboarding form for your new employee.** If you need assistance or are unsure of the requests within the form, please contact Occupational Training at fm-training@virginia.edu.

A link will be provided to you by FM Occupational Training. This form will ensure you are able to initiate processes to obtain the following items to your new employee:

- Laptop/desktop computer, cellphone, printer access, permissions to specific mailing lists
 - Access and permissions to the Assetworks Management (AiM) system
 - PPE and necessary safety trainings through Occupational Health & Safety
- Prepare office space and/or locker, supplies, and equipment/tools/uniform.**
- Contact your new employee and confirm their onboarding schedule for the first week.**
FM Occupational Training will send you an agenda and calendar reminders for your new employee's onboarding events.

Best Practice: Give your new hire a contact number for you and/or your designated representative for communication.

First Days

- Greet your new employee personally on their first day and welcome them to UVA!**
If you will not be available on your new employee's first day, arrange for someone to greet them on your behalf.
Best Practice: If your new hire will be attending Grounds for Success Orientation on their first day, ensure they have a quiet space to attend the Zoom session and then give them a tour of their new Shop/Zone. This can be used as an opportunity to introduce them to the UVA Grounds!
- Ensure your new employee attends all scheduled onboarding events.**
The FM Occupational Training team will be hosting all new employees for their first two days. If scheduling conflicts will prevent your new hire from attending their onboarding events, please contact FM Occupational Training as soon as conflicts are known. Certain onboarding events are mandatory, and nonattendance may impact your new employee's ability to perform their full job duties.

□ **TIME SENSITIVE: Ensure Part 2 of the I9 is completed with Human Resources.**

- Verify New FTE hire employees completed Part 1 of the I9 on their first day. (This should have been completed prior to their start date.)
- Assist New FTE hire employees in uploading their I9 Part 2 documents into Workday and accompany them or allow them time to visit an I9 specialist at the UVA HR building located at 2420 Ivy Road **by the end of the day on their third day of hire.** It is mandatory that new employees show physical copies of uploaded documents within their first three days of hire.

Non-completion of all items within the I9 process (uploading acceptable documents into Workday and seeing an I9 Specialist in person at Ivy Road) will result in the termination of a new hire's employment after the third day of hire.

Visit the link below for a list of acceptable documents and general information around the I9 process:

<https://hr.virginia.edu/compliance/i-9-and-e-verify>

- Verify Student Workers completed their I9 at their Student Worker Orientation (if this is their first Student Worker assignment).
- Temps and Existing Employee Changes/promotions will not need to complete this step.

For any questions regarding the completion of I9's, please contact:

FM Business Partners: Elsa Burnette (434) 982 – 6789 or Sarah McComb (434) 243 – 1978

□ **Assist your new employee in obtaining their ID badge.**

- All new employees must upload a photo meeting University guidelines to the UVA Online Photo Submission site.

<https://idoffice.virginia.edu/photo-submission>

- To obtain an academic ID badge, please fill out the form below and submit it to the UVA ID Card Office on the bottom level of Observatory Hill.

[Academic Badge Application](#)

- To obtain a health system ID badge, please visit the UVA Health System Technical Services office in Room M1205 in the front corridor of the Multistory in West Complex (old Hospital).

□ **Assist your new employee in obtaining a parking pass through UVA's Parking Portal through Parking & Transportation.**

<https://parking.virginia.edu/online-parking-portal>

Best Practice: Allow your new hire to apply for a parking pass in the afternoon on their first day. Once they select a lot and complete the application for a parking pass, their license plate will be in UVA's system. It will be safe for them to park in the lot they have selected without being ticketed. P&T will mail their hang-tag parking pass to the home address they have listed.

☐ **Review Shop-specific best practices for entering time in Workday.**

Your new employee will complete an online module through Workday that briefly explains how to input time and absence requests within the Workday system, but it is also helpful to discuss any practices that are specific to your area and/or team.

Example: “You only need to submit your time on a payroll Friday.”

☐ **Assign a team member to help welcome and assimilate your new employee for their first two weeks.**

☐ **WITHIN THE FIRST 30 DAYS: Assist your new employee in completing their performance goals for the year.**

- Use the UVA-HR job aid below to assist you and your new hire with the goal-writing process.

[Workday Performance Goal Job Aid](#)

Sample First Day Schedules

FTE or Temp-to-FTE hires:

Team introduction and tour of shop/area	7:00 – 9:00am
Grounds for Success Orientation – Zoom Presentation	9:00 – 10:30am
Explanation of roles and responsibilities	10:30 - 11:00am
Obtain ID Badge from Academic/Health System office	11:00am – 12:00pm
Lunch	12:00 – 12:30pm
Obtain parking pass from Parking & Transportation	12:30 – 1:30pm
Work with designated team member/job shadow	1:30 – 3:30pm
Dismissal for the day	3:30pm

Temps, Student Workers, or Existing Employee Change/Promotion hires:

Team introduction and tour of shop/area	7:00 – 8:00am
Obtain ID Badge from Academic/Health System office (if needed)	8:00 – 9:00am
Explanation of roles and responsibilities	9:00 – 10:00am
Independent work/work with designated team member	10:00am – 12:00pm
Lunch	12:00 – 12:30pm
Independent work/work with designated team member	12:30 – 3:00pm
Obtain parking pass from Parking & Transportation (if needed)	3:00 – 3:30pm
Dismissal for the day	3:30pm