New Employee Orientation and Onboarding Checklist

Employee Name __________________________________________ Department ________________________

Campus Address ________________________________________ Phone ______________

The Orientation & Onboarding Checklist will help you prepare for your position at UAB. Use the checklist to obtain the information and complete the tasks you will need to be comfortable and productive in your new placement.

Note: When dialing a number from a campus phone, only use the last five digits (example 6-5555).

☐ I have completed my I-9 Employment Eligibility Verification.
   - Check with your supervisor or your department HR Generalist for more information. You may complete the I-9 form with Records Administration located in the Administration Building Room 254.

ADDRESS: UAB Administration Building (AB) | Suite 254, 701 20th St. S., Birmingham, AL 35233
PHONE: 205-934-4408 | EMAIL: hrmrecords@uab.edu

Form I-9 Information:
http://www.uab.edu/humanresources/home/records-administration/form-i9

☐ I have a Blazer ID and strong password. Go to www.uab.edu/blazerid
   - Your Blazer ID will be used for:
     o Your default UAB email address (ex. newstaff@uab.edu)
     o Access to multiple UAB electronic systems
     o Access to your direct deposit and personal information
   - NOTE: Your BlazerID cannot be changed. Please use professional decorum in choosing your Blazer ID.
   - For assistance, contact AskIT at AskIT@uab.edu or call (205) 996-5555.

☐ I have my UAB ONE Card.
   - The UAB ONE Card will serve as your formal UAB identification badge, physical security access key, as well as an access card for many other UAB employee services.
     o Information about managing your ONE Card can be found at www.uab.edu/onecard/
     o You must sign up for your BlazerID before you can obtain a ONE Card.
   - A completed ONE Card Request Form signed by an agent of an authorized UAB department is required to issue an employee ONE Card. The ONE Card authorization form can be found at:
     http://www.uab.edu/onecard/images/ONE_Card_Request_Form.pdf
   - ONE Card ID badges are made at the Burleson Building (BUR)
     UAB Building: Burleson Building (BUR)
     ADDRESS: Suite 230, 909 18th Street South, Birmingham, AL
     PHONE: 205-934-3708

Name Review:
Employees should review their information online prior to going to a carding location to have their card issued. Review your ONE Card Information at http://www.uab.edu/ocra/

ONE Card Guidelines
http://www.uab.edu/onecard/card-information/guidelines

ONE Card FAQ
http://www.uab.edu/onecard/faq
I have made parking arrangements with UAB Parking & Transportation Services.

- UAB Parking & Transportation exists to provide the best possible parking and transportation solutions to the UAB community. UAB offers a variety of parking options, and transportation services, including:
  - Centralized and Remote Parking Options
  - Blazer Express Daytime Shuttle Service
  - Transloc Shuttle Tracking App
  - Late Night On Demand Safety Escort Shuttle
  - UAB M.A.R.S (Motor Assistance Roadside Service)

- UAB Parking Options: (Apply online, or in person at Chevron Building)
  - Remote Parking: $11.00 /month
  - Centralized Lots/Decks: $50.00 /month

- WEBSITE: [www.uab.edu/parking/](http://www.uab.edu/parking/) | EMAIL: UABParking@uab.edu | PHONE: 205-934-3513

- UAB Building: Chevron Building (CVB)
  ADDRESS: 608 8th Street South, Birmingham, AL 35294
  Office Hours: Monday – Friday 7:30a - 5:00p

I have managed the following through UAB’s Oracle Administrative HR & Finance System, Self-Service Application, including the following required actions:

1. I have verified my Personal Information is accurate, and/or updated in the system.
2. I have set up my Direct Deposit Account(s)*
3. Completed my Federal Online Tax Form and my State Online Tax Form**

The Oracle HR & Finance – UAB Self Service Applications is an internet based system which you will use to manage your personal record and financial information, which includes the following:

- Personal Info (i.e. Name and address) changes
- Managing your direct deposit accounts
- Change federal tax withholding
- Change state tax withholding
- View Pay slips
- Access your W2

**Oracle HR & Finance Administration System Support:**
You can receive help with the self-service applications every Thursday from 2:00-3:30 PM in the Administration Building (AB Room B60).

Website: [www.uab.edu/adminsys](http://www.uab.edu/adminsys)

- Choose “Oracle HR & Finance”
- Requires Blazer ID and password.

For more information visit [http://www.uab.edu/it/home/component/k2/item/131-oracle](http://www.uab.edu/it/home/component/k2/item/131-oracle)
For direct support, email: instructeam@uab.edu.
**I have made decisions about my benefits and turned in all my benefits forms.**

*Remember, you have 31 days from your hire date to do this*

- You can contact the UAB Benefits Office with additional questions.
  - EMAIL: benefits@uab.edu | PHONE: 205-934-3458
  - UAB Building: Administration Building (AB)
  - ADDRESS: Suite 264, 701 20th Street South, Birmingham AL 35294

**Benefits Overview:**
During New Employee Orientation, you will receive an overview of your benefits election options, and have the opportunity to speak with a UAB Benefits Counselor regarding individual questions.

Teacher’s Retirement System registration form will be collected during New Employee Orientation. Other benefits elections will be made through the “UAB for Me” benefits portal, providing anytime access to plan information, decision-making tools, and important communication and education pieces.

*UAB Benefits Portal: www.uab.edu/hrintouch/ *(requires BlazerID and Strong Password)*

**I have completed all required training for new employees in the Faculty & Staff Learning System.**

These include the following assignments:

- Code of Conduct
- Memorandum or Record (MOR)
- Patent Agreement
- Diversity Awareness Education (DAE) Part 1 (online) and Part 2 (live session)
- HIPAA (If applicable)

**WEBSITE:** www.uab.edu/learn/ *(requires BlazerID and strong-password)*

**PHONE:** 205.996-5555 (ASKIT)

**Instructions:**
Once logged into the Learning System, assigned trainings will appear under the “My Learning” tab, under “Assigned Learning.”

**Code of Conduct**
The UAB Code of Conduct is a shared statement of commitment to uphold the ethical, professional, and legal standards used as the basis for daily and long-term decisions and actions. Adherence to its spirit, as well as its specific provisions, is critical to UAB’s continued success. Each member is individually accountable for his or her own actions, and the UAB community is collectively accountable for upholding these standards of behavior and for compliance with applicable laws and policies that guide UAB’s work.

Additional Information: www.uab.edu/compliance/code/

**Memorandum of Record (MOR)**
The UAB Memorandum of Record (MOR) attestation confirms each new employee has received, reviewed, and agrees to comply with the policies and standards expressed in the You and UAB Employee Handbook for Faculty & Staff.

All policies outlined in the referenced handbook, can be found in their entirety in the online UAB Policies Library.

- UAB Policies Library Website: www.uab.edu/policies/
Required Training (cont’d)

Patent Agreement
The purpose of this patent policy is to establish a mechanism to serve the public benefit and interest, to determine and apprise all concerned parties of relative rights and equities, to facilitate patent applications, the licensing of inventions, the equitable distribution of any royalties or other financial returns, to provide necessary uniformity in patent matters, and to provide for adequate reporting of patent activities. (Patent Agreement - HR Policy 131)

Patent Agreement Details: http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000183.aspx

Diversity Awareness Education (DAE Part 1)
Part of UAB’s success stems from our commitment to diversity, and our recognition of the strengths gained through every one playing their part. UAB is committed to employee and customer diversity and a working environment that is positive and inclusive. The Diversity Awareness Education (DAE) program is divided into 2-parts. DAE-Part 1 is online, and is accessed and completed through the Faculty & Staff Learning System (www.uab.edu/learn/

- DAE-Part 1 may take up to 4 weeks to show up on your “Assigned Learning” in the Learning System.
- DAE-Part 2 is a live training session, and requires you to register for a specific upcoming session. (*See next checklist item below)

HIPAA (If applicable)
HIPAA training is an annual assignment, applicable only to employees working in the School of Medicine, Optometry, Dentistry, Health Related Professions or Information Technology. HIPAA training is completed online through the Faculty & Staff Learning System (www.uab.edu/learn/

- If applicable, the HIPAA assignment will be automatically assigned to your “My Learning” tab in the Faculty & Staff Learning System.
- If you are required to complete the HIPAA training, but do not find the link within 2-weeks of your start date, please call the Learning Management System Support Team at 996-4444.

I have registered for and attended Diversity Awareness Education (DAE) Part 2
- Register for (and attend) a DAE-Part 2 workshop.
- DAE-Part 1 must be completed before you will be eligible to register for and complete DAE-Part 2.
- Upcoming sessions can be found by searching for “Diversity” in the Faculty & Staff Learning System catalog. (www.uab.edu/learn/)

I have completed the Veterans and Individuals with Disability Self ID Form
Note: This only applies only to qualified individuals with a disability or special disabled veterans.
- This can be handed in during orientation or completed online at http://www.uab.edu/humanresources/home/careers/aaee/
- Contact the UAB Human Resources offices at 205-934-4408 with additional questions.

I have registered for B-Alert at www.uab.edu/emergency to alert me to emergency or severe weather situations.
□ I have reviewed and understand the following Policies in the UAB Online Policies Library.

- Current UAB Policies can be accessed any time at [www.uab.edu/policies](http://www.uab.edu/policies)
  - Initial Six Month Probationary Period | HR Policy 602
  - Acceptable Behavior at Work | HR Policy 605
  - Equal Opportunity & Discriminatory Harassment Policy
  - The Family and Medical Leave of Absence Policy
    - Including the Family Medical Leave Act information sheet in your orientation bag.

□ I know who my Human Resources Consultant is and how to contact them.

My HR Consultant: ________________________________

HR Consultant List: [https://www.uab.edu/humanresources/home/training/hrconsultants](https://www.uab.edu/humanresources/home/training/hrconsultants)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Schools/Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Davis</td>
<td>975-7507</td>
<td><a href="mailto:sgdavis@uab.edu">sgdavis@uab.edu</a></td>
<td>College of Arts &amp; Sciences, School of Education, School of Business, School of Engineering, UAB Police</td>
</tr>
<tr>
<td>Roland Harris</td>
<td>934-3341</td>
<td><a href="mailto:rsharris@uab.edu">rsharris@uab.edu</a></td>
<td>School of Nursing, Public Health, Health Professions, Optometry, Dentistry</td>
</tr>
<tr>
<td>Anne Graham</td>
<td>934-3471</td>
<td><a href="mailto:grahamac@uab.edu">grahamac@uab.edu</a></td>
<td>School of Medicine</td>
</tr>
<tr>
<td>Tammy Fincher</td>
<td>975-0308</td>
<td><a href="mailto:tammy@uab.edu">tammy@uab.edu</a></td>
<td>President’s Office, Office of the Provost, Office of VP for Equity &amp; Diversity, Office of Associate VP for Financial Affairs, Graduate School</td>
</tr>
<tr>
<td>Sharon George</td>
<td>996-7587</td>
<td><a href="mailto:sharonhr@uab.edu">sharonhr@uab.edu</a></td>
<td>UAB Police, Occupational Health &amp; Safety, Building Services, Business Auxiliary Services, Building Alteration Services, Campus &amp; Ground Services, Utilities Management, Campus, Hospital &amp; Elevator Maintenance, Campus Planning, A&amp;E and Project Management Services, Executive Offices within Facilities</td>
</tr>
<tr>
<td>Kathy Litzinger</td>
<td>934-3208</td>
<td><a href="mailto:klitzinger@uab.edu">klitzinger@uab.edu</a></td>
<td>Office of VP for Information Technology</td>
</tr>
<tr>
<td>Doug Royal</td>
<td>934-2765</td>
<td><a href="mailto:droyal@uab.edu">droyal@uab.edu</a></td>
<td>Athletics, Office of VP for Research &amp; Economic Development, Office of VP for Financial Affairs and Administration</td>
</tr>
<tr>
<td>Anita Bonasera</td>
<td>934-3848</td>
<td><a href="mailto:bonasera@uab.edu">bonasera@uab.edu</a></td>
<td>Office of VP for Development, Alumni &amp; External Relations</td>
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□ I have completed the “New Employee & Supervisor Checklist” with my supervisor.

See next page 6-7 of this document.
New Employee and Supervisor Checklist

The New Employee and Supervisor checklist gives you the opportunity to connect with your supervisor right away. Sit down with your supervisor to discuss the topics on the list and check them off as you go. You may be able to cover all of the topics at once or you may need several short sessions.

Keep it somewhere close so you can refer to it as necessary.

<table>
<thead>
<tr>
<th>☐</th>
<th><strong>Section 4.2 Initial Six-Month Probationary Period</strong></th>
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<tbody>
<tr>
<td></td>
<td>• How is the six-month probationary period handled in our department? Is there anything special or specific about this time that I should know?</td>
</tr>
<tr>
<td></td>
<td>• Review <em>HR Policy 602</em> (<a href="http://www.uab.edu/policies">www.uab.edu/policies</a>)</td>
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</tbody>
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<tr>
<th>☐</th>
<th><strong>Section 5.6 Overtime Hours</strong></th>
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<tbody>
<tr>
<td></td>
<td>• Am I an exempt or non-exempt employee and does overtime apply to me? If so, how is it handled? Do we have any special departmental policies concerning overtime?</td>
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<tr>
<th>☐</th>
<th><strong>Department Required Training</strong></th>
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<tbody>
<tr>
<td></td>
<td>• Can you show me how to access the Faculty &amp; Staff Learning System (Healthstream) at <a href="http://www.uab.edu/learn/">www.uab.edu/learn/</a>?</td>
</tr>
<tr>
<td></td>
<td>• Does our department require any specific training classes? What other classes do you recommend for my professional development? (For an Individual Development Plan template, visit <a href="http://www.uab.edu/learndev">www.uab.edu/learndev</a>)</td>
</tr>
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<tr>
<th>☐</th>
<th><strong>Section 7.3 Behavior At Work</strong></th>
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<tbody>
<tr>
<td></td>
<td>• Do you have any special concerns or cautions about employee behavior in this department?</td>
</tr>
<tr>
<td></td>
<td>• Review <em>HR Policy 605</em> (<a href="http://www.uab.edu/policies">www.uab.edu/policies</a>)</td>
</tr>
<tr>
<td>Workplace Tour</td>
<td></td>
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<tr>
<td>----------------</td>
<td></td>
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<tr>
<td>• Can you please show me around the department?</td>
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</tr>
<tr>
<td>o Introduce me to my colleagues.</td>
<td></td>
</tr>
<tr>
<td>o Show me the restroom, break room or other common areas.</td>
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<tr>
<td>o Show me my work area and acquaint me with any equipment or supplies I’ll need to do my job.</td>
<td></td>
</tr>
<tr>
<td>o Are there others I should meet such as a personnel officer, administrative staff or people from other departments who may be important to my work?</td>
<td></td>
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<tr>
<th>Section 10.1 Bad Weather</th>
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<tbody>
<tr>
<td>• Does our department have any special requirements or procedures related to bad weather or emergencies?</td>
</tr>
<tr>
<td>• What special arrangements, if any, should I make in the event of inclement weather?</td>
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<thead>
<tr>
<th>Workplace Access (If applicable)</th>
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<tbody>
<tr>
<td>• To what areas will I need access?</td>
</tr>
<tr>
<td>• How will I acquire keys/access cards/ONE Card approval for those areas?</td>
</tr>
<tr>
<td>• Does our area have any special security concerns?</td>
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<thead>
<tr>
<th>Department Procedures</th>
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<tbody>
<tr>
<td>• How are lunches and breaks handled?</td>
</tr>
<tr>
<td>• How do I request vacation time? How are personal holidays handled differently?</td>
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<tr>
<td>• Who do I contact if I’m sick?</td>
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<tr>
<td>• What is the dress code for our department?</td>
</tr>
<tr>
<td>• How does our department handle cell phone usage?</td>
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<tr>
<td>• Are there any emergency procedures or equipment that I should be aware of?</td>
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<tr>
<th>Special Concerns</th>
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<tr>
<td>• Is there anything that we haven’t discussed that you think might be important for me to know?</td>
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</tbody>
</table>
Additional Resources:

- UAB Perks | [http://www.uab.edu/perks](http://www.uab.edu/perks)
- Get to Know UAB | [http://www.uab.edu/humanresources/home/get-to-know-uab](http://www.uab.edu/humanresources/home/get-to-know-uab)
- Campus Map | [http://www.uab.edu/map](http://www.uab.edu/map)
- UAB WIFI Access | [www.uab.edu/wifi/](http://www.uab.edu/wifi/)
- Transloc | [uab.transloc.com](http://uab.transloc.com) | Information about UAB Blazer Express Routes & Arrivals
- UAB Parking & Transportation | [http://www.uab.edu/parking](http://www.uab.edu/parking)
- UAB Faculty / Staff / Student Directory | [http://www.uab.edu/directory](http://www.uab.edu/directory)
- AskIT --UAB Information Technology Support (IT Help Desk) | [www.uab.edu/askIT](http://www.uab.edu/askIT)  | 205.996.5555
- UAB Office of Equity & Diversity | [www.uab.edu/equitydiversity/](http://www.uab.edu/equitydiversity/)
- UAB Office of International Recruitment & Student Services | [www.uab.edu/international/](http://www.uab.edu/international/)
- UAB Office of Postdoctoral Education | [www.uab.edu/postdocs/](http://www.uab.edu/postdocs/)
- UAB Organizational Learning & Development | [www.uab.edu/learndev/](http://www.uab.edu/learndev/)
- UAB Policies Library | [www.uab.edu/policies](http://www.uab.edu/policies)