# New Blazer Task list

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 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:
  - Your default UAB email address (ex. newstaff@uab.edu)
  - Access to multiple UAB electronic systems
  - 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.
  - Information about managing your ONE Card can be found at **www.uab.edu/onecard/**
  - 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:*
Existing 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** | **ONE Card FAQ** |
|---|---|
| **http://www.uab.edu/onecard/card-information/guidelines** | **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
        - ([www.uab.edu/blazerexpress](www.uab.edu/blazerexpress))
    - Transloc Shuttle Tracking App
        - ([http://uab.transloc.com](http://uab.transloc.com))
    - Late Night On Demand Safety Escort Shuttle
        - ([www.uab.edu/blazerexpress/safety-escort](www.uab.edu/blazerexpress/safety-escort))
    - UAB M.A.R.S (Motor Assistance Roadside Service)
        - ([www.uab.edu/businessservices/motor-assistance-roadside-service-mars](www.uab.edu/businessservices/motor-assistance-roadside-service-mars))

- **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/](www.uab.edu/parking/)   |   EMAIL: [UABParking@uab.edu](mailto: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\*\**

**WEBSITE:: [www.uab.edu/adminsystems](www.uab.edu/adminsystems)**

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<br>• Managing your direct deposit accounts<br>• Change federal tax withholding | • Change state tax withholding<br>• View Pay slips<br>• 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).

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 support, email: **[instructeam@uab.edu](mailto: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](mailto:benefits@uab.edu)  |  PHONE:** 205-934-3458

☐ **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
- 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**

**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 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.**
- *Additional information found on Blue Information Packet in your Orientation Bag.*

☐ **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**
  - **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.*

☐ **Complete the UAB Orientation Session Evaluation**
At your earliest convenience, please complete an evaluation of your experience during UAB's Campus New Employee Orientation.  This survey takes about 3-minutes to complete.

**https://www.surveymonkey.com/r/LQKCBWS**