

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).

<input type="checkbox"/>	<p>I have completed my I-9 Employment Eligibility Verification.</p> <ul style="list-style-type: none"> • Check with your supervisor for more information. You may complete the I-9 form with Records Administration located in the Administration Building Room 254.
<input type="checkbox"/>	<p>I have a Blazer ID and strong password.</p> <ul style="list-style-type: none"> • Go to www.uab.edu/blazerid. For assistance, contact AskIT at AskIT@uab.edu or call (205) 996-5555.
<input type="checkbox"/>	<p>I have my UAB One Card.</p> <ul style="list-style-type: none"> • 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. • The One Card authorization form can be found at: <ul style="list-style-type: none"> ○ http://www.uab.edu/onecard/images/ONE_Card_Request_Form.pdf • Additional options for managing your One Card can be found at www.uab.edu/onecard. <p>You must sign up for your BlazerID before obtaining your ID badge. ID badges are made at the Burleson Building (909 – 18th Street South.)</p>
<input type="checkbox"/>	<p>I have made parking arrangements.</p> <ul style="list-style-type: none"> • Transportation Services can be reached at (205) 934-3513 and is located at the Chevron Building (608- 8th Street South.)
<input type="checkbox"/>	<p>I have completed my direct deposit information and completed my state and federal tax forms through the Oracle Administrative System’s self-service application.</p> <ul style="list-style-type: none"> • You can receive help with self-service applications every Thursday from 2:00-3:30 PM in the Administration Building (Room B60). For more information visit http://www.uab.edu/it/home/component/k2/item/131-oracle or email instructeam@uab.edu.
<input type="checkbox"/>	<p>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.)</p> <ul style="list-style-type: none"> • You can contact the Benefits office with additional questions 4-3458.

<input type="checkbox"/>	<p>I have completed all required training for new employees. You will use the Faculty & Staff Learning System (Healthstream) at www.uab.edu/learningsystem to access assigned Learning or enroll in training.</p> <p>Assigned training:</p> <ul style="list-style-type: none"> • Code of Conduct • Memorandum or Record (MOR) • Patent Agreement • Diversity Awareness Education (DAE) Part 1 (may take up to 4 weeks to show up on your “Assigned Learning”) • HIPAA (If applicable – Only for employees working in the School of Medicine, Optometry, Dentistry, Health Related Professions or Information Technology.)
<input type="checkbox"/>	<p>I have registered for Diversity Awareness Education (DAE) Part 2</p>
<input type="checkbox"/>	<p>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.</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>I have registered for B-Alert at www.uab.edu/emergency to alert me to emergency or severe weather situations.</p>
<input type="checkbox"/>	<p>I have reviewed and understand the Family and Medical Leave Act information included in my binder.</p> <ul style="list-style-type: none"> • Additional policy information can be found at www.uab.edu/policies
<input type="checkbox"/>	<p>I know who my Human Resources Consultant is and how to contact them.</p> <p>HR Consultant: _____</p>
<input type="checkbox"/>	<p>I have completed the Employee & Supervisor checklist with my supervisor.</p>

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.

What will your UAB contribution be?

<input type="checkbox"/>	<p>Section 4.2 Initial Six-Month Probationary Period</p> <ul style="list-style-type: none"> How is the six-month probationary period handled in our department? Is there anything special or specific about this time that I should know?
<input type="checkbox"/>	<p>Section 5.6 Overtime Hours</p> <ul style="list-style-type: none"> 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?
<input type="checkbox"/>	<p>Department Required Training</p> <ul style="list-style-type: none"> Can you show me how to access the Faculty & Staff Learning System (Healthstream) at www.uab.edu/learningsystem? Does our department require any specific training classes? What other classes do you recommend for my professional development? (Refer to the Individual Development Plan in your binder and visit www.uab.edu/learndev)
<input type="checkbox"/>	<p>Section 7.3 Behavior At Work</p> <ul style="list-style-type: none"> Do you have any special concerns or cautions about employee behavior in this department?

<input type="checkbox"/>	<p>Workplace Tour</p> <ul style="list-style-type: none"> • Can you please show me around the department? <ul style="list-style-type: none"> ○ Introduce me to my colleagues. ○ Show me the restroom, break room or other common areas. ○ Show me my work area and acquaint me with any equipment or supplies I'll need to do my job. ○ 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?
<input type="checkbox"/>	<p>Section 10.1 Bad Weather</p> <ul style="list-style-type: none"> • Does our department have any special requirements or procedures related to bad weather or emergencies?
<input type="checkbox"/>	<p>Workplace Access (If applicable)</p> <ul style="list-style-type: none"> • To what areas will I need access? • How will I acquire keys/access cards for those areas? • Does our area have any special security concerns?
<input type="checkbox"/>	<p>Department Procedures</p> <ul style="list-style-type: none"> • How are lunches and breaks handled? • How do I request vacation time? How are personal holidays handled differently? Who do I contact if I'm sick? • What is the dress code for our department? • How does our department handle cell phone usage? • Are there any emergency procedures or equipment that I should be aware of?
<input type="checkbox"/>	<p>Special Concerns</p> <ul style="list-style-type: none"> • Is there anything that we haven't discussed that you think might be important for me to know?