**UW Bothell New Faculty Member Checklist**

**Act:**

* UW-IT Service Center email to set up your NetID
* Workday onboarding email
  + Enroll in DUO (two-factor identification application required to sign in in Workday)
  + Sign in in Workday. You can use [the Integrated Service Center (ISC) landing page](https://isc.uw.edu/) to find this link first time
  + Complete all required tasks in your Inbox in Workday (contact information, W-4 tax withholding etc.)
  + Fill out I-9 form within 3 business days of your start date since this is a legal requirement for employment in the United States. You need to complete only section 1 and contact your school to schedule a meeting with I-9 coordinator to complete section 2 of the form.
  + Affirmative Action Data in Workday - <https://ap.washington.edu/aadf/>
  + Pick health plans and retirement elections within 31 days of start date: [isc.uw.edu/your-benefits/newly-eligible](https://isc.uw.edu/your-benefits/newly-eligible/)

\*ISC has prepared information on [“Workday for You”](https://isc.uw.edu/using-workday/) and Academic HR’s [New Hire Information page](http://ap.washington.edu/ahr/working/welcome/) provides information to faculty who are new to the tri-campus University of Washington system. If you need assistance with navigating Workday, please contact the [ISC](https://isc.uw.edu/contact-us/).

* Review [MyUW](https://identity.uw.edu/profile/). Almost all information will be transferred from Workday. You can update only Information Sharing Settings section to publish your information in [UW Directory](https://www.washington.edu/home/peopledir/), main place to find faculty and staff contact information.
* Get your Husky ID Card: at this time, UW Bothell is unable to safely provide Husky Cards to new faculty and staff. You may visit the [Husky Card Office at UW Seattle](https://hfs.uw.edu/Husky-Card-Services) during their opening hours to obtain a new card. If you are unable to visit UW Seattle, please email [uwbinfo@uw.edu](mailto:uwbinfo@uw.edu?subject=Husky%20Card%20Extreme%20Circumstance) so that we may review your request.
* Sign up for UWALERT Emergency Alert System: [uw.edu/safety/alert](https://www.washington.edu/safety/alert/)

# Attend:

* UW Bothell’s New Faculty Orientation
* Register for and attend the [Benefits Orientation](http://hr.uw.edu/benefits/benefits-orientation/in-person-benefits-orientation/?_ga=2.163369276.1890889051.1597080508-1475812700.1548894507)
* Asbestos General Awareness Online required training: <https://www.ehs.washington.edu/training/asbestos-general-awareness-online>
* Reporting Suspected Child Abuse or Neglect required training: <https://www.washington.edu/youth/education/>

# Review:

* Your personal information in Workday: [isc.uw.edu/your-info/personal](https://isc.uw.edu/your-info/personal/)
* Review the corresponding [Statement of Policy on Non-Discrimination and Sexual Harassment](http://www.washington.edu/admin/rules/policies/PO/EO31.html) and Employee-Student Romantic Relationships and Conflicts of Interest ([Executive Order 31](http://www.washington.edu/admin/rules/policies/PO/EO31.html), [Executive Order 54](http://www.washington.edu/admin/rules/policies/PO/EO54.html))
* Review the [UW Policy Directory](http://www.washington.edu/admin/rules/policies/), which includes, among other things, the following policies that may apply to your position:
  + [Patent, Invention, and Copyright Statement](http://www.washington.edu/admin/rules/policies/PO/EO36.html)
  + University of Washington [Faculty Code Chapter 24](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html) (concerning faculty appointments and promotion)
  + [Ethics Quiz](https://fa.uw.edu/audit/content/ethics-quiz)

# Ask:

* Need additional Workday help? Contact the [Integrated Service Center](https://isc.uw.edu/contact-us) (ISC) at 206-543-8000 [(ischelp@uw.edu](mailto:ischelp@uw.edu))