

New CBE Faculty Onboarding Checklist

College of Built Environments

To Do On or Before Start Date:

UW-wide steps

Workday is UW's campus-wide system for human resources, payroll and benefits. University employees use Workday to update personal information, access pay slips and pay rate details, and view benefits information. For more information about Workday visit:

<https://isc.uw.edu/new-to-workday/>

There are several tasks for you to complete in **Workday** this process can be established pre first day or on the first day. There are also trainings and other administrative steps to take, as you can:

- Setup UW Net ID(with password) is your personal identification for using UW online Resources. To create your UW Net ID see:
<https://itconnect.uw.edu/security/uwnetids/about-uw-netids/> * This process can be established pre first day or on the first day. Work with UW-IT Service Center (via email) to set up your NetID
- Complete [onboarding activities](#) in **Workday**; for Workday help, contact the Integrated Service Center (ISC) **Workday** is UW's campus-wide system for human resources, payroll and benefits. University employees use Workday to update personal information, access pay slips and pay rate details, and view benefits information. For information about Workday: <https://isc.uw.edu/new-to-workday/>
 - Sign in on Workday. You can use [the Integrated Service Center \(ISC\) landing page](#) to find this link first time
 - Enroll in DUO (two-factor identification application required to sign in in Workday)
 - Fill out and submit your U.S. Employment Eligibility Verification [I-9 form](#)
 - Complete all required tasks in your Inbox in Workday (contact information, [payment](#) and [withholding](#) elections, etc.)
 - Complete your [personal information](#) profile, including contact and emergency contact information
 - Pick [health plans and retirement elections](#) within 31 days of start date
 - Make note of your Employee ID number 9 Digit number found in Workday.
 - Review your profile in [MyUW](#); while almost all information is auto-populated from Workday, you can update the Information Sharing Settings to publish your information in the [UW Directory](#).

To Do on Start Date:

- Obtain a Husky Card; this is your official UW ID. Visit one of the 5 [Husky Card Account Offices](#) to get yours. This card gives access to services including libraries, parking, computer and software purchases, UW Recreational sport program and bus/rail pass on public transportation. The Husky Card process requires you to:
 - o Obtain the Husky Card in person
 - o Provide your UW NetID and 9-digit Employee Identification Number (EID) (can be found in Workday)
 - o Show a state or federally issued photo ID
 - o Have your photo taken for the Husky ID card

The Husky ID Card Center is open from 8:00 AM – 5:00 PM, Monday – Friday, and is located on the ground floor of Odegaard Library; (206) 616.0689. The process should take no more than 5-10 minutes. More information, including a list of FAQs ,can be found online at The Husky Card website: <https://hfs.uw.edu/Husky-CardServices>.

As of July 1, 2022 Your Husky ID card serves as a fully subsidized U-PASS which provides members with unlimited rides on regional buses, commuter trains, light rail and water taxis as well as full fare coverage on vanpools. <https://transportation.uw.edu/gettinghere/transit/u-pass>

- Obtain office Keys – See Facilities Handout
- Meet with the IT Dept - to discuss IT equipment needs
- Register for UW Welcome Day [Benefits Orientation – \(Academic Personnel have their own orientation. You’re still encouraged to attend in-person Welcome Day in its entirety or simply attend the benefits portion \(registration is still required\).](#)
- Familiarize yourself with shared Google Drives
 - [CBE Dean’s Office](#)
 - [CBE Dean & Associate Deans](#)
- Visit the CBE Faculty Onboarding Intranet [Page](#)
- Browse the [CBE Intranet](#) to further familiarize yourself with the College’s priorities and events as well as systems and processes <https://intranet.be.uw.edu/>

Trainings to Begin on Day 1 and After:

- Register for or complete [Grants Management for Investigators training](#) (if applicable)
- Review OAP’s [Safety in the Workplace page](#)
- Complete new employee [Required Trainings](#)
- Complete [Ethics Training](#)
- Sign up for UW ALERT Emergency Alert System: uw.edu/safety/alert

University of Washington Resources

- Peruse UW's "[Getting Settled](#)" web page
- Visit the [Academic Personnel New Hire Information](#) page to explore more resources
- Explore [Center for Teaching and Learning](#), particularly the [Faculty Fellows Program](#)
- Explore UW Office of Research's [New to Research](#) page
- [Grants Management for Investigators training](#) if applicable
- UW also has a number of programs and resources to support wellness and development of its academic personnel and staff including
 - [The Whole U](#),
 - [SmartHealth](#), and
 - [WA EAP \(employee assistance program\)](#), among others
- Faculty and Staff are invited to join [affinity groups](#) & meet ups on campus such as:
 - [Asian and Pacific Islander American Faculty & Staff Association](#)
 - [Black Faculty & Staff Association](#) UW CareLink
 - [Queer \(Q\) Faculty, Staff, & Allies Affinity Group](#)
 - [Latinx Faculty & Staff Association](#)
 - [Native Faculty & Staff Association](#)
- Faculty Professional Development and Mentorship Opportunities
 - <https://hr.uw.edu/pod/>
 - <https://www.facultydiversity.org/fsp-bootcamp>
 - [W](#) Jr Faculty Mentoring Policy.docx

CBE steps

- Sign up to receive communications from Listserv
 - If you need to add yourself to any listservs, here is how to do so:
<http://mailman.u.washington.edu/mailman/listinfo/listname/> Replace **listname** with the actual name of the list you want to sign up for and follow the instructions on the page.

To Explore:

Policies

- Review UW Academic Personnel [governing documents](#) and the [UW Policy Directory](#), which includes, among other things, the following policies that may apply to your position:
 - The [University of Washington's Faculty Code](#) outlines key information about faculty responsibilities, appointments, promotions and tenure matters, and more.
 - University of Washington [Faculty Code Chapter 24](#) (concerning faculty appointments and promotion)
 - University of Washington [Faculty Code Chapter 25](#) (concerning faculty tenure)

- College of Built Environments Policies - [CBE Policies](#)
- [Statement of Policy on Non-Discrimination and Sexual Harassment](#) and Employee-Student Romantic Relationships and Conflicts of Interest ([Executive Order 31](#), [Executive Order 54](#))
- [Patent, Invention, and Copyright Statement](#)
- Educator's Toolkit [Educator's Toolkit](#)

CBE Resources

- Browse the [College of Built Environments](#) to familiarize yourself with the College's priorities and latest news and events.
- [Teaching Resource](#) - reading written by a mentor of Dean Cheng, the topic is teaching technical issues in architecture but is broadly applicable to teaching.
- Learn about [CBE Strategic Framework](#), completed in 2021 and now being implemented
- Learn about CBE's Initiatives in Equity, Diversity, & Inclusion by accessing the below resources:
 - [Dean's EDI Message](#)
 - [Presentation Slides about Building Intercultural Competency](#)
 - Watch the 3 Videos Below for Additional Context on CBE's EDI Process Focused on the Intercultural Development Inventory (IDI)
 - [Part 1: CBE Initiative on IDI – Context & Strategy](#)
 - [Part 2: Intercultural Competence and the IDI](#)
 - [Part 3: IDI Group Results – CBE's Level of Intercultural Competence](#)
 - Additional Resources & Videos can be found at <http://dean.be.uw.edu/edi/>

To Do After Start Date:

- Participate in Faculty Onboarding Activities- See onboarding Schedule on the intranet <https://intranet.be.uw.edu/facultystaff/cbe-onboarding/>