

New Faculty Onboarding Checklist

UWT Academic HR: Please review the [Academic HR website](#) and all links listed on our website.

1. Before and on the First Day

Task	What to Do	Notes / Support
☐ Set up UW NetID	Create UW NetID and password for UW online resources.	Can be done pre-first day or on first day; work with UW-IT Service Center via email.
☐ Sign in to Workday	Access Workday through the ISC landing page.	First-time users should start from the ISC site.
☐ Enroll in Duo	Set up two-factor authentication for Workday access.	Required for Workday login.
☐ Complete Workday onboarding tasks	Finish all required Inbox tasks (contact information, payment, withholding, etc.).	Contact ISC for Workday help. This is initiated once the UW NetID is set up.
☐ Complete personal profile	Add contact and emergency contact information in Workday.	Part of Workday Inbox tasks.
☐ Record Employee ID	Locate and save the 9-digit Employee ID number.	Found in Workday profile.
☐ Review MyUW profile	Check profile in MyUW and update Information Sharing Settings.	Data auto-populates from Workday.
☐ Meet at UW Tacoma	Complete I-9 verification within three business days of your start date.	Contact: School Directors/Administrators.

2. Husky Card, IT, and Campus Access

Task	What to Do	Notes / Support
☐ Obtain Husky Card	Visit a Husky Card Account Office in person to obtain your official UW ID. Your UW NetID must be set up first. Bring your UW NetID, 9-digit Employee ID (from Workday), and a state- or federally issued photo ID. Your photo will be taken on site.	Please inform your school director after you receive your card so they may request key-card access. Husky Card also serves as a fully subsidized U-PASS with unlimited rides on eligible transit.
☐ IT onboarding (in person)	Complete IT onboarding and set up your laptop.	School IT Manager or UWT IT: tachelp@uw.edu

3. UW HR Orientation and Benefits

Task	What to Do	Notes / Support
☐ UW Human Resources Orientation	Attend UW HR orientation / Welcome Day covering new-hire paperwork, total compensation, and benefits.	Via Zoom/online, depending on current schedule.
☐ Benefits enrollment	Complete health insurance, retirement, and other benefit enrollment in Workday	You have one month to enroll in

Task	What to Do	Notes / Support
	when the action item appears.	Workday.
☐ Benefits overview webinar	Attend the online Benefits Overview (approximately 75 minutes).	Use UW Benefits online orientation resources.
☐ UW Tacoma Compass	Attend UW Tacoma Compass – First Year Orientation when scheduled.	Contact: Heather Dillon, Associate Vice Chancellor for Faculty Success. Time and date TBD.

4. School and Faculty Integration

Task	What to Do	Notes / Support
☐ Attend faculty meetings	Attend school/program faculty meetings.	Calendar invites will be added to your calendar. School-specific meeting frequency may be added by the school.
☐ Meet key contacts	Connect with campus and school leadership relevant to your role.	EVCAA: Andrew Harris; Dean of School; Chair of School; Program Leadership; School Director.

5. Training

Task	What to Do	Notes / Support
☐ Required employee trainings	Complete UW required employee trainings.	UWT AHR suggests completing required trainings within your first month.
☐ Canvas Training	Complete Canvas training if helpful for your teaching role.	Optional. UW-IT Canvas training resource.
☐ Anti-Racism and DEIB Training	Complete as required.	Required once, or again if you have not worked at UW within the preceding 12 months.
☐ Husky Prevention & Response (Title IX)	Complete required Title IX employee training.	Required only once.
☐ Violence Prevention & Response (SafeCampus)	Complete SafeCampus training.	Required every two years.
☐ Reporting Suspected Child Abuse	Complete required reporting training.	Required only once.
☐ Ethics Training	Complete UW ethics training.	Required every five years.
☐ Hazing Prevention – Faculty & Staff Edition	Complete hazing prevention training.	Required annually.
☐ FERPA Training	Complete FERPA training.	Required only once.

Task	What to Do	Notes / Support
☐ Online Security Awareness	Complete online security awareness training.	Required annually.
☐ Asbestos Awareness	Complete asbestos awareness training.	Required only once.

6. Transportation and Parking

Task	What to Do	Notes / Support
☐ UWT Parking Permit	Review UWT parking permit options.	Optional.
☐ Other parking options	Review alternate parking options near campus.	Free parking is available at the Tacoma Dome Sounder Station garage with a quick T-Line ride using your Husky Card. Limited street parking is available on S 21st Street and north of Market Street.
☐ Campus Parking Map	Review the map of available parking lots on campus.	See UWT parking resources.
☐ Disability Parking	Review disability parking information if applicable.	See campus parking guidance.
☐ U-PASS	Use your Husky Card for eligible public transportation.	There is no separate sign-up and benefits generally activate automatically within 12–24 hours after receiving the Husky Card.

7. Departments and Campus Resources

Task	What to Do	Notes / Support
☐ Information Technology (IT)	Use UWT IT for support with academic spaces, accounts/access, and Canvas.	tachelp@uw.edu
☐ Security / Campus Safety	Review emergency and non-emergency safety contacts.	For emergencies, dial 9-1-1. Non-emergency: (253) 692-4416 or uwtsafe@uw.edu. Campus Security is located in DOU 180.
☐ Office of Research	Review UWT research support resources.	Dr. Heather Dillon is the Associate Vice Chancellor for Faculty Success.
☐ Office of Equity and Inclusion	Review UWT equity and inclusion resources.	Located in Snoqualmie Building 150.

8. Campus Listservs and Alerts (Optional)

Task	What to Do	Notes / Support (Contact Dean's Office)
☐ UWT Line	Sign up for the UWT Line listserv.	For all UWT employees.
☐ Part-Time Faculty Listserv	Sign up if applicable.	For faculty hired on a quarter-to-quarter basis.
☐ UW Alert	Sign up for UW Alert.	Receive text alerts about campus closures and delays.
☐ UW Chapter of AAUP	Review/sign up if interested.	UW Chapter of the American Association of University Professors (AAUP).

9. Pay and Appointment Information

Task	What to Do	Notes / Support
☐ Summer quarter for 9-month faculty	For 9-month faculty, regular appointment pay covers the nine-month service period unless there is separate summer funding/appointment such as grants or start-up funds.	Faculty may connect with their school director with questions about summer funding.
☐ Payroll dates	UW is on a twice-monthly pay schedule: work from the 1st–15th is generally paid on the 25th; work from the 16th–end of month is generally paid on the 10th of the following month.	If the 10th or 25th falls on a holiday or weekend, payday follows the UW payroll calendar / next applicable business day.

10. Key Links

Resource	Link
Husky Card Services	https://hfs.uw.edu/Husky-Card-Services
Husky Card ID Center Locations	https://hfs.uw.edu/Husky-Card-Services/Husky-Card/ID-Center-Locations
UW HR Welcome Day	https://hr.uw.edu/benefits/orientation/welcome-day/
Faculty Benefits Summary (9–12 month appointments)	https://hr.uw.edu/benefits/orientation/summaries/faculty-appointments-9-12-months/
Online Benefits Orientation	https://hr.uw.edu/benefits/orientation/online-newly-eligible-employees/
UWT Office of Research	https://www.tacoma.uw.edu/or
Required Employee Training	https://hr.uw.edu/talent/onboarding-and-training/required-employee-training/

Resource	Link
Canvas Training	https://uwconnect.uw.edu/it?id=kb_article_view&sysparm_article=KB0034497
Anti-Racism and DEIB	https://www.washington.edu/deib/
Title IX Employee Course	https://www.washington.edu/titleix/title-ix-employee-course/
SafeCampus Training	https://www.washington.edu/safecampus/training-options/
Reporting Suspected Child Abuse	https://www.washington.edu/youth/education/
Ethics Training	https://fa.uw.edu/audit/ethics-training
FERPA 101	https://registrar.washington.edu/courses/ferpa-101/