



Department of Family Medicine and Community Health New Employee Orientation

Welcome to the Department of Family Medicine and Community Health!

Orientation Includes

- This orientation power point
- Electronic Section
- Benefits 101 (mandatory)
- Work Unit Orientation with supervisor or designee
- New Employee Orientation Checklist Instructions



Department of Family Medicine and Community Health New Employee Orientation

The **VISION** of the UW Department of Family Medicine and Community Health is Inspiring health and wellness in patients, communities, and ourselves.

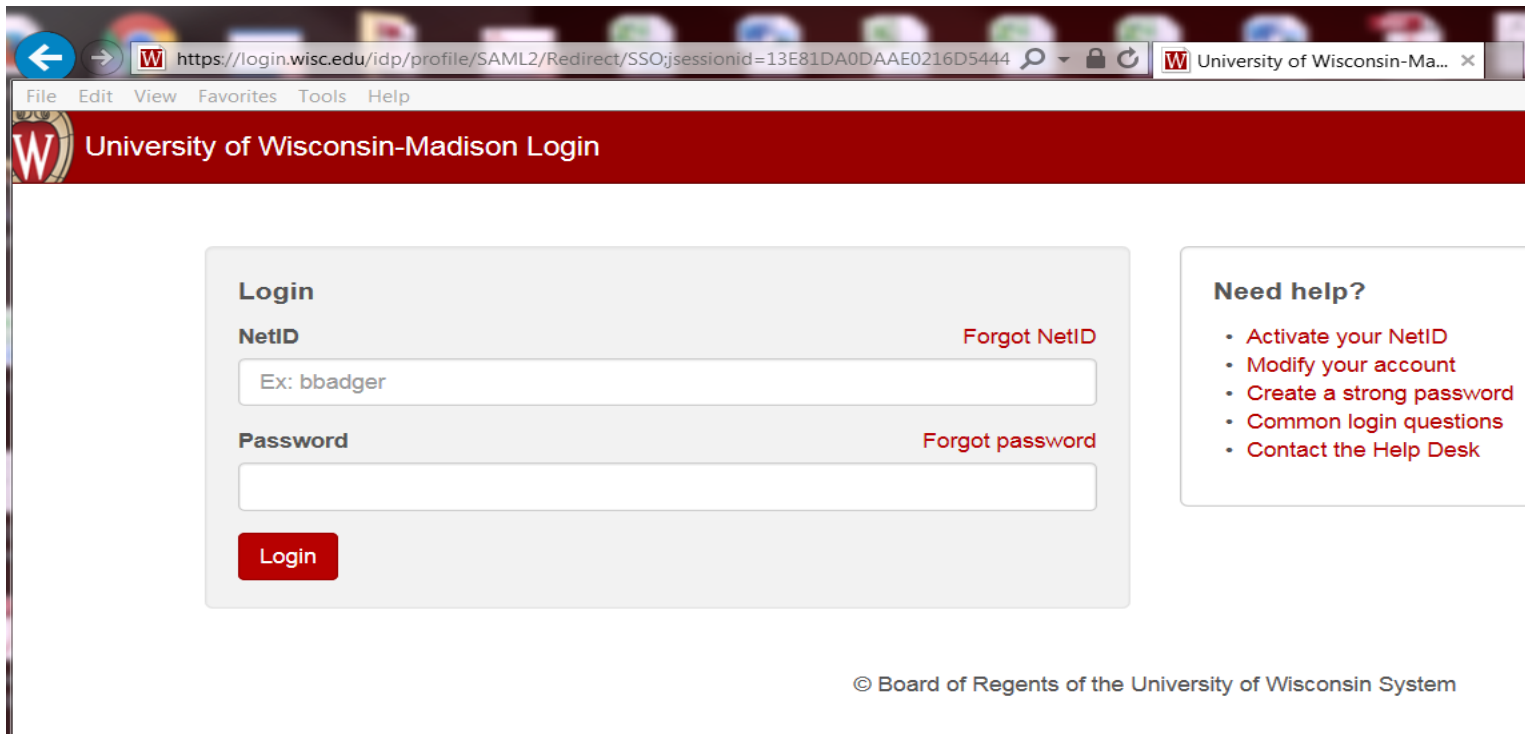
The **MISSION** of the UW Department of Family Medicine and Community Health advances health and well-being by caring, teaching, discovering, leading, and connecting.

Department of Family Medicine and Community Health New Employee Orientation - MyUW

MyUW Overview

•Activation

•Go to <http://my.wisc.edu>, click on Activate your NetID. For this initial activation, your NetID is your UW Faculty/Staff ID badge number, and your password is your birth date.



The screenshot shows a web browser window with the URL <https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO?sessionId=13E81DA0DAAE0216D5444>. The page title is "University of Wisconsin-Madison Login". The main content area is divided into two sections: "Login" and "Need help?".

Login

NetID Forgot NetID

Password Forgot password

Need help?

- Activate your NetID
- Modify your account
- Create a strong password
- Common login questions
- Contact the Help Desk

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Department of Family Medicine and Community Health New Employee Orientation - MyUW

MyUW Overview

- View pay stubs, leave balances, annual benefit and WRS summaries, read benefit news and updates
- Access <http://my.wisc.edu>
- Enter your NetID and password to log in
- Scroll through to find available information
 - HR, Payroll and Benefits News
 - Time and Absence
 - Payroll Information
 - Benefit Information



Department of Family Medicine and Community Health New Employee Orientation - Payroll & Parking Information

- **W4**
 - Complete and turn in today
 - <https://uwservice.wisc.edu/docs/forms/pay-employee-withholding-a.pdf>
 - Fax to payroll at (608) 262-1215
- **Direct Deposit**
 - Complete direct deposit form today. Contact payroll office or complete a new form electronically:
 - <https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf>
 - Fax to payroll at (608) 262-1215
- **Parking & Transportation Options (Madison Employees)**
 - Sign up for parking at St. Mary's
 - Bus Pass
 - Van pool
 - Community car
 - Shuttle from Dean
 - Campus Parking Lots
 - <http://transportation.wisc.edu/>
- **Pay Schedule & List of Holidays**
 - Academic and University Staff Pay Schedules
 - List of pay schedules & UW Legal Holidays found at
 - <http://www.ohr.wisc.edu/payroll/schedule.aspx>
- **MyUW**
 - Please log in to MyUW and update the following fields
 - Emergency Contact
 - Personal Email
 - Cell Phone Number

Department of Family Medicine and Community Health New Employee Orientation - Human Resources

Badges and IDs

- UW – Wiscard
 - All students & faculty/staff
 - Wiscard office located at Union South (contact office before going to be sure they have appropriate info. in the system (608) 262-3258)
 - Uses--Bus Passes, libraries, recreation facilities, computer labs
 - More information on Wiscard website at <http://wiscard.wisc.edu/>
- UW Health/St. Mary's
 - UW Health
 - Contact UWHC Security Office in advance
 - St. Mary's
 - St. Mary's Security should be contacted in advance to obtain ID card





Department of Family Medicine and Community Health New Employee Orientation - Human Resources

On-line I-9 work authorization

- General rule is that **all new hires** need to complete an I-9 verification of employment form. However, it will not be necessary for you to complete an I-9 form if:
 - You have a new appointment within the same department with no break in service;
 - You have a zero dollar (unpaid) appointment;
 - You are an individual on a scholarship or fellowship with any of the following titles: (1) Postdoctoral fellow (X10NN), (2) Postdoctoral trainee (X30NN), (3) Graduate intern trainee (X75NN), (4) Fellow, (5) Scholar, or (6) Advanced opportunity fellow
- Section 1 of the I-9 form is completed online by the employee on or before first day of employment. If you have not already completed an on-line I9, you must do so now by following the directions in the email sent to you
- Present your documentation to HR; HR will then complete Section 2 of the on-line I9 form



Department of Family Medicine and Community Health New Employee Orientation - Human Resources

- Copy of current license (NP, RN, etc.)
- Copy of DEA (if applicable)

Please remember to send HR a copy of license whenever your DEA or license is updated as current copy must be in your personnel file

- HIPAA – will be part of your on-line orientation; please remember to complete and print HIPAA training certificate and give to HR at Alumni Hall today



Department of Family Medicine and Community Health New Employee Orientation - Benefits

BENEFITS INFORMATION For those initially eligible for WRS benefits

(If you have prior WRS service, it may impact benefit application deadlines, WRS eligibility and vesting.)

- 30 Days to enroll in most benefits (many benefits do not have other open enrollment opportunities)
- All benefit applications are available online at <https://uwservice.wisc.edu/forms.php>
- More Information located (including information on premiums, domestic partnerships and imputed income) at www.bussvc.wisc.edu/ecbs/ecbs.html
- Benefits 101 – Benefits seminar offered to all new employees
Register at <https://www.ohrd.wisc.edu/ohrdcatalogportal/Default.aspx>
- Open enrollment each fall for health (HMO change, update coverage etc., newly enroll)
- Open enrollment each fall for other benefits (varies each year)
- All premiums are taken by payroll deduction, some premiums are taken on a pre-tax basis
- Updated benefits information available at www.bussvc.wisc.edu/ecbs/benefits/newemp-introduction-reg.html
- Questions and completed insurance applications can be directed to June Daws



Department of Family Medicine and Community Health New Employee Orientation - Benefits

Benefit Summaries

- University Staff
 - <https://www.wisconsin.edu/ohrwd/benefits/download/summaries/Univ-staff.pdf>
- Academic Staff
 - <http://www.uwsa.edu/ohrwd/benefits/summaries/fasl.pdf>
- See an estimate of your total compensation package
 - <https://www.wisconsin.edu/ohrwd/benefits/totalcomp/>



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Enrollment Opportunities

LIFE EVENTS

- Contact your payroll and benefits coordinator within 30 days of a life event. You only have 30 days following a life event to change/enroll in the majority of benefits. Examples of life events:
 - Marriage or divorce
 - Begin or end a domestic partnership
 - Birth, adoption, guardianship of a child (60 days to enroll)
 - Termination of employment
 - Disability
 - Change in employment status
 - Move
 - Spouse, dependent child, domestic partner death

More info: <https://www.wisconsin.edu/ohrwd/benefits/famchng/>



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Enrollment Opportunities

IT'S YOUR CHOICE

- During the It's Your Choice enrollment and change period you can make changes to your existing insurance policies or add new coverage for the following calendar year
- This is the only time during the year when you are eligible to make benefit plan changes unless you have a life event (marriage, birth, divorce, etc.) that allows you to add or change benefits
- It's Your Choice enrollment and change period typically takes place during several weeks each October for January 1 coverage



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

HEALTH INSURANCE

- Four HMO's available in Dane County: Unity, Physicians Plus, GHC, Dean HMO's vary by county of residence. Reference guide in benefits packet outlines HMO's available for neighboring counties
- Uniform Premiums
- High deductible health plan option available
- All have optional built in dental plan; two cleanings per year and preventive maintenance & built in vision plan; one eye exam per year
- It's Your Choice Access Plan (non HMO) available; does not include built in dental or vision plans
- Prescription coverage through Navitus
- 10% co-insurance for non-preventive services
- Must enroll within 30-days of start date. (If initial enrollment opportunity is missed can enroll during the fall)
- See decision and reference guides for complete information. To find out about which health plans have providers in your area refer to the Choose Your Health Plan section of the decision guide
- Completed application must be returned whether or not you choose to enroll



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

What is a High Deductible Health Plan (HDHP) and Health Savings Account (HSA)?

It is a health plan that, under federal law, has a minimum annual deductible and a maximum annual out-of-pocket limit set by the IRS. An HDHP does not pay any health care costs until the annual deductible has been met (with the exception of preventive services mandated by the Patient Protection and Affordable Care Act). The plan is designed to offer a lower monthly premium in return for more shared health care costs by the member.

An HSA is an account established by an individual to pay for health care expenses. To set up an HSA, the individual must be covered by a federally qualified HDHP. HSA's are owned by the individual, balances roll over from year to year and the funds are portable, meaning the employee keeps them if they leave the HDHP plan or state service. The funds in an HSA can be used to pay for qualified medical expenses that are not covered by your health plan, and can be saved for future expenses on a pre-tax basis. The funds can also be invested, but a \$2,000 account balance threshold is required in order to move funds into an HSA investment account with [TASC](#) (HSA administrator).

HDHP/HSA Quick Facts

- The HDHP has a deductible of \$1,500 single/\$3,000 family for 2017. The deductible must be met before the health plan covers any medical, prescription drug or dental expenses with the exception of some preventive services or prescriptions as mandated by federal law.
- The HDHP employee premium rates are lower in exchange for increased employee cost sharing.
- All HDHPs will provide a uniform set of benefits.
- An HSA is a savings account that you will own. The money in the account is always yours – even if you leave state service.
- Your employer will contribute to your account in 2017. You can also contribute pre-tax dollars up to the federal contribution limit.
- You can use the funds in your HSA to pay for eligible health care expenses such as costs incurred towards the deductible, dental, vision and prescription drugs.



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Health

FEDERAL HEALTH INSURANCE MARKETPLACE

Beginning in 2014, the Affordable Care Act (ACA) requires nearly everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Health Insurance Marketplace is a new option for people to obtain health insurance. You are not required to take action if you currently have health insurance.

The Marketplace has no impact on your coverage under the State Group Health Insurance plan offered at the UW. However, those who are not eligible for health insurance through their employment at the University of Wisconsin may want to consider coverage offered through the Marketplace.

If you have questions about your eligibility for health insurance through your employment, contact Madison Benefits Services by email: benefits@ohr.wisc.edu or by phone: (608) 262-5650.



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Dental

SUPPLEMENTAL DENTAL OPTIONS

- Supplemental Dental Insurance available
Options:
 - ✓ **Dental Wisconsin** (*Academic and University employees*)
 - Vendor: Delta Dental
 - Underwritten by EPIC Life Insurance Company
 - ✓ **EPIC Benefits+ Plan** (*Academic and University employees*)
- Supplemental to basic coverage built into health insurance-for fillings, crowns, etc.



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Vision

SUPPLEMENTAL VISION OPTION

- Offered through VSP (Vision Service Provider)
 - Guaranteed during fall open enrollment
 - Helps cover cost of frames, contacts or lenses through VSP approved provider (\$25 material co-pay)
 - If approved will help cover cost of laser vision correction surgery
- EPIC Benefits + (optional vision coverage)



Department of Family Medicine and Community Health New Employee Orientation - Benefits Flexible Spending Accounts

FLEXIBLE SPENDING ACCOUNTS

- Flexible spending plans, for healthcare, dependent care, parking and transit
- IRS maximum set for each account
 - \$2,550 maximum medical reimbursement
 - \$5,000 maximum dependent care
- Must re-enroll each year
- Up to \$500 in Healthcare FSA will carryover to the new year plan. Anything over \$500 will be lost. Any funds left in Dependent Day Care will be forfeited
- Money can be used to reimburse co-insurance costs
- If enrolled in the HDHP, you can enroll in a Limited Purpose FSA



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Life Insurance

LIFE INSURANCE

Four Plans Offered:

- **State Group Life Insurance**
 - Vendor-Minnesota Life Insurance Company; Administered by WI Dept. of Employee Trust Funds
 - Option to purchase up to 5 x annual salary
 - Small retirement benefit built in toward health insurance
 - Spouse/Domestic Partner & Dependent coverage available
 - Must enroll within 6 months of start date or through evidence of insurability at a later date. No open enrollment.
 - Completed application must be returned whether or not you enroll
- **University Insurance Association**
 - Vendor-Minnesota Life Insurance Company
 - Mandatory for all eligible Academic employees who earn a minimum monthly salary of \$2592)
 - University staff not eligible
 - Decreasing term life policy



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Life Insurance

LIFE INSURANCE

Four Plans Offered:

- **Individual & Family Group Life Insurance**
 - Vendor – Minnesota Life Insurance Company
 - Group term life insurance
 - Maximum employee coverage is \$300,000, \$150,000 for spouse/domestic partner, and up to \$25,000 per child
 - Can be converted to individual policy upon termination
- **UW Employees Inc. Life Insurance**
 - Vendor – Minnesota Life Insurance Company
 - Provides employee-only decreasing term life insurance
 - Coverage amount based on age



Department of Family Medicine and Community Health New Employee Orientation - Benefits Disability/Income Continuation Insurance

Disability/Income Continuation Insurance

- **Accidental Death/Dismemberment (AD&D) Insurance**
 - Plan protects against losses resulting from a covered accident
 - May select a coverage amount up to \$500,000-Premiums based on coverage level
 - Includes Zurich Travel Assist® - Comprehensive travel assistance program providing benefits & services while traveling 100 miles or more from your residence
 - Can enroll at any time during employment
- **Income Continuation Insurance**
 - Provides up to 75% of gross wages as replacement income if you become disabled. Benefits begin after waiting period or sick leave is exhausted, whichever is longer
 - University staff have 30 day waiting period
 - Academic staff must elect a waiting period (30, 90, 125, 180)
 - No annual open enrollment. Coverage begins on 1st of the month within 30 days of hire for all WRS eligible staff. Employer contribution begins 12 months after WRS state participation has been met
 - Two coverage levels—Standard, up to \$64,000; and supplemental up to \$120,000.
 - If you do not enroll when initially eligible, you can enroll through Deferred Enrollment (which is based on sick leave accumulation)
 - Completed application must be returned within 30 days whether or not you enroll



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Beneficiaries

BENEFICIARIES

- A beneficiary is a person(s) or any legal entity such as an estate or trust, that you specifically name to receive benefits payable upon death (WRS account, life insurance, tax deferred retirement savings account...)
- Most beneficiary designations available online:
<https://uwservice.wisconsin.edu/benefit-plans/beneficiary-designation/>
- Each benefit plan has a separate beneficiary designation. Exception – State Group Life and WRS use the same form
- Mail beneficiary designations directly to the address listed on the form
- If you do not file designation, benefits payable per Standard Sequence:
<https://uwservice.wisconsin.edu/benefit-plans/beneficiary-designation/>
- It is important to keep your beneficiary designations up-to-date. Always complete a new designation when you have a life event (birth, death, divorce, marriage, change in domestic partnership, etc.)



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Retirement

Retirement Options

- **Wisconsin Retirement System (WRS)**
 - Participation mandatory for all eligible employees
 - Required contribution is 13.6% of gross earnings-6.8% employee share & 6.8% employer share in 2017
 - Five year vesting requirement if hired on or after July 1, 2011, however you are immediately vested if you have WRS service prior to July 1, 2011
 - If leave state employment before state retirement age balance must either stay with WRS until state retirement age or be withdrawn; you will incur significant federal and state tax liabilities on your separation benefit if you do not roll it over into another qualified retirement plan or Individual Retirement Account (IRA)
 - For more information go to <http://etf.wi.gov/>



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Retirement

Retirement Options

- **Core and Variable Funds**
 - Two funds available within the WRS
 - Core Fund: 60% stocks, 40% fixed income and other assets
 - Variable Fund: 100% stocks
 - For more information about WRS investments: <http://www.swib.state.wi.us/>
 - All contributions invested in Core Fund unless you file a Variable Fund election to send half of contributions to Variable Fund.
 - If you want to begin Variable Fund participation from first day of employment, you must submit a Variable Fund Election directly to ETF within 30 days of your WRS begin date. Election available at: <http://etf.wi.gov/publications/et2356.pdf>
 - If you do not submit a Variable Fund Election within your first 30 days of WRS coverage, you can submit an election at any time. The election will be effective January 1st following the year in which it was received by ETF.
 - If you elect to participate in the Variable Fund and later cancel your participation, you will not have another opportunity to participate in the Variable Fund.
 - For more information about Variable Fund participation: <http://etf.wi.gov/publications/et4930.pdf>



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Retirement

Retirement Options

- **Tax Sheltered Annuity 403(b) Program (TSA)**
 - Voluntary supplemental retirement savings program which allows you to invest pre-tax income & defer taxes on savings.
 - Can contribute up to \$18,000/calendar year under 50 (in 2017)
 - Can contribute up to \$24,000/calendar year over 50 (in 2017)
 - No employer contribution
 - No deadline to enroll
 - If leaving the UW your money can be rolled into another employers qualifying retirement account, IRA, etc.
 - Catch up clause
 - Post-tax Roth Option
 - Can make changes any time
 - Must use approved vendors



Department of Family Medicine and Community Health New Employee Orientation - Benefits - Retirement

Retirement Options

- **Wisconsin Deferred Compensation (WDC)**
 - Voluntary supplemental retirement savings program which allows you to invest pre-tax income & defer taxes on savings.
 - Can contribute up to \$18,000/calendar year under 50 (in 2017)
 - Can contribute up to \$24,000/calendar year over 50 (in 2017)
 - Deferred Compensation Board responsible for selecting & monitoring investment options
 - No employer contribution
 - No deadline to enroll
 - If leaving the UW your money can be rolled into another employers qualifying retirement account, IRA, etc.
 - Post-tax Roth Option
 - Can make changes any time



Department of Family Medicine and Community Health

New Employee Orientation

Paid Leave – Academic Staff

Academic Employees

Annual Earned Leave (pro-rated for part-time)

- 176 hours vacation per fiscal year (July 1-June 30)
- A maximum of 176 hours may be carried over to the next fiscal year after the year in which it accrues (must have all leave reports returned by June 30 each year). New vacation allocated each July 1, but actually earned throughout the year
- Personal & Floating holidays do not carry over. Allocated each July 1.
- Initial entitlement of 176 of sick leave allocated for first 18 months at beginning of appointment
- 8 hours sick leave earned each month beginning with 19th month, if you miss work due to illness for 5 or more consecutive days you must provide a written physician certification (does not apply to FMLA approved absences)
- Report paid leave on leave report monthly – will receive hard copy & can access copies through MyUW account.
- Must be completed and turned in each month even if no leave is taken
- Faculty must complete one of these leave forms with report
 - Faculty Absence Reporting form
 - Faculty Leave Reporting Verification form



Department of Family Medicine and Community Health

New Employee Orientation

Paid Leave – University Staff Employees

University Staff

Annual Earned Leave (pro-rated if less than 100%)

- Based on calendar year
- Minimum of 104 hours/year (vacation depends on position type and years of service)
- All hours of vacation time will carry over for one calendar year. New vacation allocated each January 1 and earned throughout the year
- Personal Holiday 36 hours/year (immediately available for use)
- Personal & Floating holidays do not carry over. Allocated each January 1
- 5 hours of sick leave earned each pay period (pro-rate for part time). Accrues throughout entire appointment.
- Report hours worked & paid leave time used on time sheet bi-weekly
- TE's (temporary employees) are not eligible for paid leave



Department of Family Medicine and Community Health New Employee Orientation - Employee Assistance Office

EMPLOYEE ASSISTANCE OFFICE

The University of Wisconsin established the Employee Assistance Office to assist faculty and staff with maintaining and enhancing both their personal and professional lives. They offer services to promote emotional well-being, as well as respectful and productive work environments.

Employee Assistance Office: <http://eao.wisc.edu/>



Department of Family Medicine and Community Health New Employee Orientation - ADA Accommodations

ADA ACCOMODATIONS

It is the policy of the School of Medicine and Public Health to provide reasonable accommodation for qualified employees with disabilities. If you need accommodations to perform the essential functions of your position, please contact either your supervisor, or the School of Medicine and Public Health Division Level Representative, Anne Mekschun, 608-265-5597.



Department of Family Medicine and Community Health New Employee Orientation - Driver's Authorization

DRIVER'S AUTHORIZATION

In order to be covered by the State's Liability Protection while driving on university business, all prospective drivers must complete the appropriate driver authorization request form. All drivers must be approved through Risk Management, regardless of whether you are driving your personal vehicle, a Car Fleet or DOA vehicle, or a rental vehicle.

Completion of the driver's authorization form is mandatory. This can be completed online if you have a Wisconsin Drivers license. Driver's authorization form can be found here: http://www.bussvc.wisc.edu/risk_mgt/drivetable.html



Department of Family Medicine and Community Health New Employee Orientation - Caregiver Background Check

CAREGIVER BACKGROUND CHECK

Under the authority of Wisconsin Act 27, known as the Caregiver Law, background checks are required of licensed caregivers and others associated with health and child care facilities in Wisconsin including students receiving clinical training at these facilities. For more information about Wisconsin Act 27, please see the Wisconsin Department of Health and Family Services website



Department of Family Medicine and Community Health New Employee Orientation - Policies

Policies in online orientation checklist

(These policies will be reviewed in detail as you progress through the orientation checklist.)

- HIPAA Privacy and Security Training
 - <http://hipaa.wisc.edu/hipaa-training.htm>
- UWHC Safety and Infection Control Training
 - <https://www.uwhealth.org/moodle/course/index.php?categoryid=2>
 - Flu Vaccination
 - <http://intranet.med.wisc.edu/flu>
- Consensual Relations
 - <http://www.oed.wisc.edu/sexualharassment/consent.html>
- Dress Code and Appearance Policy
 - <http://intranet.med.wisc.edu/files/smphintranet/docs/hr/dress-and-appearance-policy-uw-health.doc>
- Drug-Free Schools and Communities Act of 1989
 - <https://insideuw.wisc.edu/newsletter/around-campus/uw-madison-compliance-with-the-drug-free-schools-and-communities-act/>
- Inclement Weather
 - <http://www.ohr.wisc.edu/polproced/UPPP/1604.html>
 - <http://www.ohr.wisc.edu/docs/InclementWeatherPolicy.pdf>
- IT Policies – Appropriate Use Policy
 - <http://www.cio.wisc.edu/policies-responsibleuse.aspx>



Department of Family Medicine and Community Health New Employee Orientation - Policies

Policies in online orientation checklist

(These policies will be reviewed in detail as you progress through the orientation checklist.)

- Nepotism
 - <http://www.ohr.wisc.edu/polproced/UPPP/1502.html>
- Outside Activities
 - <http://www.grad.wisc.edu/research/policyrp/oar/index.html>
- Sexual Harassment
 - <http://www.oed.wisc.edu/sexualharassment/index.html>
- Smoke Free Policy
 - http://www.vc.wisc.edu/Docs/smokefree_policy_080402_080519.pdf
- UW-Madison Telephone Usage Policy
 - <http://www.cio.wisc.edu/policies-telephone.aspx>

In an effort to provide updated information on a regular basis, we will send out a yearly reminder that our department policies can be found at: <https://inside.fammed.wisc.edu/documents/tcs/52>



Department of Family Medicine and Community Health New Employee Orientation - Policies

Policies in online orientation checklist

(These policies will be reviewed in detail as you progress through the orientation checklist.)

- University Staff Policies and Procedures
 - <http://www.ohr.wisc.edu/polproced/cppp/cppptblcnts.html>
 - http://www.ohr.wisc.edu/employee_handbook/index.pdf
- Academic Staff Policies and Procedures
 - <http://www.ohr.wisc.edu/apo/policies/>



Department of Family Medicine and Community Health New Employee Orientation - Supervisor's Responsibilities

Supervisor's Responsibilities

- **Review the following within the first week of employment**
 - Authorizations (Epic, WISDM, others unique to work area and job type)
 - Business cards
 - Call in procedure
 - Computer set up
 - Copy machines, fax, mail room, office supplies
 - DFMCH Intranet
 - Email
 - Emergency procedures
 - Introductions
 - Keys
 - Licenses/certifications
 - Meal and break periods
 - Other unique to work area and job type (effort reporting, human subjects training, etc...)
 - Parking Information
 - Phone system, pagers, voicemail
 - Photography Session
 - Position description
 - Timesheet completion for classified/LTE staff
 - Work area tour



Department of Family Medicine and Community Health New Employee Orientation

Individual computerized Section of New
Employee Orientation

Link:

<https://pims.fammed.wisc.edu/surveys>

We are here for questions.



Department of Family Medicine and Community Health New Employee Orientation - Contacts

Contacts

UW-Madison Payroll and Benefits

June Daws

608-265-3660

payroll.benefits@fammed.wisc.edu

UWMF Payroll and Benefits

608-263-6500

hr@uwhealth.org



Department of Family Medicine and Community Health New Employee Orientation - Checklist

The following forms/documents must be turned in to Human Resources

- ✓ I-9 identification
- ✓ W4 (for tax withholding)
- ✓ Direct Deposit
- ✓ Health Insurance application
- ✓ State Group Life Insurance application
- ✓ Income Continuation Insurance application
- ✓ Driver's Authorization form
- ✓ HIPAA Training certificate
- ✓ Safety & Infection Control Training certificate (if applicable)
- ✓ Caregiver Background Check (if applicable)