



**Department of Family Medicine and Community Health
New Employee Orientation
Student Hourly**

Welcome to the Department of Family Medicine and Community Health!

Orientation Includes

- This orientation power point
- Electronic Section
- 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 - 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/benefits/new-emp/req.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

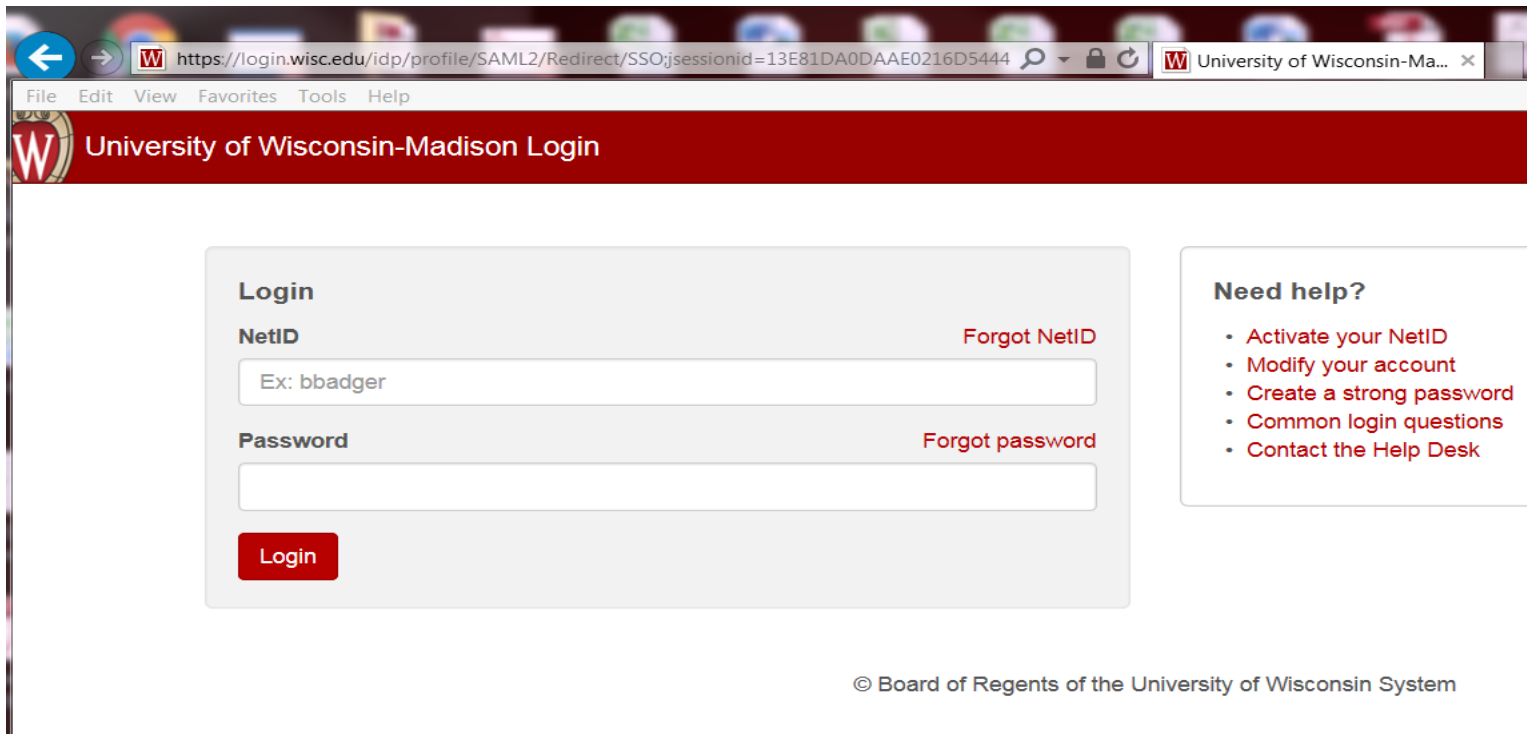
- General rule is that **all new hires** need to complete an I-9 verification of employment form. However, it will not be necessary for you to complete an I-9 form if:
 - You have a new appointment within the same department with no break in service;
 - You have a zero dollar (unpaid) appointment;
 - 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 - MyUW

TIMEKEEPING via YOUR MyUW ACCOUNT

- This link will take you to a helpful video to assist you with timesheet entry as well. <https://uwservice.wisconsin.edu/docs/tutorials/student-entry-timesheet/>
 - Login to your personal MyUW account here: <https://my.wisc.edu/>
 - If this is your first time accessing your MyUW account, you will need to click 'Activate My Net Id' by clicking the link on the MyUW login page



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

NetID [Forgot NetID](#)

Ex: bbadger

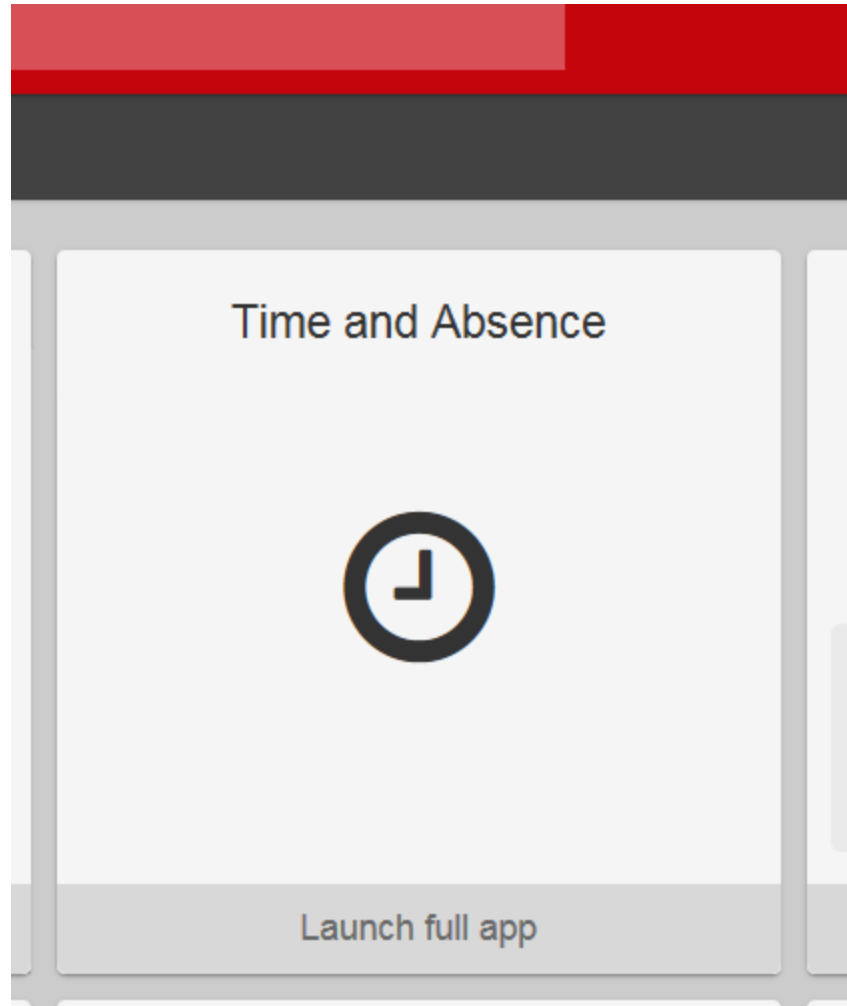
Password [Forgot password](#)

Need help?

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

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

- Launch the **Time and Absence** app





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

The **Student Timesheet** will appear.

You must verify you are entering time for the correct Time Period by adjusting the View By: (Time Period) and Date: (First day of Pay Period) fields.

– The four "IN" and "OUT" boxes should be used as follows:

***First "IN"** – Enter the time you first report to your job.

First "OUT" - **ONLY** enter time if you **leave** but **plan on returning**.

Second "IN" – **ONLY** enter time in this field when you **return** from your class, lunch, etc.

***Second "OUT"** – The time you leave your job for the day.

* If no breaks are taken you should **only** be using the **1st** and **4th** columns to punch IN and OUT-

– **Failure to do this will result in an "Error" that will not allow the system to pay you until the timesheet is corrected.**



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

- Enter hours ***daily***, as you work each shift.
- Click '**Submit**' after hours entered for that day's shift worked are entered or any time changes are made.
- **DO NOT** select a 'Time Reporting Code' from drop-down menu.
- Enter ONLY times worked and unpaid breaks, specifying AM or PM.
- The 24 hour clock is also acceptable if you are familiar with how it works.
- **DO NOT** enter the quantity of hours.
- The system will populate this information when the system refreshes overnight.



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/docs/InclementWeatherPolicy.pdf>
 - <http://www.ohr.wisc.edu/polproced/UPPP/1604.html>
- 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

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

Questions or problems?

Please contact your Payroll Coordinator:

June Daws 608-265-3660

payroll.benefits@fammed.wisc.edu