Checklist for New Hires

☐ Do you know your Division Manager or the appropriate contact person in the division for any of the onboarding questions below that you may need help with? If not, click [here].

☐ Have you completed the necessary online training requirements below? Log into the Learning Center with your 9 digit EIN or 5 digit provider number
  ☐ APeX training: click the APeX tab → click “Provider/NP & PA/Fellow/Resident/Medical Student” → “Inpatient Only.” Classroom training is only required if you do not pass the assessment test after 3 attempts.
  ☐ Patient Safety & Quality of Care: Central Venous Catheter Insertion Practice (if you have requested this privilege)
  ☐ Physician and Allied Health: AIDET SMiLe
  ☐ Safety Training, infection Control, and Restraints
  ☐ UC Cyber Security Awareness
  ☐ 2014 Privacy and Security Briefing
  ☐ UC Sexual Violence and Sexual Harassment Prevention Training
  ☐ HIPAA 101 – Privacy and Security for New UCSF Faculty, Staff, Trainees, Students, and Volunteers
  ☐ Violence Against Women (VAWA)
  ☐ Physician Time Study: California Department of Health Services

☐ Have you set up your MyAccess account? If not, you can request one [here].

☐ Have you uploaded your CV into Advance and added your proxy?

☐ Have you submitted your information on UCSF Profiles? If not, sign in to Profiles.

☐ Do you have your ID card? If not, go to WEID.

☐ Do you have your pager? If not, contact your Division Manager or contact person in your division to obtain one.

☐ Do you know how to access schedules of clinical services? Go to: [https://www.amion.com](https://www.amion.com) and ask your Division Manager for your division's password.

☐ Do you know how to page other attendings? Go to: CareWeb.

☐ Have you submitted your parking application, if needed? Here's the form.

☐ Do you have a white coat?

☐ Do you have a computer?

☐ Do you know your email address, work phone number, work address and box number?

☐ Do you have the following orientation sessions on your calendar? Contact your Division Manager, if you are not aware of the specific dates:
  ☐ Division Orientation – Contact your Division Manager for information on divisional orientations, if any.
  ☐ Department of Medicine (DOM) Orientation – You will be asked to attend a departmental orientation with the DOM Chair and other members of the department.
  ☐ HR and Benefits Orientation – You will receive an email inviting you to attend a benefits orientation where you will fill out payroll forms and receive information on your benefits and instructions on how to enroll.

☐ Have you created an At Your Service Online account? On AYSO, you can:
  ☐ Update your tax withholdings (W4)
  ☐ Make your benefit selection (medical, dental, etc. as applicable for your appointment)
☐ Enroll in direct deposit
☐ Select beneficiaries
☐ Update your mailing address and other information as needed
☐ Do you know how to designate a delegate on MyExpense for reimbursements?
  ☐ Log onto MyAccess and click on the MyExpense application
  ☐ Go to “Profile” → “Profile Settings” → “Expense Delegates” → “Add Delegate”
  ☐ Enter the name or email of your delegate
  ☐ Enter the name or email of a second delegate, if desired
  ☐ Make sure the following boxes are checked: Can Prepare, Can Submit, and Can View Receipts
  ☐ Click Save
☐ Would you like to know more about UCSF Life (e.g., available child care, campus dining, fitness, sports leagues, and everything under the sun)? Go to: http://ucsflife.ucsf.edu/. 