

Onboarding/Orientation Checklist for Employee Transition from Campus to UK HealthCare

**Note: College of Medicine employees may already have some UKHC access already completed.*

Transfer-New to UK HealthCare

___ Make sure new hire attends UKHC NEO.

___ Note that Campus has different PES requirements. We require drug screening and health visit. Contact UHS Employee Coordinator.

___ Contact UK Transportation Services to ensure that employee has correct parking permit now being a UKHC employee.

___ When obtaining UKHC ID badge, ensure employee has their Wildcard ID badge. This will need to occur after they've been transferred in SAP.

___ Train employee in UKHC timekeeping system (Kronos) by utilizing training guides provided on HealthCare Payroll Sharepoint.

IT and Systems Issues

___ Verify if employee is coming from AD domain. If so, submit request to transfer to MC domain. Submit ticket to serviceuknow website <https://serviceuknow.service-now.com>. Verify with IT when they will be doing the transition to avoid being logged in as this can cause further issues.

___ Verify equipment has correct VPN downloaded if working remotely.

___ If employee needs access to documents on previous personal drives, please partner with UKHC IT to move to new personal drive.

___ Verify correct WBTs are assigned in SuccessFactors. If there are any outdated assignments from previous role, contact Enterprise Learning to get them removed.

Policy and Procedure Differences

___ Review Payout Option for Subject to Loss Vacation Time for Hourly Employees policy, focusing on the exceptions to the University policy.

___ Review holiday schedule according to the UKHC holiday guidelines (on HealthCare Payroll Sharepoint).

___ Coordinate with Workforce Management Specialist to ensure employee has taken their wellness days during the current fiscal year. (These days do not roll over.)

___ Obtain employee's previous file and ensure it is TJC-compliant according to the Personnel File Checklist.

___ Verify if employee is transferring from monthly to biweekly, and if so, provide biweekly pay cycle schedule.

___ Review the Supplemental Premium Pay Policy with employee.

___ Review UKHC attendance policy, as it is different from the campus policy.

___ Review the Plan B staffing policy, as there is a difference regarding closing of campus.

___ Communicate the UKHC performance evaluation process and schedule.

___ Communicate the UKHC salary allocation (merit) process and schedule.

___ Communicate that the employee engagement survey has a different structure and is on a different schedule.

___ Review staff dress policy and department-level policies regarding dress.

___ Discuss with the employee any feedback about the differences coming from campus to UKHC to ensure all questions have been addressed with UKHC policies and procedures.