

TASK	USER'S QUESTIONS	P1	P2	P3	P4
	Applying and Hiring				
Manage resumes and hiring related docs	How do I safely manage applicants' documents?				
Remove the job post	What's the procedure for pulling down a posted position?				
Post a job task	What's the process for posting a new position?				
Determine the job details: compensation	How do I decide what the salary range should be?				
Figure out the hiring policy and procedure	Are there UW policies/procedures around hiring I need to know? What information do I need to gather from the applicants? And how? What's the process for offering someone the position?				
Figure out the hiring procedure	If they accept, what paperwork needs to be done to make it official?				
Figure out the hiring policy - relocation budget	How much relocation reimbursement can I offer?				
Figure out the contract renewal process	What's the process for extending a temp position?				
	New Hire				
Prepare for the first day	How do I get to work? Where do I park?	Departmental HR or Website [1] Campus Maps UW Transportation / Drive and Park	Departmental HR or Website [2] Campus Maps UW Transportation / Drive and Park	Departmental HR or Website [3] Campus Maps UW Transportation / Drive and Park	Departmental HR or Website [4] Campus Maps UW Transportation / Drive and Park
	Where do I go on my first day?	Campus Maps	Campus Maps	Campus Maps	Campus Maps
	What will my first day be like?	Departmental website/onboarding [5]	AHR / Working at UW / New Hire Information / Getting Settled		
	What docs/other stuff do I need to bring?		Departmental website/onboarding [6]		
Bring official docs to HR at new job	What documents to bring to prove that I am eligible to work in the States?	Departmental website/onboarding [7]	AHR / Working at the UW / New Hire Information / Checklist PDF		
Make the new job official/	How do I complete the hiring process?	Email instructions	Email instructions		
	How do I make sure my visa status is all set? Have a work-permit?	n/a	AHR / Visas / UW Visa Request Instructions		
Learn about benefits	Which benefits apply to me?	UW HR / Benefits / Benefits orientation / summaries [8] UW HR / Professional Staff Program / Benefits	-no content-		
Enroll the benefits	How do I apply for my benefits? When do they start?	UW HR / Benefits / Benefits orientation [9]	UW HR / Benefits / Benefits orientation [10]		
Learn about the union contract	How do I become part of the union (if applicable)?	n/a	n/a		
	Do I have to pay union dues (if applicable)?	n/a	n/a		
	New Employee - first week at UW				
Set up the NetID	How and where to create the NetID?				
Get the essential ID card.	Where to go to issue the Husky card?	HFS / About HFS / Contact Us	HFS / About HFS / Contact Us		
Take care of commute tasks	Where do I get a parking pass?	UW Transportation / Drive and Park	UW Transportation / Drive and Park		
Take care of commute tasks	How do I get a UPass?	UW Transportation / Take Transit / Employee U Pass	UW Transportation / Take Transit / Employee U Pass		
Sign up for direct deposit	Where to sign up for direct deposit?				
	When do I get my first paycheck?	Payroll / Employee Information / My Paycheck / General Info			
Find out the pay schedule	What's the pay schedule like?	Payroll / Employee Information / My Paycheck / General Info			
	Are there any restrictions on the hours I can work? What are they?				
	Can I work overtime? If so, is there a limit?				
Find out about holiday schedule	What are the UW holidays?	UW HR / Leave and Holiday / Holiday Schedule			
Find out the holiday's impact on pay schedule/paycheck	Do I get paid on UW holidays if I'm hourly/classified?	n/a			
Find extra benefits and perks	How do I learn about everything the UW has to offer me as an employee?	UW HR / Benefits UW HR / POD UW Transportation UW HR / WorkLife The Whole U			
	What other voluntary benefits I have to sign up before the deadline?	UW HR / Benefits UW HR / Benefits / Other Insurance UW HR / Benefits / Benefits orientation			
Find out required job training (voluntarily?)	Are there any trainings I need to take?	UW Research / Compliance / Required Training EHS / Training Departmental HR			
Sign up for orientations	How do I sign up for new employee orientation?	UW HR / POD / Courses and Workshops / New Employee orientation			
Sign up for orientations	How do I sign up for benefits orientation?	UW HR / Benefits / Benefits orientation			
Figure out retirement plans	What to do with my 401K from previous jobs? Should I rollover?	n/a			
Figure out retirement plans	How do I get financial advice, esp about retirement plans?	UW HR / Benefits / Retirement plans / Seminars and Consultations Fidelity NetBenefits			
Find out work schedule options	What are my work schedule options? (flex time, wfh etc)	UW HR / Leave and Holiday / Flexible Work			
Set up the communication tools: email	How do I set up my email?				
Set up the communication tools: phone	How do I set up my phone and voicemail box? Do I even have one?				
Find out the benefit perks	Can I take UW classes?				
	What other tech services can I / should I enable?				
	What software can I download and where do I go to do that?				
Figure out the time keeping tool	Do I have to track my hours? If so, how?				
	Life Events				
Figure out how update the benefits - multi-step task	How can I add new dependents/partners/spouses as beneficiaries?	UW HR / Benefits / Life Events/ Beneficiary Changes			
	How do I add a new spouse as an emergency contact?	ESS / Address			
Update my name(identity) in the UW system	How do I submit a change of name?	UW HR / Benefits / Life Events / Change personal info			
Update my name(identity) in the UW system	How do I update my name on Huskycard? How much does it cost?	HFS / Husky Card / Employee Husky Card			
Figure out how update the benefits - multi-step task	How do I add dependents to health insurance?	UW HR / Benefits / Health Insurance / Add or Remove Dependent			
Figure out medical leave eligibility/policy (details) regarding to having a baby	Does FMLA apply to new parents? Both parents?	UW HR / Leaves / FMLA / Covered situations / New Child			
Find all about benefits/perks regarding becoming parents	Is there an overview of new parent benefits and perks?	UW HR / WorkLife / Parenting Whole U / Topics / Life Events and Changes			
Find out about bereavement leave eligibility/policy	Does bereavement leave apply for my _____?	UW HR / Leaves / Bereavement			
Find out about bereavement leave policy and details	How many days bereavement leave do I get?	UW HR / Leaves / Bereavement			
Find out about bereavement leave details - communication/required proof?	How do I inform the UW about a death in the family?	UW HR / Leaves / Bereavement			
Figure out about the leave policy for caring family member	Can I get paid time off to take care of my sick _____?	UW HR / Leaves / FMLA / Covered Situations / Serious Health Condition UW HR / Leaves / FMLA / Benefits			
Find all about benefits/perks for caring family member	What other caregiver benefits / options are there?	UW Carelink UW HR / Leaves / Flexible Work			
Find out about caring family member benefits details - communication/required proof?	How do I inform the UW about my sick family member?	UW HR / Leaves / FMLA			
Figure out about sick leave details; policy, eligibility, my accrued hours.	If I am seriously injured, how many paid/unpaid days can I use?	-no content found-			
Figure out the medical leave options; policy and disability benefits	Does short term/long term leave use sick leave?	-no content found-			
Figure out how my leave affect the benefits eligibility	How does medical leave affect my insurance? do I lose eligibility due to short work days?	UW HR / Benefits / Other Insurance / Long-Term Disability			
Find out about proper communication within the org	How to inform the supervisor/team? How much personal info to share?	UW HR / Professional Staff Program / Benefits / Disability Accomodation			
Find out about Worker's compensation	If I need medical leave, do I qualify for Worker's Compensation?	Risk Services / Injured Workers / File			

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Contact the HR specialist for personalized advice	Where to find a HR specialist for a long-term medical leave?	UW HR / Benefits / Other Insurance / Long-Term Disability			
Update my name(identity) in the UW system	Where to update my name with my court document?	UW HR / Benefits / Life Events / Change personal info			
Update identity in the UW system	How can I change my gender?	UW HR / Benefits / Life Events / Change personal info			
Update & reissue the Huskycard	How can I update my Huskycard?	n/a			
Figure out how my leave affect the benefits eligibility	How does military leave affect my insurance?	UW HR / Leaves / Military leave			
Find out military leave details	How much paid military leave do I have per year?	UW HR / Leaves / Military leave			
Find out jury duty leave details	Is jury duty leave paid?	UW HR / Leaves / Civic Duty			
Find out jury duty leave details	How many days do I get for jury duty?	UW HR / Leaves / Civic Duty			
Find out jury duty leave details	What's the process for jury duty? Any documents to submit?	UW HR / Leaves / Civic Duty			
Figure out the employment verification request process	How do I obtain employment verification?	Payroll / Employment Verification			
Find out miscellaneous UW job perks	Do I get discounts from any banks for being a UW employee?	Whole U / Discounts			
Benefits maintenance: Cyclical	Administrative tasks as employee				
Sign up for benefit during the open enrollment period	Where can I sign up for the medical and dental insurances before the deadline?				
Figure out the medical insurance changes and cost of premiums for the upcoming year	What's the medical insurance changes and cost of premiums for the upcoming year?				
Compare medical insurance options	What is the best medical insurance plan for me (and dependents)?				
Prepare the documents/forms for enrollment	What required documents/forms to complete the enrollment?				
Figure out voluntary benefits such as FSA, HSA, Childcare stuff	What required documents/forms to complete the enrollment again?				
	Where do I go to sign up for HSA?				
Benefits maintenance: non-cyclical	Administrative tasks as employee				
Update the voluntary benefits: increase/decrease the contribution \$ amount	Where to go to increase \$ for my retirement plan?				
Find out voluntary benefits	Where to go to sign up for a life insurance?				
Find out voluntary benefits	Does UW offer a serious illness insurance? a cancer insurance?				
Compensation/Paycheck stuff	Administrative tasks as employee				
View the pay stub	Did the deductible get processed accurately after I changed the retirement plan contribution amount?				
Report work hours - time keeping	Where and how to report the hours I worked from mm/dd to mm/dd?				
Request the paycheck adjustment	How & where to request to adjust the paycheck when I got paid less than what it is supposed to be?				
Change my direct deposit info	How long does it take to update the direct deposit bank account? I want to know before I close the bank account.				
Change my direct deposit info	Where to update my bank information for direct deposit after closing old bank account				
	Promotion, Job Change, or Add'l Appointment				
Find out the financial impact of job/appointment change	How does this affect my paycheck?	UW HR / Compensation / Professional Staff Departmental HR			
Find out the impact on benefits by job/appointment change	How does this affect my other benefits?	UW HR / Benefits / Health insurance / Eligibility UW HR / Benefits / Retirement plans / UWWRP / Eligibility UW HR / Benefits / Benefits orientation / summary pdfs			
Update my job title(identity) in the UW system	Do I have to update my contact information?	ESS UW HR / Workplace Essentials / Employee Support / Update Info			
Find out/take a required job training for the new job	Do I need to take any new trainings?	UW Research / Compliance / Required Training EHS / Training Departmental HR			
<i>Request a compensation change</i>	<i>How do I request a compensation change?</i>	UW HR / Professional Staff Program / Compensation			
<i>Figure out a promotion/job change procedure</i>	<i>What are the steps for getting a promotion approved?</i>	UW HR / Professional Staff Program / Compensation			
<i>Update the job/appointment</i>	<i>How to add additional appointment?</i>	n/a			
<i>Update the job/appointment - Academic</i>	<i>How to add academic appointment?</i>				
<i>Request a temporary compensation</i>	<i>How to add a temporary compensation?</i>				
<i>Update the job classification or position</i>	<i>How to edit the position or request a job reclassification?</i>				
<i>Figure out the org change related tasks</i>	<i>What's the admin process for organizational changes?</i>				
	Laid Off Employee				
Search for a new job in UW	What other jobs available in UW?	UW Hires			
Prepare to leave job - personal questions	What support can I get from my supervisor? Reference letter?	-no content-			
Apply for the unemployment - external	How do I apply for unemployment insurance?	-no content-			
Find out about departing/separation process	Do I get a severance package? What is it? Steps?	-no content-			
Find out about departing/separation process	What do I do with my husky card? How do I return my parking pass? (and other logistical questions)	-no content-			
Find out about pay schedule	When is my last paycheck?	-no content-			
Find out about impact on the retirement benefit	What happens to my retirement fund?	UW HR / Benefits / Retirement Plans / UWWRP			
Find out about impact on the vacation benefit	What happens to my vacation/sick time/personal holiday?	UW HR / Professional Staff Program / Leave and holidays			
Find out about impact on the benefits	How does this affect my benefits? How long am I /dependents eligible?	WAC 182-12-133			
Notify employee about layoff - communication procedure	<i>How do I inform the employee?</i>	UW HR / Professional Staff Program / Appendix / Layoff Notification			
Figure out the layoff procedure for unionized case	<i>What are required steps for unionized employee?</i>	n/a			
Search the layoff procedure checklist	<i>What is the checklist during the departure process?</i>	UW HR / Professional Staff Program / Appendix / Layoff Notification			
Figure out the layoff procedure	<i>Do I need to set up an exit interview?</i>	-no content-			
	Terminated Employee				
Find out about impact on the benefits	How does this affect my other benefits? How long am I /dependents eligible?	WAC 182-12-133			
Find out about pay schedule	When is my last paycheck?	-no content-			
Find out about impact on the retirement benefit	What happens to my retirement fund?	UW HR / Benefits / Retirement Plans / UWWRP			
Apply for the unemployment - external	Am I eligible for unemployment insurance?	UW HR / Benefits / Life Events / Cobra			
Find out about impact on the vacation benefit	What happens to my vacation/sick time/personal holiday?	UW HR / Professional Staff Program / Leave and holidays			
Find out about departing/separation process	What do I do with my husky card? How do I return my parking pass? (and other logistical questions)	-no content-			
Figure out the termination procedure	<i>What has to happen before an employee can be terminated?</i>	UW HR / Professional Staff Program / Performance Evaluation			
Figure out the termination procedure	<i>What's the termination procedure? *End job*</i>	-no content-			
Figure out the termination procedure	<i>What's the procedure for ending academic appointment? *End job-academic*</i>				
Notify employee about termination - communication procedure	<i>How do I inform the employee?</i>	UW HR / Professional Staff Program / Ending Employment			
Figure out the termination procedure for unionized case	<i>What are required steps for unionized employee?</i>	n/a			
Search the termination procedure checklist	<i>What is the checklist during the departure process?</i>	-no content-			
Figure out the termination procedure	<i>Do I need to set up an exit interview?</i>	-no content-			
	Resigning Employee				
Figure out the termination academic appointment procedure	<i>What's the procedure to report ending of academic appointment?</i>	n/a			
Figure out the employee resignation procedure	<i>What the HR procedure to report resigning employee?</i>	-no content-			
Figure out the employee resignation procedure	<i>What is the checklist during the departure process?</i>	-no content-			

[1] <http://www.washington.edu/maps/>,
<http://www.washington.edu/facilities/transportation/park>

[2] <http://www.washington.edu/maps/>,
<http://www.washington.edu/facilities/transportation/park>

[3] <http://www.washington.edu/maps/>,
<http://www.washington.edu/facilities/transportation/park>

[4] <http://www.washington.edu/maps/>,
<http://www.washington.edu/facilities/transportation/park>

[5] This information doesn't seem to exist on present sites

[6] This information doesn't seem to exist on present sites

[7] This information doesn't seem to exist on present sites

[8] Someone would have to visit each of the sub categories to gather the information

[9] Someone would have to visit each of the sub categories to gather the information

[10] Someone would have to visit each of the sub categories to gather the information