<u>New Hire Checklist</u>

1. **Password Reset:** New employees should receive their CWID and activation instructions at the New Employee Orientation on their first day of work. A password will be sent to their personal email when following the instructions provided at Orientation. Per-diems should use this link and follow the prompts to obtain their password: https://identity.weill.cornell.edu/activate *This link can also be used for employees who do not receive activation instructions at New Employee Orientation.*

2. **Job Description:** Employees should be able to access their job descriptions in My Workspace.

3. **Timesheet:** Explain Timesheet (located in the public drive). To view EID, have the employee go to the Directory via https://directory.weill.cornell.edu/ and login at the top right. Click name and select "Edit Profile" from the drop down.

4. **Emergency Contact Form:** On their first day, complete the Employee Demographic Form. Per-diems should also complete the Personal Data Form (located in New Hire Trainings & Forms folder on Public Drive). Send to Violet.

5. **Update work number and emergency number:** Go to directory.med.cornell.edu and login on the top right. Once work number is added, employee can add their emergency number and change the privacy to Emergency Only.

6. **My Workspace Trainings:**
   - Please refer to Page 2 for details on which trainings need to be completed and instructions on how to complete these trainings.
   - **HIPAA and Fire Safety trainings need to be completed on the employee's first day.**
   - <u>Employees who do not have access to the WBG on their first day,</u> must take the temporary HIPAA and Fire Safety trainings that are on the Public Drive → New Hire Training and Forms folder. Once the temporary trainings are completed, the Acknowledgement Forms must be signed and sent to Violet. Staff will still need to complete the formal trainings once they have access to WBG.

7. **MRI Safety Video**: Employees must watch the MRI Safety Video located on the Public Drive under Forms → New Hire Trainings and Forms and sign the MRI Safety Video Acknowledgement Form. Send to Violet.

8. **Policy Review:** Review the policies on the public drive and sign the Policies Acknowledgement Form – New Hire by the end of the first week of employment (located in New Hire Trainings & Forms folder). Send to Violet.

9. **Epic Trainings:** Completed via Workday. Prior to start date, Violet will ensure the new hire has access to Workday and required EPIC trainings have been added to their profile. Once trainings are assigned, new hire can complete trainings by logging into https://www.myworkday.com/nyp

10. **COI Survey:** Complete the Conflicts of Interest (COI) disclosure via Weill Research Gateway
    - Login to wrg.med.cornell.edu (make sure pop-up blocker is turned off)
    - Click Conflicts of Interest on the left and then Update
    - Click Create Initial Conflicts Survey
    - Answer Q1 and Q2. Click Completed on the top right of the screen and then Submit.
    - Once completed, employee will receive a confirmation of completion email. Forward to Violet.

11. **In-Services:** Complete any in-services required for the position and sign the acknowledgment form/sign-in form. Send signed forms to Violet. Ex: MRIamaHero, Patient Verification, etc.

12. **DOC:** You will be emailed a link from HR that gives you access to the <u>Department Orientation Checklist</u> for your new hire. Click the link and follow the directions to complete the checklist. Let Violet know once this is done.

New Hire Checklist

New Hire Trainings

The below new hire trainings are taken in My Workspace. To complete, employees will need to login to Weill Business Gateway via wbg.med.cornell.edu and then click on the Learning tile. Once all trainings are completed, certificates need to be sent to Violet.

- **HIPAA**, **Fire Safety** and **Unconscious Bias** will automatically be assigned to the employee.

- **MRI Safety Training** and **Maintaining a Harassment Free Workplace** will need to be assigned by the manager or self-assigned by the employee. Instructions provided below.

- **Chaperone and Sexual Allegations** will be assigned by HR. This will not be automatic and may take up to two weeks to see it reflected in new hire's Learning Tile.

- Employees will need to self-register for the **General Compliance and Physician at Teaching Hospital (PATH) training**; to be completed within 30 days. Instructions provided below.

- **Nurses** will also have to complete the "WCM Nurse Orientation" training. This is automatically assigned a few days after their start date.

How to self-enroll the MRI Safety & Harassment Free trainings:

1. Login to wbg.med.cornell.edu
2. Click the "Learning" tile
3. Enter "MRI Safety" in the "Find Learning" search box located to the right
4. Scroll down until you see the course titled "MRI Safety for Non-Clinical Staff"
5. Select Assign to Me
6. Select Start Course to complete and take the quiz
7. Repeat these steps for the Harassment Free course, type "Maintaining a Harassment Free Workplace" in Find Learning
8. **Send the certificates to Violet**
   - If you're having trouble finding the certificate, go back to the Learning tile's homepage
   - On the top right where the History box is, select View All
   - Click the printer icon next to the course
   - The certificate will open in a new window (it can take a minute to generate)
   - Email certificate to Violet

Self-Register PATH training:

1. Login to wbg.med.cornell.edu
2. Click the "Learning" tile
3. Enter **"207009"** in the "Find Learning" search box located to the right
4. Select the course titled "General Compliance and Physician at Teaching Hospital Lecture (PATH) **(COURSE WCM-207009)"**
5. Select "See All Classes", then select the scheduled time of your choice
6. Once you have registered, a confirmation email sent by the LMS will contain the Zoom invite information. Save this calendar invite to your calendar

Managers can monitor if the employee has completed the trainings or not by doing the following:

1) Go to Weill Business Gateway
2) Click MyWorkspace then Click MyDashboard
3) Click Manage My Team
4) Find the employee and click Take Action
5) Select Learning and view the employee's assigned courses.