

All UAMS Faculty Onboarding Checklist

Tasks to complete prior to arrival / start date:	Check when completed:	Notes:
If new hire is a foreign national, contact Immigration Services . This process should begin as far in advance as possible.		
After offer letter has been signed, open a case in Immigration Tracker , if applicable. (Up to 60 days in advance of start date)		
Create an iCIMS requisition for the faculty member's position upon appointment finalization/offer acceptance. Offer letter is to be loaded under justification.		
Arrange a house-hunting trip for the faculty member, if not completed during recruitment stage. If arranged after offer is accepted, expenses associated with the trip are the responsibility of the employee. Relocation Policy 4.2.17		
Designate office space and submit a MAC (Move/Add/Change) space request.		
Order office furniture. This process could take around 8 weeks.		
Order computer (Contact Tech Support to request a quote for a new PC, laptop, and/or tablet on IT Service Now and submit purchase request with quote).		
Order cell phone and/or pager through Communications link on IT Service Now .		
Order desk phone through Communications link on IT Service Now .		
Order nameplate for door by submitting an E&O work order request .		
Order business cards from UAMS Creative Services .		
Order supplies needed for faculty member (lab coats, dictation devices, general office supplies, etc.)		
Submit an online parking application .		
Email parking@uams.edu with request indicating their faculty role, SAP number, building they will primarily work in and their preferred parking location. Also, include whether fees will be payroll deducted or billed to department. Include department name and fund/cost center if billed to dept.		
Ensure that lab space has been addressed (if applicable).		
Verify immigration process is complete (if applicable).		
Drug screen, if required for position, must be completed within 60 days of hire and at least 2 weeks before the start date. If faculty is out-of-state, coordination may take longer.		
Hiring manager should ensure that all iCIMS onboarding tasks are complete.		
Ensure that New Hire Orientation has been scheduled (by onboarding specialist)		
After SAP number has been established, add faculty's education credentials (only 2 can appear on their badge) into ESS using an HR Action. Ideally, this is completed at least 24 hours prior to start date so badge can be printed during their first week of employment.		
Remind faculty member that two forms of ID are required to complete I-9 immigration paperwork (Arkansas driver's license, original Social Security card, passport, etc.)		
Schedule appointment with Student Employee Health to make sure all screenings are completed. Remind faculty to bring all immunization and vaccination records with them.		

Tasks to complete upon arrival:	Check when completed:	Notes:
Assist faculty member with obtaining an ID badge .		
Submit badge access request(s) online, if needed.		
The faculty member needs to contact the Help Desk (at 686-8555 or through IT Service Now) to install computer applications, create a Box account, have Remote Access set up, etc.		
Enter an IT Service Now ticket to request access for faculty to shared drives/folders.		
Add faculty to any email distribution lists and/or contact lists.		
Update website with new faculty member information		
Arrange an itinerary for the faculty members first week of work to meet with appropriate staff (OR, HR, IT, Docs, etc.) and to orient to department/college.		
Order keys to office and other areas needed (lab space, hospital access, etc.) from the key shop, either through a work order request or by taking the faculty member to the key shop. Key shop hours are found here .		
Assist the faculty member on how to use their office phone and set up the voicemail. Reference guides can be found here .		
Order business cards from UAMS Creative Services		
Email the faculty member the Faculty Resources website where they can obtain policies and additional information.		
Register faculty member for departmental orientation (if applicable).		
Direct the faculty member on how/where to obtain their parking decal.		
Enter faculty member into and/or create FTE sheet in FacFacts , if applicable.		
Schedule faculty member with marketing for interview, headshots, etc.		
Clinical Faculty (in addition to tasks listed above)	Check when completed:	Notes:
UAMS is exempt from DEA registration fees – let faculty know if they pay the \$731 renewal fee, they won't be reimbursed.		
Have employee apply for Arkansas Medical License – required for credentialing		
Complete the credentialing/privileging application (within 90 days of start date)		
Malpractice insurance		
Faculty Group Practice Fringe Benefit registration		
Contact Provider Enrollment to complete paperwork enrollment@uams.edu		
Notify clinics and divisions of clinical activities. Work with clinic manager and clinical director to locate office space and support staff.		
Work with the clinic manager to set up scheduling templates and meetings with clinical staff. If surgeon - schedule time with OR to go over preference cards.		
Determine what Epic training is needed and schedule it for the faculty member.		
Schedule meetings with Marketing and Physicians Liaisons		
Enroll faculty member in MASTER training classes through My Compass .		