



## **Instructions for New Employee Orientation – Hiring Managers as of 5-3-21**

During the COVID 19 crisis, we are providing online orientation for all our new hires. Your new employee can easily access the materials on **UH Net**, the internet site:

<http://www.uhnj.org/uhnetweb/>

The employee has two choices: 1) to **view these from home** using a computer, iPad or phone, or 2) come into a **computer lab in the Cancer Center** where social distancing practices are in place. We ask that they let you, the supervisor, and Angela Onafowora, [adekolan@UHNJ.org](mailto:adekolan@UHNJ.org) 973-972-9391, know **before their start date**, if they opt to complete UH Online Orientation in the Computer Lab. **No response is needed if you will complete Orientation online on your own.** I will give them further instructions on the location and time. With either option, the employee will use one workday to complete the orientation.

**Please record a full workday in Workforce Management System.** It should reflect their normally assigned shift (for example either 7, 7.5 or 8 hours for the day). The same is true for nurses. While in Nursing Orientation, 8 hours will be marked, the same is true for UH Orientation. For those who **do not work in Nursing**, the employee will need to report to the supervisor or hiring manager, on the second workday (Tuesday) at 8:30 AM, or anytime that you may have indicated to them as their start time.

When the new employee reports to work on the second day, they will need to complete the **Summary Test** and **two Attestations**. For non-nursing staff, you, or a designee, will need to review with them: 1) the *Employee Handbook* receipt, found at the end of the book and 2) the *Orientation Completion* Attestation. See below for further instructions based on whether the employee attends Nursing Orientation. Both documents will be found in the **Documents for Completion** section.

**Please note:** For employee receiving benefits, remind them register for the State Health Benefits Program (SHBP) is through Benefitsolver: [nj.gov/treasury/pensions/](http://nj.gov/treasury/pensions/) They should look for the blue button, middle of the page and click on "State Employees:Access Benefitsolver" It can be found on the bottom left of the Online UH Orientation section on UH Net.

### **Prior to The New Employees Start Date:**

1. You can view the UH Orientation on UH Net, the site: <http://www.uhnj.org/uhnetweb/> . It can be found just below the first tier, Hot News. Here you will find 13 sections that the new employee will need to review:
  - a. **Instructions for the New Employee** (document – current section)
  - b. **Reference Documents:** (Employee Handbook, New Employee Orientation Booklet, New Employee Benefits Handbook, and Code of Conduct)

- c. **Message from the President**, Dr. Shereef Elnahal (video)
  - d. **New Employee Orientation Overview** (video)
  - e. **Cultural Competency** (video, mandatory)
  - f. **Emergency Preparedness** (video, mandatory)
  - g. **Environment of Care** (video, mandatory)
  - h. **Infection Prevention and Control** (video, mandatory)
  - i. **Patient Safety** (video, mandatory)
  - j. **Abuse and Neglect** (Read pp. 66 to 68 in the NEO Booklet)
  - k. **Hazard Communication** (video, mandatory for specific job titles only)
  - l. **Employee Benefits** (video, for specific job titles only who qualify for benefits)
  - m. **Documents for Completion:** *Employee Handbook Receipt Attestation, Completed Orientation Summary Test and Attestation on Orientation Completion* (documents). For those employees that are benefits eligible, remind them **to send their completed paperwork to the Benefits Office no later than the following Friday.**
2. If you or your new employee have any problems, please call the following numbers:
- For technical questions call: Asim Abbasi, 973-972-1853
  - For content and process questions call: Angela Adekola, 973-972-9391
  - For benefits questions call: Claudine Cruz-Green, 973-972-0885
  - For other questions call your Generalist

### **Once Your Employee Completes the UH Orientation Modules**

**Day 2 for Non-Nursing employees** - will report to work on **Tuesday at 8:30 unless otherwise indicated**. They will work directly with you, the supervisor or a designee. We suggest you contact them directly to provide details on the about expected time, room, dress and other information they will need for the day when they report to work.

*Once the new employee reports to your department, you and the new employee will:*

- Review the **Summary Test** answers
- Sign and complete both the **Employee Handbook Receipt and Orientation Completion Attestations**
- Please scan completed attestations to: [adekolan@uhnj.org](mailto:adekolan@uhnj.org) by the **end of the day on Wednesday**. Once both signed and completed forms are received, you and your new employee will receive a **Certificate of Completion for Orientation**.
- You or someone from your department, will direct the new employee to the Access Control Office where you can pick up their **ID Badge**.

**Day 2 for Nursing employees** - will work with Carolyn Windsor 2-3415, Nursing Orientation Educator. Since the new hires continue to do Nursing Orientation online, she will direct them appropriately. The educator will send an email out to new employees prior to Nursing Orientation. A Human Resource Representative will come to Nursing Orientation on day two to conduct the Summary Tests and collect the two required signed attestations. At that time a Certificate of Completion will be given to the employee. Human Resources will also mail a copy of the certificate to the supervisor and the Staffing Office.

Thank you for your assistance in providing the Online UH Orientation to your new employee.