

Revised 04/03/09

## New Employee Checklist Information

- I-9 Process:** *This form must be completed before you begin working.* This can be done any day at 112 Scoville Hall between 7:30 a.m. and 5 p.m., or the HR satellite at 317 Wethington Building from 7:30 a.m. to 4:30 p.m. You will need to take a passport or a driver's license and a valid social security card, or a driver's license and a certified copy of your birth certificate.
- W-4 and K-4 tax forms:** Supervisor should obtain these from Christine Levitt in D-131, 323-5789. Return them to her when completed.
- Direct Deposit Form:** Obtain form at <http://www.uky.edu/eForms/forms/dirdepos.pdf> , complete, and attach a cancelled check or deposit slip and return to Administrative Affairs in room D-131.
- Local/ City Tax Form:** If you do not live in Lexington, you should complete the form obtained from [www.uky.edu/eForms](http://www.uky.edu/eForms) (under L then, Local and city tax form) You will need to fill out this form so you don't pay the Lexington Local / City tax. Return them to Christine Levitt in D-131, 323-5789 when completed.
- Key:** If it is determined that you should have a key, your supervisor should talk to Christine Levitt in D 131, 323-5789.
- Windows / System Log On:** This will be automatically generated when I-9 is completed. The login information will be sent to the employees' supervisor.
- Sign Application:** If you applied on-line, you need to sign your application. See Vickie Easterling in D-131, 323-5788.
- Telephone:** If you need a phone or phone number assigned, your supervisor should contact Vickie Easterling in room D-131, 323-5788.

- Long Distance Access Code:** If you need a long distance access code, your supervisor should contact Vickie Easterling in room D-131, 323-5788.
- Pager:** If you are required to carry a pager, your supervisor should contact Vickie Easterling in D-131, 323-5788.
- Pro Card Training:** If it is necessary for you to have a PRO card, you should go to the UK form page, [www.uky.edu/eForms](http://www.uky.edu/eForms) Under P, go to Pro card application, print this form, complete and sign it, have your supervisor sign it and take it to Vickie Easterling in D-131, 323-5788. You will be contacted by Scott Lutin for training.
- Employee ID Badge:** All employees are required to wear their ID badges while at work. Go to: <http://www.uky.edu/Police/MCS/ID%20App%20Form.pdf> You will need to have this form completed and signed by your supervisor. This can be done Monday through Friday between 9 AM and 1 PM, 5 PM and 8 PM or 3AM to 7 AM.
- Directory Changes:** To change your campus address and telephone number in the directory and in the online directories, go to [www.uky.edu/IT/CustomService/phoneform.php](http://www.uky.edu/IT/CustomService/phoneform.php)
- Parking Permit:** Parking permits are now obtained on-line. Go to the UK Parking & Transportation website <http://www.uky.edu/Parking/permits-employee.html> and click on application.
- Immunizations:** You should contact Glenna Jarboe in room D 103, 323-9667. All immunizations will be done by the University Health Service at the Kentucky Clinic. When you go to University Health Services, be sure to take your ID badge with you. They will give you copies of all your immunizations and a copy ***must*** be turned in to Debbie Goggin in M-130, 323-8566. New employees must present to University Health within the first two weeks of hire. The following will be discussed with you by a nurse at University Health.
  - TB testing
  - Hepatitis B series
  - Measles, Mumps, Rubella
  - Verification of chicken pox

- Basic Life Support (CPR):** All COD Faculty and Staff that have clinical responsibilities needing to maintain current BLS certification. For a list of class dates and times, contact Glenna Jarboe at 323-9667 or via email at [gsjarb2@email.uky.edu](mailto:gsjarb2@email.uky.edu)
- ACLS (Advanced Cardiac Life Support), PALS (Pediatric Advanced Life Support), ATLS (Advanced Trauma Life Support):** These are not currently offered at the College of Dentistry. They should be obtained off site. If you need assistance in finding a location, you should contact Glenna Jarboe D 103, 323-9667
- Human Resource Orientation:** **STAFF:** Your supervisor should sign you up for orientation the first Monday you begin working. Numerous topics will be covered in orientation, some include an overview of the University of Kentucky, policies and procedures, and benefits (health, dental, vision, retirement, etc.). Supervisors should register their newly hired staff employees online at <http://hr.uky.edu/TandD/classes/MS001.html> . If you have questions please call 257-9555 X 183.  
**FACULTY:** To schedule a new faculty orientation session, please contact Brenda Schaefer at 257-8771.
- Corporate Compliance and HIPPA training:** HIPAA and Corporate Compliance are a University requirement and can be accessed through Net Learning at <http://www.mc.uky.edu/learningcenter/discover/netlearning.htm> all levels can be taken through Net Learning. Your ID is your Person ID and your password is the month and day of your birth (4 digits), when completed print transcript and turn in to Debbie Goggin, in room M-130, 323-8566.
- Supervision training:** If you are a new supervisor, you should enroll through Human Resources Training and Development, at <http://hr.uky.edu/TandD/classes/LD001.html>
- Establish e-mail account:** This will be automatically generated when you complete I-9.
- Clinical Information System Log On:** If you need clinical information system log on, your Supervisor should contact Al Kaplan in room D-146, 323-6504.

- AxiUm training:** If you will be working with axiUm your supervisor should contact the appropriate person for the areas you need training in. Training will be on Wednesday of each week.

Registration	Jo Ann Lowery 3-8097
Scheduling	Glena Jarboe 3-9667 or Susan Lundin 7-3462
Chart Maintenance	Jo Ann Lowery 3-8097 or Glena Jarboe 3-9667
Treatment Posting	Al Kaplan 3-6504 or Keith Shelton 7-1491
Treatment Planning	Glena Jarboe 3-9667 or Jo Ann Lowery 3-8097
Payment Plans	Jo Ann Lowery 3-8097
Cash Posting	Jo Anne Lowery 3-8097
Insurance	Karen Robinson 7-1494
Faculty / Resident training	Al Kaplan 3-6504 or Keith Shelton 7-1491

- Cash Handling Operations:** If you are responsible for receiving or posting cash transactions, you will need to be trained in the UK cash handling practices. Your supervisor should contact Human Resource Development at 257-9555 for cash handling class schedule.
- SAP:** If you need training your supervisor should contact Christine Levitt for access and training in D-131, 323-5789.
- Business Cards:** If you need to order business cards, please contact Rick Harrison at Southland Printing 859-276-1965. He may also be reached by cell phone at 859-806-9354.
- Add to List Serv:** If you need to be added to the list server, your supervisor should contact Debbie Goggin in room M-130 or at 323-8566.

- On-Line Training:** There are several on-line training courses that need to be completed.
  - Hazard Communication training is a University requirement for anyone that will be dealing with chemicals and can be completed through Net Learning at <http://www.mc.uky.edu/learningcenter/discover/netlearning.htm> Your ID is your Person ID and your password is the month and day of your birth (4 digits), when completed print transcript and turn in to Debbie Goggin, in room M-130, 323-8566.
  - Handling Hazardous Materials is a University requirement if you will be generating any infectious or other potentially infectious material and can be completed at: <http://ehs.uky.edu/classes/hmm/hwaste/training.html> when completed, print a copy of the completion (transcript) certificate and turn in to Debbie Goggin, in room M-130 323-8566.
  - Blood Borne Pathogen training can be completed at <http://ehs.uky.edu/classes/bloodborne/bptrain.html> when completed print a copy of completion and turn in to Debbie Goggin, in room M-130, 323-8566.
  - Sexual Harassment training: If you are required by your supervisor to attend sexual harassment training you can enroll at <http://hr.uky.edu/TandD/classes/MS003.html> This is a 4 hour class.
  - Corporate Compliance and HIPPA training:** HIPAA and Corporate Compliance are a University requirement and can be accessed through Net Learning at <http://www.mc.uky.edu/learningcenter/discover/netlearning.htm> all levels can be taken through Net Learning. Your ID is your Person ID and your password is the month and day of your birth (4 digits), when completed print transcript and turn in to Debbie Goggin, in room M-130, 323-8566.
  
- Professional License:** These are to be turned in to Debbie Goggin in room M-130, 323-8566.
  - For Providers:
    - A copy of your Dental School Diploma
    - A copy of your Specialty Certification or Diploma
    - A current CV
    - A copy of Kentucky Dental License
    - A copy of your Anesthesia License
    - A copy of your DEA

- For Hygienist:
  - A copy of your Hygiene Diploma
  - A copy of your Hygiene License
  - A copy of Dental Hygiene Anesthesia Certification
  - A copy of Dental Hygiene General Supervision Certification
  
- For Nurses:
  - A copy of your Nursing Diploma
  - A copy of Kentucky Nursing License

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Person ID Number: \_\_\_\_\_

I acknowledge by my signature that I have been given the New Employee Checklist Information, and that it has been reviewed with me by my Supervisor.

Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_