

*On Campus = Located at UAMS Northwest Campus, PRI Springdale and Springdale Clinic

Employee/Non-Employee Types

| Employee | | | | | Non-Employee | | |
|---|---------------------------------|-----------------------|--|--------|---|---|--|
| New to On Campus* Location | New to UAMS Off Campus Location | Transfer to NW Campus | NW Internal Dept. Transfer | UTEMPS | Contract Workers (Non-Vendors) | Volunteers | Interns |
| TASK: Complete New Employee Form | | | | | | | |
| Yes | No | Yes | Yes | Yes | Yes | No | Yes |
| Employee hire type is unknown at initial form submission. | | | | | | | |
| TASK: Orientation Requirements: DAY 1 AM | | | | | | | |
| Yes | Yes | No | No | Yes | No, but must complete HIPPA, CA Form, and Code of Conduct | | No, but must schedule visit #1 with Employee Health the next Monday. |
| TASK: Orientation Requirements: DAY 1 PM | | | | | | | |
| Yes | No | Yes | No | Yes | Yes | Yes | Yes |
| TASK: Orientation Requirements: DAY 2: Meet with IT at Your Location | | | | | | | |
| Yes | No | Yes | No, a helpdesk call must be completed. | Yes | Yes | No | Yes |
| TASK: Orientation Requirements: DAY 3: PM: Online Orientation | | | | | | | |
| Yes | Yes | No | No | Yes | Yes | Yes | Yes |
| | | | | | | Must also meet with Employee Health as scheduled. | |