



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

## Employee Orientation Agenda

### Day 1, Monday AM

(Required Attendees: All New to UAMS Employees and UTEMPS)

8:20 AM

Meet at HR Office in Administration Area

8:30 AM

Introduction to UAMS with Human Resources

- Intro to Online Orientation
  - <http://hr.uams.edu/managers/employee-orientation/new-employee-training/>
    - What is Required of Me?
    - When must it be completed?
- Documents Received: Important Links, Telephone Directory
- Benefit Eligible Employee Only:
  - Review of Benefits, Payroll, Retirement and Insurance
- Review and Acknowledgement of UAMS Policies and Employee Handbook

11:15 AM

Employee Health and Badge Picture

Each Employee must complete the following prior to going to lunch:

- Visit With Employee Health Nurse
  - Complete/Review NEMS Form
  - Review Vaccine Record and make Vaccine Plans
  - TB Skin Test
  - BP Check
- Take Badge Picture with Human Resources



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## Employee Orientation Agenda

### Day 1, Monday PM

*(Required Attendees: All New to UAMS On-Campus Employees, UTEMPS, Contract Workers, Volunteers and Interns)*

- 1:00 PM Safety and Emergency Preparedness Training
- About Online Orientation Modules for LR Safety and Emergency Preparedness
    - OH&S Online Module: Key Differences at UAMS NW
    - Police and Parking at UAMS LR Online Module
    - Title IX
  - UAMS Northwest Emergency Policy and about the EOP
  - Police/Safety at UAMS Northwest
- 2:00 PM Introduction to IT at UAMS Northwest
- UAMS Northwest Website: <http://northwestcampus.uams.edu/>
  - New Employee Site
  - IT Intranet Page: <http://intranet.uams.edu/IT/>
  - IT Policies:
    - Internet Access: <http://www.uams.edu/AdminGuide/PDFs/7.2.11.pdf>
    - Email Usage and Access: [http://www.uams.edu/AdminGuide/PDFs/Section%207/7\\_1\\_1\\_2\\_Email\\_And\\_Access\\_Usage.pdf](http://www.uams.edu/AdminGuide/PDFs/Section%207/7_1_1_2_Email_And_Access_Usage.pdf)
  - How To:
    - Request Help from IT: <http://northwestcampus.uams.edu/for-facultystaff/nwit/>
    - Schedule a Room at UAMS
  - Need AV training?
  - Meeting Tuesday with Desktop Support
- 2:30 PM Parking at UAMS Northwest
- 3:00 PM Introduction to Purchasing and Travel
- 3:30 PM Break and Distribution of Parking Passes, Keys, and Important Contacts by HR
- 3:45 PM Tour of UAMS Northwest Campus
- 4:15 PM Release to Department for Day 2 Planning



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## Employee Orientation Agenda

### Day 2, Tuesday

*(Required Attendees: All New to UAMS On-Campus Employees, UTEMPS, Contract Workers and Interns)*

AM/PM

A member of IT will come to your area to help set up technology. They will be in contact with you in the AM to schedule.

*Please complete any departmental orientation requirements on Day 2 as directed by your supervisor.*

### Day 3, Wednesday

*(Required Attendees: All New to UAMS Employees, UTEMPS, Contract Workers, Volunteers and Interns)*

1:30 - Completion

Completion of Online Orientation

Reading of TB Skin Test and Scheduling of future Employee Health Visit

Example  
Actual Agenda Can Vary