EPIDEMIOLOGY
SCHOOL OF PUBLIC HEALTH

University of Washington
Department of Epidemiology

New Postdoc Orientation

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<p align="center">**Welcome to the Department of Epidemiology (Epi)**</p>

This orientation packet is intended to help you navigate the process of getting settled into your new role at the University of Washington, School of Public Health and Department of EPIDEMIOLOGY. The information provided here is a summary of the most useful aspects of the orientation process.

★★★ **Items requiring your attention (*to-do*) will be marked with a check box (☐).**
Please complete these tasks as soon as possible or immediately after your start date.

CONTACT PERSONS AND PHONE NUMBERS

For issues regarding your new Epi faculty appointment or onboarding:
- Laurel Belton, Academic HR Manager & Assistant to the Chair, (206) 543-6394 or epifachr@uw.edu

You may also contact the Epi Division Administrator for any other issues or concerns:
- DJ Miller, Division Administrator, (206) 685-1829 or mrmiller@uw.edu

To arrange a meeting or phone call with Steve Hawes, Department Chair:
- Laurel Belton, Academic HR Manager & Assistant to the Chair, (206) 543-6394 or epifachr@uw.edu
- Dr. Hawes's email: hawes@uw.edu

To arrange a meeting or phone call with Amanda Phipps, Associate Chair:
- Amanda Phipps, Associate Chair, (206) 543-0849 or aiphipps@uw.edu

Student Academic Services:
    Assistant Director of Student Academic Services (SAS)
- John Paulson, (206) 685-1762 epi@uw.edu

    Graduate Program Director
- Stephen Schwartz, (206) 685-1799 stevesch@uw.edu

    Curriculum Chair
- Christine Khosropour, (206) 744-8663 ckhosro@uw.edu

Research Director
- Rachel Winer, (206) 616-5081 rlw@uw.edu

Grants & Finance Manager
- Barb McLaughlin, (206) 616-1830 epigrant@uw.edu

EDI Faculty Co-Chair
- Anjum Hajat, epidei@uw.edu

Manager of Special Projects:
- Cassie Atkinson-Edwards, (206) 685-9592 cbermel@uw.edu

Director of Communications
- Laura East, (206) 616-0382

IT Support (Epidemiology)
- Brian High or Elliott Norwood at epihel@uw.edu

★★★ Items requiring your attention (*to-do*) will be marked with a check box (☐).
Please complete these tasks as soon as possible or immediately after your start date.

UW ACCOUNTS

MyUW/Workday/DUO
With your UW NetID, you can access "MyUW" to review your home/mailing address, emergency contact information, home division box number and campus address, update passwords and check your husky card balance.
Website: http://my.uw.edu

Workday is the UW Human Resources and Payroll system and includes a web portal that contains information such as your home address, your benefit elections, and your bank selections for direct deposit of your pay. To ensure an additional layer of protection of your personal data, the University has implemented two-factor authentication (2FA) through the vendor Duo. This is required to use Workday.
Website: https://itconnect.uw.edu/security/uw-netids/2fa/
☐ **Your to-do:**
   - ☐ **Log-in, review and update personal information in Workday**
   - ☐ **Review and update your W4, as needed**
   - ☐ **Register for Direct Deposit**

ISC
The Integrated Service Center (ISC) comprises several teams ranging from generalists to specialists, with the common goal of providing enhanced customer support and optimizing Workday operations. The ISC's teams include customer support representatives, payroll, benefits and the application management team. These teams collaborate with UW-HR, UW-IT, Academic Personnel and other central business as well campus leadership, departments, and administrators to improve human resource and payroll processes. Visit the ISC's list of services to get a better understanding of the various services they provide. University faculty can access find more useful information and resources by visiting their website: https://isc.uw.edu/.

UW Email (Outlook)
If you are not already set up with email, go to the following website to get your UW NetID and email set up. We recommend using Outlook for your UW email account. If you have questions about the set up process, please call IT directly at the number listed below. Please provide your UW email address to us once it has been established.
Website: https://uwnetid.washington.edu/newid/
Phone: UW IT Services Help Desk (206) 221-5000
☐ **Your to-do:**
   - ☐ **Set up your new UW email account in Outlook (if you haven't done so already)**
   - ☐ **Inform Epi AHR Manager of your new email address**
   - ☐ **If you've already set up your UW email account, please start checking your email as all UW-related emails will be sent to your UW email account**
   - ☐ **If you need to set up your Outlook UW email account on your desktop, please contact UW IT Services Help Desk (206) 221-5000**

TRAINING AND COMPLIANCE - Required

Husky Prevention & Response (Title IX)
Husky Prevention & Response is a foundational, required online prevention and response **course** about sex- and gender-based violence and harassment for staff, faculty, and other academic personnel.
Website: University of Washington | Husky Prevention & Response Course (uw.edu)
Contact: Human Resources, Professional & Organizational Development
Phone: (206) 543-1957

Violence Prevention and Response
This 90-minute training workshop, facilitated by SafeCampus, teaches employees how to recognize concerning behaviors, respond, and prevent violence in the workplace.
Website: Training Options | SafeCampus (washington.edu)
Contact: Human Resources, Professional & Organizational Development
Phone: (206) 543-1957

★★★ Items requiring your attention (*to-do*) will be marked with a check box (☐).
Please complete these tasks as soon as possible or immediately after your start date.

Reporting Suspected Child Abuse
Employees will learn about their mandated reporting responsibilities by watching the 21-minute online training, <u>Reporting Suspected Child Abuse or Neglect,</u> developed by the Office for Youth Programs Development and Support.
Website: <u>Online training | Youth at UW (washington.edu)</u>
Contact: Human Resources, Professional & Organizational Development
Phone: (206) 543-1957

Asbestos Awareness
The Environmental Health and Safety office offers <u>online asbestos awareness training</u>, which takes about 15 minutes to complete.
Website: <u>Asbestos General Awareness-Online | EHS (washington.edu)</u>
Contact: Human Resources, Professional & Organizational Development
Phone: (206) 543-1957

☐ **Your to-do:**
  ☐ **Complete training through the programs listed above within 30 days of start date.**

TRAINING AND COMPLIANCE – Other

UW Faculty Orientation
You will receive an email from UW AHR/Provost/President in the next few days welcoming you as a new faculty member. You may participate in any of the faculty events as they are announced by UW, usually through email.

BENEFITS

Welcome Day: benefits orientation
Welcome Day introduces the UW Employee Benefits package, including retirement plan options, and gives you the opportunity to receive guidance and ask questions about your benefits selections. Since most enrollment deadlines fall within 31 days of an employee's eligibility date, you are urged to attend Welcome Day during your first few weeks of employment. At orientation, you'll get help choosing plan and coverage options. Get a head start by reviewing faculty benefit options and guides on how to enroll in Workday: https://hr.uw.edu/benefits/benefits-orientation/online-benefits-orientation/faculty/

To sign up for a session, please register online at: http://hr.uw.edu/pod/courses-and-workshops/new-employee-orientation/
For an online orientation option, you can watch webinar segments/modules at: https://depts.washington.edu/uwhr/benefits/orientation/

Contact: Academic Human Resources (206) 543-5630
AHR Website: https://ap.washington.edu/ahr/working/welcome/getting-settled/
UW Human Resources (206) 543-2800
☐ **Your to-do:**
  ☐ **Complete an online benefits orientation (not required but recommended)**
  ☐ **Fill out and complete all required forms *within 30 days* of your start date**
  ☐ **Newly eligible employees must make benefit elections in Workday**
    ☐ **Email will be sent to UW address providing benefits information and enrollment instructions**
    ☐ **Contact the Integrated Service Center at ischelp@uw.edu with enrollment questions**

UNION INFORMATION

University of Washington Postdoctoral Scholars and Postdoctoral Scholar Fellows are unionized in UAW Local 4121. To learn more and read the contract UAW Local 4121 has with the University of Washington, please visit: <u>UAW Postdoctoral Scholars (Postdoc) contract - Labor Relations (uw.edu)</u>

MAPS AND COMMUTER SERVICES (PARKING)

Campus Maps
Navigating around the UW campus and the University of Washington Medical Center can be challenging; the following websites can be very helpful as you familiarize yourself:
General campus maps: www.washington.edu/home/maps/
Directions and maps to Hans Rosling Center and School of Public Health: <u>Directions | UW School of Public Health (washington.edu)</u>

Directions and maps to HMC: https://www.uwmedicine.org/locations/harborview-medical-center#directions-tab
Directions and maps to UWMC-Montlake: https://www.uwmedicine.org/locations/uw-medical-center#directions-tab

Parking/Transportation (Commuter Services)
Many Epi faculty and staff use the Portage Bay parking lot, which allows payment on a pay-per-use basis (rather than a set monthly/quarterly fee). Other lots typically have waitlists. The UW Transportation Center located on Campus Parkway and University Way, just west of Schmitz Hall. UW Parking passes can be obtained online here: https://uwts.t2hosted.com/Account/Portal
Hours: Monday-Friday 7:30am-5pm
Address: 1320 NE Campus Parkway, Seattle, WA 98105
Phone: (206) 221-3701
Email: ucommute@uw.edu
Website (overview): http://www.washington.edu/commuterservices/parking/

Health Sciences Express Shuttle
Free shuttle that stops at UWMC Montlake, HMC, UW Tower, and UWMC Roosevelt:
https://facilities.uw.edu/catalog/hse

HMC Parking and Commuter Services
Location: HMC 1CT-153
Phone: (206)744-3254
Email: hmcpark@uw.edu

U-PASS Information and Payroll Deduction
The U-PASS is a complete transportation package, offering all UW employees an array of mass transit commuting options that is loaded directly onto your Husky Card. Beginning July 1, 2022 all personnel who are paid by the UW will be eligible for a fully subsidized U-PASS for use on Seattle public transportation. To learn more visit: U-PASS | Transportation Services (uw.edu)

A wide variety of parking facilities are also available to load onto your U-PASS. Please note that your parking costs are not covered by UW; they are strictly self-pay. You have the option of having parking charges deducted via automatic payroll deduction.
http://www.washington.edu/facilities/transportation/commuterservices/u-pass

Contact: Commuter Services
Address: 3745 15th Ave NE, Seattle, WA 98105 (across the street from Foege Bldg.)
Phone: (206) 221-3701
Website: http://www.washington.edu/facilities/transportation/commuterservices/index
☐   **Your to-do: Optional**
    ☐   **Activate your U-PASS (Husky Card) and/or sign-up for parking charge deductions.**

PHOTO ID, HUSKY CARD, KEYS

Husky Card
All Husky Cards currently provide access to the Hans Rosling Center. If your Husky Card does not work on perimeter doors, please email HRCforPH@uw.edu so that we can investigate. All Husky Cards are automatically linked to a debit account which can be conveniently used for on-campus events and services. After adding funds to your card, you can use it for parking, dining, shopping, and printing.

The Husky Card is the official identification card for members of the UW community.
Phone: (206) 543-7222
Email: huskycrd@uw.edu
Website: https://hfs.uw.edu/Husky-Card-Services

Website: https://hfs.uw.edu/Husky-Card-Services
Online Card Office: https://www.hfs.washington.edu/olco/Default.aspx

Husky Card Account Payroll Deduction
Permanent staff or faculty may arrange to have a portion of each paycheck automatically deposited into their Husky Card Account by completing a Payroll Deduction Authorization form.
https://hfs.uw.edu/olco/Secure/PayrollDeduction.aspx

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Office Keys/Key Codes
The Manager of Special Projects will provide you with appropriate keys and/or key codes to HRC offices and conference rooms, if applicable. You may need to fill out a key form and if so, this will be provided to you by the Manager of Special Projects.

Hans Rosling Center
The Hans Rosling Center for Population Health (HRC) is located on the western edge of the University of Washington campus on the corner of 15th Ave. NE and Stevens Way. Composed of professional offices, classrooms, and meeting spaces, the building is home to the Department of Epidemiology, other portions of the School of Public Health (SPH), the Institute for Health Metrics and Evaluation (IHME), and offices of the Population Health Initiative (PHI), and is designed to serve approximately 1,500 people per day. Your Husky Card will grant you access to this building. (Note: rooftop terrace closes at 5pm on weekdays). The Department of Epidemiology is located on the 8th floor of the HRC (i.e., the top floor).

Bike Storage: The Hans Rosling Center offers free bicycle parking and access to faculty and staff. To request access, please complete the form (a valid NetID and password will be needed): Bike Access Request | Hans Rosling Center for Population Health Intranet (washington.edu)

Building Maintenance: To submit a work order for building maintenance, please contact Cassie Atkinson-Edwards at cbermel@uw.edu.

Kitchen: There is a shared kitchen space for faculty, staff, and students to use on the 8th floor of the HRC. Please remember to throw away old food, wipe down any messes, and report any problems to the Manager of Special Projects.

Conference Room Sign-up and Technology Request: Please contact the Manager of Special Projects at cbermel@uw.edu

☐ **Your to-do:**
  ☐ **Pick up Husky Card and load funds to card, if needed**
  ☐ **Get keys and tour from Cassie Atkinson-Edwards, cbermel@uw.edu**
  ☐ **Complete Bike Access Request form, if needed.**

PHONE, COMPUTER, OFFICE, SUPPLY, & TECHNOLOGY REQUESTS

Office Location and Office Phone
The administrator will assign you an office in the Hans Rosling Center.

Laptop and/or computer
Your PI will assist you in setting them up on your first day.

Long Distance Code, Copier and/or Scanner Codes
The Manager of Special Projects and/or Epi IT will let you know what codes may be needed.

Office Supplies: Office supplies are kept near the mailboxes outside of office 844. If you need to request additional supplies, please contact, the Manager of Special Projects at cbermel@uw.edu or your PI.

☐ **Your to-do:**
  ☐ **Learn more about the Hand Rosling Center here:** About the Rosling Center | Hans Rosling Center for Population Health Intranet (washington.edu)
  ☐ **Contact the Manager of Special Projects for business cards or additional supplies: cberme@uw.edu**
  ☐ **Contact EPI IT if you have nay issues or questions about your computer, laptop, or phone at epihelp@uw.edu**

UW Directory
Make sure you are searchable in the UW directory
To do this:

- Login to my.uw.edu
- On the left side click "Profile"

- Scroll to UW Directory section and select "Change Directory Setting"
- Update Name, Number, Mailbox, etc
    o Our mailbox number is 351619
- Scroll to "Information Sharing Settings" -> "Manage your UW Directory Listing"
- Check "Publish your information in the UW Directory" and "Show email address(es)
- Click "Update"

Manage your UW Directory listing

☑ Publish your information in the UW Directory
☑ Show email address(es)

[Update] [Cancel]

EMERGENCY AND INCLEMENT WEATHER INFORMATION

UW Alerts and Emergency Contacts
The University of Washington has developed UW Alert to disseminate information via email, text messages, loudspeakers, website banners and other means, as needed, to keep the campus community informed during emergencies and situations that might disrupt normal operations. Sign up for UW Alerts here: UW Alert | Campus Safety & Emergency Resources (washington.edu)

Ensure your Emergency Contacts are up to date by managing your information in Workday: Managing Your Personal and Work Information in Workday | Integrated Service Center (uw.edu)

UW Inclement Weather and Suspended Operations Policy
If you are fulfilling a supervisory role, you should familiarize yourself with the University's general guidelines that have been established for inclement weather and suspended operations.
Contact: Tera Figueroa, HR Manager at tsimmons@uw.edu
Website: https://hr.uw.edu/policies/inclement-weather/

   □ **Your to-do:** *Within the next 30 days*
      □ **Sign-up for UW Alerts**
      □ **Update emergency contact information in Workday**

SECURITY AND SAFEGUARDING OF CONFIDENTIAL INFORMATION

Information Systems Security Policy
As a UW employee, you are responsible for protecting UW data such as student records, health information, financial data, and other forms of personally identifiable information. Part of your responsibility includes knowing the applicable policies and standards, which can be found here: Laws | UW Privacy Office

Compliant Email Resources
All UW business must be conducted using an approved email service. Approved University email resources include UW Exchange. UW Outlook Exchange is both FERPA and HIPPA compatible. GMAIL is only FERPA compatible and not HIPPA compatible. Unacceptable email systems include:

- Hotmail
- Yahoo

More information: Email and calendaring | IT Connect (uw.edu)

Passwords

UW workforce members must use strong passwords with their accounts. Strong passwords are at least 8 characters in length and include a mix of uppercase and lowercase letters, numbers, and symbols.

Use of Cloud Storage
UW recommends the use of UW OneDrive for the storage and use for all data types.
https://itconnect.uw.edu/wares/online-storage/onedrive/

Use of University/State Resources
In general, University employees may not use state resources in any form for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations. Administrative Policy Statement (APS) 47.2 details the permissible and impermissible uses of University resources, facilities and equipment.
https://hr.uw.edu/policies/ethics/

FOR FACULTY ENGAGING IN RESEARCH – Additional Training Required

UW Office of Research
Contact Information: Contact Us - UW Research (washington.edu)

Required Research Training Site
The Office of Research has provided the UW research community with a single definitive source of information on required trainings related to the conduct of research. This includes:
- Overview of research areas and related required training
- Detailed description for each training, incl. frequency and target audience
- Access to training registrations

Website: https://www.washington.edu/research/required-training/
Email: research@uw.edu

Faculty Effort Certification
Signed documentation is required whenever salaries are charged to grants/contracts, or when related sponsored agreements share the cost of faculty salaries. Any time spent on instruction, research, administration, service or clinical activity is considered to be faculty effort.
Website: https://finance.uw.edu/maa/fec/faculty-effort

Faculty Grants Management
Principal investigators with active, externally funded grants and contracts are required to participate in this program. Failure to comply with this program will result in the loss of the principal investigator's expenditure authority on grants, and will prevent any future submission of additional grant proposals.
Website: https://ap.washington.edu/ahr/working/responsibilities/faculty-grants-management/

Animal Use Training
If you will be working with animal subjects in your research endeavor, you are required to complete "Animal Use Laws and Regulations" training. You will also be required to complete animal training specific to your research area.
Website: http://depts.washington.edu/auts/

Human Subjects Training
If you will be working with human subjects in your research endeavor, you are required to complete the training module for ethical research practices online.
Website: http://www.washington.edu/research/hsd/training/

Good Clinical Practices Training
Researchers working in behavioral or biomedical clinical research must sometimes complete training in Good Clinical Practice (GCP) in order to meet the requirements of the organizations they are affiliated with, funding agencies, or study sponsors. GCP training educates researchers on the fundamental principles of conducting high quality clinical trials.
Website: https://www.washington.edu/research/hsd/training/required-training/good-clinical-practice-training/

Clinical Trials Training
If you will be involved in the conduct, oversight or management of NIH-funded clinical trials you will need to complete the training.

Website: https://www.washington.edu/research/required-training/faculty-online-clinical-trials-policy-training/
More information on Clinical Trials and what is required:
Website: https://www.washington.edu/research/hsd/clinical-trials/

☐ **Your to-dos:**
  ☐ **If you will be conducting research, please visit: Required Training Archive - UW Research (washington.edu) and complete any required training.**

ACADEMIC HR- LEAVES, ABSENSE, and OUTSIDE WORK

Annual Leave, Leave without Pay, Paid Sick Leave, Medical, or Family Leave: Please contact the Manager for Academic HR at epifachr@uw.edu to discuss your options. More information: Faculty Leaves - Academic Personnel (washington.edu)

Outside Work: If you plan to engage in compensated work outside of the UW, please contact the Manager for Academic HR at epifachr@uw.edu. More information: Outside Professional Work for Compensation (Form 1460) - UW Research (washington.edu)

Marking Time off in Workday (Vacation, Holidays, Sick): You are required to mark your time off in Workday. This includes vacation days, sick days, and holidays.
- To mark holidays, use "Holiday Taken Time Off"
  o DO NOT USE HOLIDAY CREDIT TIME OFF- this reason code does not apply to your job profile.
  o For a full list of University holidays, please visit: UW holiday calendar - HR Operations
  o Best practice is to mark all holidays at the beginning of the year or when your appointment starts
- To mark your vacation days, use "Vacation Time Off".
  o Be sure to request vacation days at least two weeks in advance.
- To mark your sick time, use "Sick Time Off"
  o For sick days longer than 3 days in a row, a sick note may be required from your health care provider.
- Review the time off Workday Handbook here: Holiday Taken Time Off Quick Guide (uw.edu)
☐ **Your to-dos:**
  ☐ **If you plan on going on leave, please contact the Manager of Academic HR as soon as possible at epifachr@uw.edu**
  ☐ **Mark your holidays, vacation days, and sick days in Workday moving forward**
  ☐ **If you will be engaging in compensated work outside of UW during your appointment, please contact the Manager of Academic HR as soon as possible at epifachr@uw.edu**

TEACHING RESOURCES:

Epi Contacts:
  Assistant Director of Student Academic Services (SAS)
    o John Paulson, (206) 685-1762 epi@uw.edu
  Graduate Program Director
    o Stephen Schwartz, (206) 685-1799 stevesch@uw.edu
  Curriculum Chair
    o Christine Khosropour, (206) 744-8663 ckhosro@uw.edu

Center for Teaching and Learning: Center for Teaching and Learning (washington.edu)

Office of the Registrar: Services and Resources for Staff and Faculty - Office of the University Registrar (washington.edu)

EDI Graduate School Resources: For Faculty and Staff | UW Graduate School

Course and Syllabus Design: Course and syllabus design - Center for Teaching and Learning (washington.edu)

Classroom Assignments: Time Schedule and Room Assignment Office - Office of the University Registrar (washington.edu)

GPA/GPS Resources: GPA/GPC Resources | UW Graduate School

Training and Consultations with the Center for Teaching and Learning: CTL services - Center for Teaching and Learning (washington.edu)

Center for Teaching and Learning Evidence Based Teaching Program (suggested training program):
https://teaching.washington.edu/programs/evidence-based-teaching/

Graduate Faculty Status: The Graduate Faculty consists of those members of the University faculty who have been designated by the Dean of the Graduate School as actively participating in graduate education. You may request a Graduate Faculty appointment if you have: Active involvement in (or, for an initial appointment, qualification for) graduate student teaching, mentoring, and/or research supervision. And research-based scholarship as demonstrated by peer-reviewed publications, equivalent creative work, or equivalent teaching-based scholarship, as defined by the academic unit.

More information: Memo 12: Membership in the Graduate Faculty and Doctoral Endorsement | UW Graduate School

EQUITY, DIVERSITY, AND INCLUSION RESOURCES:

Epi EDI Committee and Contacts:
EDI Faculty Co-Chair
- o Anjum Hajat, epidei@uw.edu
Epi EDI Student Co-Chair
- o Taylor Riley, striley@uw.edu

Strategic Plan Information: Strategic Plan 2022–2025 | Department of Epidemiology (washington.edu)

EPI EDI Canvas page: Course Modules: Epi EDI Learning Resources (uw.edu)

Anti-Racism Action Plan: https://drive.google.com/file/d/1vVRHHtbymjKYFlc4yTqUcCUSFM5H9SpG/view?usp=sharing

EDI Glossary: https://epi.washington.edu/sites/default/files/website_documents/DEI%20Glossary_Formatted_20190711.pdf

NIH Diversity Supplement Resources: Diversity Supplements | UW School of Public Health (washington.edu)

EDI Classroom Climate Paragraph: Classroom Climate Paragraph | UW School of Public Health (washington.edu)

Epi EDI Resources: Anti-Racism & EDI | Department of Epidemiology (washington.edu)

Office of Minority Affairs & Diversity: Office of Minority Affairs & Diversity (washington.edu)

ADDITIONAL FACTUTY RESOURCES AND INFORMATION:

Professional Development Funding: https://epi.washington.edu/intranet/faculty-resources/faculty-professional-development-funding-policy/.

Travel: If you plan to travel for a work related trip, please contact your PI for approval and Matt Anderson at epitrav@uw.edu BEFORE you purchase anything related to your trip (conference registration, plane tickets, hotel rooms, etc). More information can be found here: Travel Resources | Department of Epidemiology (washington.edu)

Epi Seminar Series: The Epi Seminar Series is sponsored by the Department of Epidemiology for students, staff, and faculty, as well as practicing professionals in the field. Speakers and topics are selected to highlight the diversity of research ongoing in the department. This seminar is open to other academic departments and partners. Sign up for Epi Seminar emails through the UW Preference Center. *Please **register** to receive the Zoom link.*
You will be asked to give a seminar presentation during your first year. Please discuss with Steve Hawes at hawes@uw.edu.

USEFUL UW WEBSITE LINKS:

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Please complete these tasks as soon as possible or immediately after your start date.

Department of Epidemiology Intranet: Intranet | Department of Epidemiology (washington.edu)
SPH Academic Affairs Handbook: SPH Academic Affairs Handbook (washington.edu)
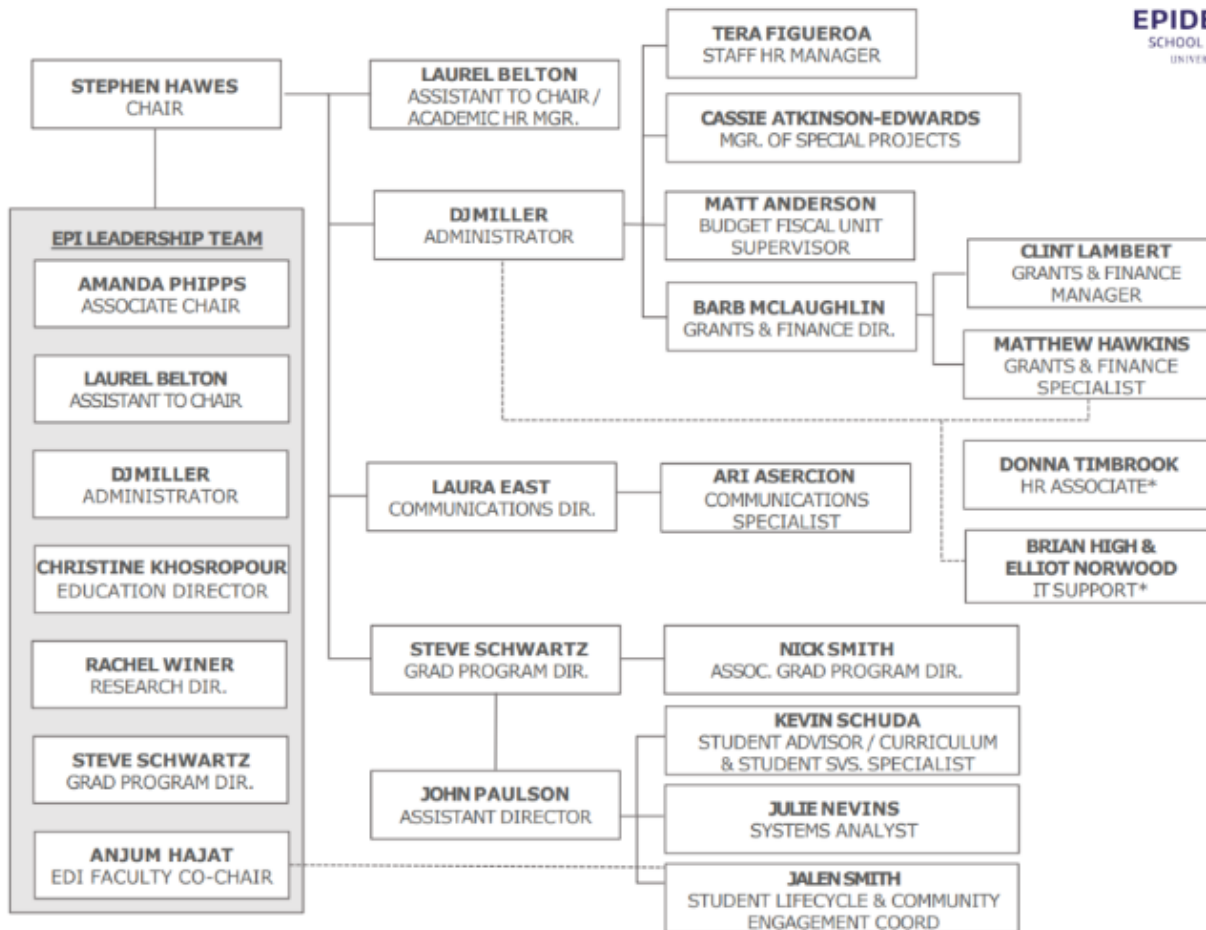School of Public Health: http://www.uwmedicine.org/education/about
Academic Human Resources: http://ap.washington.edu/ahr/
UW Faculty Code and Policies: http://www.washington.edu/admin/rules/policies/index.shtml
UW Payroll: http://finance.uw.edu/payroll/home
Travel: https://finance.uw.edu/travel/homepage

Organizational Chart | Department of Epidemiology (washington.edu)