

### New Student Orientation Checklist

Student Name		Start Date	
Student Position		Department	
Supervisor		Completed by	

**Instructions:** This checklist is provided to assist the Supervisor and HR in onboarding a new student. After a particular topic has been covered, the completion date should be entered in the column to the right. When the entire checklist is completed, the form should be filed in the department personnel file folder.

Note: This checklist ONLY applies to U.S. Students. Please use the international checklist for students.

Prior to Arrival	Who is responsible
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Supervisor communicates to the student a verbal offer and the following.</b> <ul style="list-style-type: none"> <li>▪ Read script on how to communicate a verbal offer to the student – <i>copy attached</i></li> <li>▪ Contingent upon passing a Criminal Background Check (CBC)</li> <li>▪ An email will be sent to them from HR to complete the CBC and I-9 forms</li> <li>▪ Supervisor will forward a copy of the I9 to inform them a lists of acceptable documents to verify employment. In addition, bring with them prior or the day of employment so HR can certify the documents.</li> <li>▪ Certifying the documents <b>must</b> be done prior or on the student’s first day of employment or they will not be able to start.</li> </ul> </li> <li><input type="checkbox"/> Supervisor will click on the link on the Student Employment Authorization Form (SEAF) to generate the CBC. <a href="https://www.uwp.edu/explore/offices/humanresources/newhirenotification.cfm">https://www.uwp.edu/explore/offices/humanresources/newhirenotification.cfm</a></li> <li><input type="checkbox"/> The New Hire Notification form to start the Criminal Background Check (CBC).</li> <li><input type="checkbox"/> SEAF will be completed and <u>a week out start date is requested</u> and scanned and emailed to <a href="mailto:hr@uwp.edu">hr@uwp.edu</a></li> <li><input type="checkbox"/> If SEAF is not completed, HR will notify Supervisor before moving forward.</li> </ul> <p><b>NOTE: It is critical all information is <u>complete and legible</u> and signed by the Supervisor and Student before sending to HR.</b></p>	<p>Supervisor</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HR will email student stating they will be contacted by GIS (outside vendor) to complete the CBC &amp; I-9 forms.</li> <li><input type="checkbox"/> HR will attach the W4 and Direct Deposit form to complete</li> <li><input type="checkbox"/> HR will notify the Supervisor and Recruiter/HR Assistant when student has completed and passed CBC.</li> </ul> <p><b>NOTE: No student starts prior to CBC confirmation from HR</b></p>	<p>HR Assistant (Front Desk) Ext 2204</p>

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<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervisor will communicate the following to the student:               <ul style="list-style-type: none"> <li>▪ Start date.</li> <li>▪ Who will they be reporting to and where.</li> <li>▪ Review the student when they should be receiving their first paycheck.  <b>Explain the Pay Schedule and give them a copy</b>  <a href="https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2018.pdf">https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2018.pdf</a> </li> </ul> </li> <li>▪ Student will bring the remaining new hire paperwork and documents to certify their I9 to HR.</li> </ul>	Supervisor
<ul style="list-style-type: none"> <li><input type="checkbox"/> HR ensures all documents have been completed:               <ul style="list-style-type: none"> <li>▪ Criminal Background Check (CBC)</li> <li>▪ W4</li> </ul> <ul style="list-style-type: none"> <li>▪ Direct Deposit Form</li> <li>▪ I-9 Certification</li> </ul> </li> <li><input type="checkbox"/> HR will notify the Supervisor when student has completed all documents</li> </ul>	HR Assistant <i>(Front Desk)</i>
Arrival in the Department	Who is responsible
<ul style="list-style-type: none"> <li><input type="checkbox"/> Department will review the following:               <ul style="list-style-type: none"> <li>▪ What time to report.</li> <li>▪ What are the expectations and duties.</li> <li>▪ Review the Pay Schedule with Student.</li> <li>▪ Timesheet Video: How to complete your timesheet will be shown to the student.  <a href="https://uwservice.wisconsin.edu/docs/pd/upgrade/time-absence/ESS_Punch_Positive/">https://uwservice.wisconsin.edu/docs/pd/upgrade/time-absence/ESS_Punch_Positive/</a>  <a href="https://kb.wisc.edu/hrs/page.php?id=16896">https://kb.wisc.edu/hrs/page.php?id=16896</a> </li> <li>▪ Supervisor will review with the student the importance of clocking in and out on a timely manner or their checks will not be processed on time.</li> </ul> </li> <li><input type="checkbox"/> Supervisor should be able to view student timesheet within 48 hours of start date</li> </ul>	Supervisor