

**New Hire Employee Orientation Checklist**

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| **New Employee Name** |  | **Start Date** |  |
| **Employee Position** |  | **Department** |  |
| **Supervisor** |  | **Administrative Support** |  |

**Instructions**: This checklist is to assist supervisors in orienting new employees. Customize the template to reflect your department. Please review the checklist with your employee. Provide a copy of the checklist to the employee. Once reviewed, please keep checklist in your department’s Managers file. **The goal is to complete tasks within the first month of employment.** Any questions, please contact the Human Resources Department at hr@uwp.edu or Ext. 2204.

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| **Pre-Arrival** | **Who is Responsible** |
|  **Contact Tech Bar | Campus Technology Services | UW-Parkside,** call (262) 595-2444, or email servicedesk@uwp.edu Ensure desktop and/or laptop are in order. Confirm **email is set-up and working.** Arrange for **office phone** to be activated. Confirm **accounts** are setup (email, SOLAR, ImageNow, shared drive, Workflow Queue, EMAS). Schedule custodial staff to clean up office. **Ensure work area** is equipped and ready for new employee (Equipment, desk, chair, and office supplies) Arrange for **building/office keys** – Keys provided by Police Department: [UW-Parkside Key Request Form](https://www.uwp.edu/live/offices/universitypolice/keyrequest.cfm) Employee signs “Master Key Agreement” form upon receipt of keys. Schedule a **welcome lunch/meeting** on calendar with department staff. Reach out to employee to welcome and discuss first day expectations: arrival time, office location, dress code, parking, and first day lunch plans. Send employee temporary parking pass prior to arrival. | **Supervisor** and/or Support Person |
|  Employee must certify paperwork with HR: Employee should respond to HIRERIGHT emails – I9 & Criminal Background Check within 1-3 days. Verify I-9 and forms of ID Update Personal Information on [MyUWPortal](https://my.wisconsin.edu/web/expanded) Ensure employee has signed their offer letter Review any outstanding paperwork | **Supervisor or Support Person** to follow up with HR to ensure all paperwork has been completed at hr@uwp.edu |

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| **NEW EMPLOYEE: First Day and/or Week** | **Support Contact** |
|  Complete **Direct Deposit and W-4 forms** on [**My UW Portal**](https://my.wisconsin.edu/web/expanded)and click on the Payroll Information tile. **Payroll Information:** [Payroll | HR | UW-Parkside](https://www.uwp.edu/explore/offices/humanresources/payroll.cfm) Login in [My UW Portal](https://my.wisconsin.edu/web/expanded) Learn about payroll processes, direct deposit, how to access, earning statements, and pay schedules: [Payroll | Employee Benefits | Universities of Wisconsin](https://www.wisconsin.edu/ohrwd/benefits/general-employee-info/payroll/) Review timesheets and/or leave time reporting. **Benefits Information**: [General Employee Information | Employee Benefits](https://www.wisconsin.edu/ohrwd/benefits/general-employee-info/) ***UW Shared Services will reach out via email to invite new employee for benefits orientation.*** Meet with your Supervisor at designated time (as assigned or scheduled). **Review** [**Human Resources | UW-Parkside**](https://www.uwp.edu/explore/offices/humanresources/)***.*** | [**Human Resources | UW-Parkside**](https://www.uwp.edu/explore/offices/humanresources/)hr@uwp.eduPhone: (262)595-2204Benefit Questions: Serviceoperations@uwss.wiconsin.eduPayroll Questions: payroll@uwss.wisonsin.edu |
|  Confirm login to tech resources such as laptop, email, printer, etc. Set up multifactor identification: [Okta | Multifactor Authentication](https://www.uwp.edu/explore/offices/campustechnologyservices/mfa.cfm) Login BP Logix to ensure connection with UWP account at [BPLogix Login](https://fs.uwp.edu/adfs/ls/?SAMLRequest=fZJNb9swDIb%2FiqFDb%2F6I47SpFmfImhYN0A8jznbYpZBluhUgS6oopcm%2Fn%2BXsozu0N4og%2BT4vqQWyXhq68u5FbeHVA7posy7JE%2FCmmM2zNj6%2FuORx0XTzuJmxaZzPZ7zhBW%2FytiDRD7AotCpJnmQk2iB62Ch0TLkhleVZnF3G02w3KWhR0HyaTCbTnyRaDypCMTd2vjhnkKZph4l%2FMwm0PmVth6nElEQ32nIY4UrSMYkQRCqGKPbwN1NZ7TTX8ptQrVDPJfFWUc1QIFWsB6SO03p1f0cHSNqcipDe7nZVXD3WOxKtEMEGmiut0Pdga7B7weH79u4fX4BrjNTP4pAocGmI1FNYX8LQHL4Ghe11XT0%2B1Nfl5Iz15osPY48GyvFlgQ1GTnFXjth70YJ9GBg%2FliHRoZcK6Xinz62Z33sgy0WopuM57Lv%2Bz9vZny2Q5Ucwi%2FTd4JOKoYF%2Fs660FPwYraTUb1eDVTd4ctYP50mXp7b%2Ff9nyFw%3D%3D&RelayState=aa2254ac-83e1-4966-a09c-e7422f2286a1) Setup voicemail | **Tech Bar | Campus Technology Services | UW-Parkside**Phone: (262) 595-2444Email: servicedesk@uwp.edu |
| **SUPERVISOR: First Day and/or Week** | **Support Contact** |
|  **Show the new employee to their working area.** **Introduce** new employee to the office staff and their roles. Provide a **tour** of the office – Identify location of supplies, mailboxes, restrooms, break areas, etc. Explain **work procedures** – hours of work and overtime, breaks, meal periods, call-in procedures, etc. Identify **job expectations** and **responsibilities**. Review position description and evaluation process. Request support staff to add employee to **office e-mail lists** and **provide access to office calendars**. Assist new employee with adding staff to department/position specific email lists and grant calendar access to staff. Identify **building hours** and after-hour access procedures. Explain use and location of **office equipment** (fax, copier, shredder, printers, etc.). If needed, connect with**Tech Bar | Campus Technology Services | UW-Parkside** for support**.** Identify mission and goals of the department. **Business Cards –** requested from Creative Services at creativeservices@uwp.edu How does the Supervisor like to be communicated with in case of emergency (text, call, email) | Supervisor and/or Support Person |

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| **SUPERVISOR: First Day and/or Week (*continued)*** | **Support Contact** |
|  **Arrange for Authorizations** *(****if applicable****):* [**Driver Authorization Form**](https://fleetportal.wi.gov/)**:** This form must be completed and submitted before an employee is authorized to drive a University vehicle, rent a vehicle, or receive mileage reimbursement on a personal vehicle. For more information: [Driver Authorization Program / Travel Utilizing Fleet, Rental or Personal](https://www.uwp.edu/explore/offices/safety/vehgeninfo.cfm) [Vehicles Policies and Procedures | UW-Parkside](https://www.uwp.edu/explore/offices/safety/vehgeninfo.cfm) Supervisor discuss **emergency procedures:** The *Campus Safety-Guidance for Students and Personnel* can be downloaded at: [Campus Safety - Guidance for Students and Employees](https://www.uwp.edu/live/offices/universitypolice/upload/emergency_guidance_for_students_and_personnel.pdf) **Register: Ranger Alert** at: [www.uwp.edu/explore/offices/safety/rangeralert.cfm](http://www.uwp.edu/explore/offices/safety/rangeralert.cfm) | Bob GrieshaberSafety and Risk Management Tallent Hall 188,Phone: (262)595-2262[Safety and Risk Management |](https://www.uwp.edu/explore/offices/safety/) [UW-Parkside](https://www.uwp.edu/explore/offices/safety/) |
|  [**University Police | UW-Parkside**](https://www.uwp.edu/live/offices/universitypolice/)**:** Employee signs off on keys Purchase parking permit [UW-Parkside University Police Services](https://www.uwp.edu/live/offices/universitypolice/services.cfm) | [**University Police | UW-Parkside**](https://www.uwp.edu/live/offices/universitypolice/)Phone: (262) 595-2455police@uwp.edu 900 Wood Rd.Kenosha, WI 53144Tallent Hall 188 Parking: Lot T |
| **First Month** | **Support Contact** |
| **Business Services:** [**Business Services | UW-Parkside**](https://www.uwp.edu/explore/offices/businessservices/) **Tallent Hall, Room 245** | **Supervisor/Support Person schedule trainings if the new hire will be using these services.**[Business Services | UW-Parkside](https://www.uwp.edu/explore/offices/businessservices/) Phone: 262-595-2207businessservices@uwp.edu 900 Wood Rd.Kenosha, WI 53144Tallent Hall 245 Parking: Lot T |
|  **Travel -** Alyssa Totoraitis, Regional Travel Manager, Ext. 2154, alyssa.totoraitis@wisconsin.edu or travel@uwp.edu **ShopUW+ Training -** <https://p2p.wisc.edu/> **Procurement Card (ProCard)** - complete the online Purchasing Card Application and User Agreement at: <https://www.wisconsin.edu/financial-administration/special-topics/purchasing-cards/> Should you need to make purchases with the ProCard as your duties, you must complete the online Purchasing Card and User Agreement training. In addition, complete Purchasing Card Canvas session. **Corporate Travel Card -** (for employees who travel). To apply for a US Bank Corporate Travel card, complete the online application which can be found at: [https://www.wisconsin.edu/financial-administration/us-bank-](https://www.wisconsin.edu/financial-administration/us-bank-travel-card/) [travel-card/](https://www.wisconsin.edu/financial-administration/us-bank-travel-card/) **Accounts Payable,** ap.office@uwp.edu |

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| **First Month (*Continued)*** | **Support Contact** |
|  **E-Reimbursement:** Alyssa Totoraitis, Regional Travel Manager, Ext. 2154, amahn@uwsa.edu or travel@uwp.edu **Budget Training *(only applies to Management):*** Kathryn Mustell-Watkins, Budget & Policy Analyst, watkinsk@uwp.edu, Ext. 2579. | Supervisor/Support Person schedule trainings if the new hire will be using these services. |
|  Schedule a **professional photo** with University Relations (formerly Creative Services), WYLL D242. Go to Photography to schedule: [University Relations | UW-Parkside](https://www.uwp.edu/explore/offices/universityrelations.cfm) Reach out to **Admissions to schedule a tour of campus** with the Campus Ambassador, Ext. 2355 or admissions@uwp.edu | [University Relations | UW-Parkside](https://www.uwp.edu/explore/offices/universityrelations.cfm)WYLL D242 |
|  **Complete the following Mandatory Training** **MANDATORY TRAINING FOR SUPERVISORS:** Mandated Reporter – required only once Preventing Sexual Harassment & Violence (Title IX) – required every three years Information Security – required annually FERPA – required annually for employees with access to student records **MANDATORY TRAINING FOR NON-SUPERVISORS:** Mandated Reporter – required only once Preventing Sexual Harassment & Violence (Title IX) – required every three years Information Security – required annually FERPA – required annually for employees with access to student records | The New Hire Employee will receive an email from Shared Services to complete mandatory training. Note: check junk or spam email to ensure received. If not received within 7-10 days, please reach out to HR at hr@uwp.edu. |
|  **New Employee Hire Orientation: *HR will reach out to the employee to schedule a time to attend New Employee Orientation.*** Read the Employee Handbook and complete the acknowledge form and email to hr@uwp.edu [Employee Handbook and Acknowledgement](https://www.uwp.edu/explore/offices/humanresources/emphandbook.cfm) | Human Resources will reach out to the New Hire Employee to schedule. |
| **For Supervisor Use: People to connect with on campus** |
| **Name, Department & Expectations** |  |
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