

Employee Name		Start Date	
Employee Position		Department	
Supervisor		Administrative Support	

Instructions: This checklist is provided to assist employees in identifying trainings they are required to, or would like to, complete. The checkbox in the initial column should be checked if training is required or desired. After a particular training has been completed, check the “done” box to keep a record for you and your supervisor. Completed trainings should be documented in your first performance review.

COMPLIANCE TRAINING					
Take	Contact: Chris Heilgeist, Ext 2220 HR@uwp.edu	Done	Take	Contact: Amy Bobylak, Ext 2253	Done
<input type="checkbox"/>	Checkpoint: Data Security & Privacy (EDU) - <i>except for Students - Complete 30 calendar days from first day of hire</i>	<input type="checkbox"/>	<input type="checkbox"/>	Direct Deposit/Tax Withholding	<input type="checkbox"/>
<input type="checkbox"/>	Executive Order 54 – Mandatory Reporting - <i>Complete 30 calendar days from first day of hire</i> https://media.wcwpds.wisc.edu/mandatedreporter/	<input type="checkbox"/>	<input type="checkbox"/>	Employee Self Service: Time & Absence (ESS)	<input type="checkbox"/>
<input type="checkbox"/>	Harassment & Discrimination Prevention <i>except Students</i>	<input type="checkbox"/>	<input type="checkbox"/>	Manager Self Service: Time & Absence Approver (MSS)	<input type="checkbox"/>
<input type="checkbox"/>	PCI DSS: Payment Card Industry Data Security Standard <i>only employees and supervisors in Depts/Orgs that accept card payments</i>	<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>			
FINANCIAL			BENEFITS		
Take	Contact: Debi Rigney, Ext 2272	Done	Take	Contact: Amy Chostner, Ext 2537	Done
<input type="checkbox"/>	Accounts Payable	<input type="checkbox"/>	<input type="checkbox"/>	Benefit Orientation - Mandatory	<input type="checkbox"/>
<input type="checkbox"/>	Cash Handling	<input type="checkbox"/>			
<input type="checkbox"/>	e-Reimbursement	<input type="checkbox"/>			
<input type="checkbox"/>	Purchasing	<input type="checkbox"/>	ADMINISTRATIVE SUPPORT		
<input type="checkbox"/>	Travel	<input type="checkbox"/>	Take	Contact: Kim Burke, Ext 2042	Done
<input type="checkbox"/>	Wisconsin Data Mart (WISDM)	<input type="checkbox"/>	<input type="checkbox"/>	HR 101 Training	<input type="checkbox"/>
			<input type="checkbox"/>	HR 102 Training	<input type="checkbox"/>

MANAGEMENT/SUPERVISOR			SAFETY & RISK MANAGEMENT			
Take	Contact: Kim Burke, Ext 2042	Done	Take	Contact: Bob Grieshaber, Ext 2262	Done	
<input type="checkbox"/>	Supervisory Training	<input type="checkbox"/>	<input type="checkbox"/>	Chemical Right-to-Know	<input type="checkbox"/>	
<input type="checkbox"/>	Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher Training / Emergency Response	<input type="checkbox"/>	
<input type="checkbox"/>	Unconscious Bias Training: Management, Supervisors & Search & Screen Members	<input type="checkbox"/>	<input type="checkbox"/>	Back Safety/Ergonomics/Safe Lifting	<input type="checkbox"/>	
			<input type="checkbox"/>	Bloodborne Pathogens Exposure Control	<input type="checkbox"/>	
TECHNOLOGY			<input type="checkbox"/>	Laboratory Safety / Studio Safety	<input type="checkbox"/>	
Take	Contact: Help Desk, Ext 2444	Done	UNIVERSITY POLICE			
<input type="checkbox"/>	Website CMS Training Contact: Matt Goetsch	<input type="checkbox"/>	Take	Non-Emergency, Ext 2455 & Emergency, 911	Done	
<input type="checkbox"/>	Intro to CommonSpot Course - 1 hour https://www.uwp.edu/website	<input type="checkbox"/>	<input type="checkbox"/>	Active Shooter	<input type="checkbox"/>	
<input type="checkbox"/>	D2L Initial Exposure & Refresher Contact: Linda Wawiorka or Hannah Emery	<input type="checkbox"/>				
<input type="checkbox"/>	VoIP Training (Phone) Contact: Cindy Sobczak		<i>Description: How to use the phone, features and capabilities.</i>			<input type="checkbox"/>
<input type="checkbox"/>	Scala Training (Digital Screens) Contact: Cindy Sobczak		<i>Description: Creation of content and publishing content to the digital screens on campus.</i>			<input type="checkbox"/>
<input type="checkbox"/>	General Training Contact: Cindy Sobczak or Technical Staff		<i>Description: One on one training on how to use email and calendaring and office products.</i>			<input type="checkbox"/>
<input type="checkbox"/>	General How to Training: Lynda.com		<i>Description: Search on all kinds of subjects.</i>			<input type="checkbox"/>
<input type="checkbox"/>	Classroom Support Training Contact: Linda Wawiorka		<i>Description: How to utilize classroom technology, such as podium, projector, etc.</i>			<input type="checkbox"/>