UNIVERSITY OF WISCONSIN PARKSIDE

New Hire Employee Onboarding Checklist

Instructions: This checklist is designed to help you successfully navigate your first weeks at UW–Parkside. It outlines key tasks and important information you will need as you begin your role. Please review the items on this checklist and complete each task within your first month of employment, unless otherwise noted.

If you have any questions or need assistance completing any items, please contact your supervisor or the Human Resources Department at **hr@uwp.edu** or **262-595-2204**.

Many of the pre-arrival steps, come one at a time so please remember to check your email daily and complete all tasks.

Pre-Arrival Tasks	Status
Check your email for an invite from SkillSurvey to initiate and complete your reference checks.	☐
Check your email for an invite from HireRight to initiate and complete your background check. Be sure to accept the invite as soon as possible, as the invitations do expire.	☐
Check your email for notification that your employment agreement (offer letter) is ready to be accepted in Workday. Please accept the employment agreement as soon as you can or reach out to your HR Generalist with questions.	☐
First Day and/or Week	**Status**
Verify your email address and access to UW Parkside computer programs.	☐
Sign into Workday Workday	☐
Check your Workday Profile daily to complete the following **Wave One** Onboarding Tasks: • Home Contact Information • Personal Information	☐
Once Wave One onboarding tasks are complete check your Workday Profile daily to complete the following **Wave Two** Onboarding Tasks: • I-9 Section 1 • Federal Withholding Elections • State and Local Withholding Elections • Payment Elections • Review Documents • Disability Self Identification • Emergency Contacts • Photo Change • Talent Information Gathering • Public Profile Display Settings	☐
Purchase a Parking Permit from the UW-Parkside Police Department. Parking Permit Information	☐
Sign off on and pick up your Office Key at the Police Department. This would have been ordered by your supervisor. You should receive notification by email when the key is ready to be picked up. University Police | UW-Parkside	☐

Check your Workday tasks for your Mandatory Employee Trainings. You have 30 days to complete your mandatory training. **If you do not complete these trainings you may be ineligible for pay plan salary increases.** **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	☐
Attend a New Hire Orientation Session with Human Resources (HR). *HR will reach out to the employee to schedule a time to attend New Employee Orientation.* If you have questions, contact hr@uwp.edu.	☐
Sign up for a Benefits Orientation Session through UW System and Enroll in Benefits within 30 days of start date, If eligible. Benefits Orientation Session Homepage General UW Employee Benefits Information	☐
Read the Employee Handbook and complete the acknowledge form and email to hr@uwp.edu. Employee Handbook and Acknowledgement.	☐
Obtain Ranger ID (https://www.uwp.edu/live/services/rangercard/	☐
Review the New/Current employee UW Workday Dashboard. This site will provide you with information on reporting time and leave, viewing pay slips, and more. https://www.wisconsin.edu/workday/workday-for-new-and-current-employees/	☐
Review the Employee Payroll Calendar Payroll | Employee Benefits	☐
Review UW System Policies website.	☐
Register for Ranger Alert: UW-Parkside Ranger Alert	☐
FIRST MONTH (AS NEEDED)	**Status**
Sign up for a Benefits Orientation Session through UW System and Enroll in Benefits within 30 days of start date, If eligible. Benefits Orientation Session Homepage General UW Employee Benefits Information	☐