

New Hire Employee Orientation Checklist

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.

Pre-Arrival	Who is Responsible
<ul style="list-style-type: none"> <input type="checkbox"/> Contact Tech Bar Campus Technology Services UW-Parkside, call (262) 595-2444, or email servicedesk@uwp.edu <ul style="list-style-type: none"> <input type="checkbox"/> Ensure desktop and/or laptop are in order. <input type="checkbox"/> Confirm email is set-up and working. <input type="checkbox"/> Arrange for office phone to be activated. <input type="checkbox"/> Confirm accounts are setup (email, SOLAR, ImageNow, shared drive, Workflow Queue, EMAS). <input type="checkbox"/> Schedule custodial staff to clean up office. <input type="checkbox"/> Ensure work area is equipped and ready for new employee (Equipment, desk, chair, and office supplies) <input type="checkbox"/> Arrange for building/office keys – Keys provided by Police Department: UW-Parkside Key Request Form <ul style="list-style-type: none"> <input type="checkbox"/> Employee signs “Master Key Agreement” form upon receipt of keys. <input type="checkbox"/> Schedule a welcome lunch/meeting on calendar with department staff. <input type="checkbox"/> Reach out to employee to welcome and discuss first day expectations: arrival time, office location, dress code, parking, and first day lunch plans. <input type="checkbox"/> Send employee temporary parking pass prior to arrival. 	<p>Supervisor and/or Support Person</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Employee must certify paperwork with HR: <ul style="list-style-type: none"> <input type="checkbox"/> Employee should respond to HIRERIGHT emails – I9 & Criminal Background Check within 1-3 days. <input type="checkbox"/> Verify I-9 and forms of ID <input type="checkbox"/> Update Personal Information on MyUWPortal <input type="checkbox"/> Ensure employee has signed their offer letter <input type="checkbox"/> Review any outstanding paperwork 	<p>Supervisor or Support Person to follow up with HR to ensure all paperwork has been completed at hr@uwp.edu</p>

NEW EMPLOYEE: First Day and/or Week	Support Contact
<ul style="list-style-type: none"> <input type="checkbox"/> Complete Direct Deposit and W-4 forms on My UW Portal and click on the Payroll Information tile. <input type="checkbox"/> Payroll Information: Payroll HR UW-Parkside <ul style="list-style-type: none"> <input type="checkbox"/> Login in My UW Portal <input type="checkbox"/> Learn about payroll processes, direct deposit, how to access, earning statements, and pay schedules: Payroll Employee Benefits Universities of Wisconsin <input type="checkbox"/> Review timesheets and/or leave time reporting. <input type="checkbox"/> Benefits Information: General Employee Information Employee Benefits <ul style="list-style-type: none"> <input type="checkbox"/> <i>UW Shared Services will reach out via email to invite new employee for benefits orientation.</i> <input type="checkbox"/> Meet with your Supervisor at designated time (as assigned or scheduled). <input type="checkbox"/> Review Human Resources UW-Parkside. 	<p>Human Resources UW-Parkside hr@uwp.edu</p> <p>Phone: (262)595-2204</p> <p>Benefit Questions: Serviceoperations@uwss.wiconsin.edu</p> <p>Payroll Questions: payroll@uwss.wiconsin.edu</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm login to tech resources such as laptop, email, printer, etc. <ul style="list-style-type: none"> <input type="checkbox"/> Set up multifactor identification: Okta Multifactor Authentication <input type="checkbox"/> Login BP Logix to ensure connection with UWP account at BPLogix Login <input type="checkbox"/> Setup voicemail 	<p>Tech Bar Campus Technology Services UW-Parkside</p> <p>Phone: (262) 595-2444</p> <p>Email: servicedesk@uwp.edu</p>
SUPERVISOR: First Day and/or Week	Support Contact
<ul style="list-style-type: none"> <input type="checkbox"/> Show the new employee to their working area. <input type="checkbox"/> Introduce new employee to the office staff and their roles. <input type="checkbox"/> Provide a tour of the office – Identify location of supplies, mailboxes, restrooms, break areas, etc. <input type="checkbox"/> Explain work procedures – hours of work and overtime, breaks, meal periods, call-in procedures, etc. <input type="checkbox"/> Identify job expectations and responsibilities. Review position description and evaluation process. <input type="checkbox"/> 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. <input type="checkbox"/> Identify building hours and after-hour access procedures. <input type="checkbox"/> 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. <input type="checkbox"/> Identify mission and goals of the department. <input type="checkbox"/> Business Cards – requested from Creative Services at creativeservices@uwp.edu <input type="checkbox"/> How does the Supervisor like to be communicated with in case of emergency (text, call, email) 	<p>Supervisor and/or Support Person</p>

SUPERVISOR: First Day and/or Week <i>(continued)</i>	Support Contact
<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for Authorizations <i>(if applicable)</i>: <ul style="list-style-type: none"> <input type="checkbox"/> Driver Authorization Form: 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. <input type="checkbox"/> For more information: Driver Authorization Program / Travel Utilizing Fleet, Rental or Personal Vehicles Policies and Procedures UW-Parkside <input type="checkbox"/> Supervisor discuss emergency procedures: The <i>Campus Safety-Guidance for Students and Personnel</i> can be downloaded at: Campus Safety - Guidance for Students and Employees <input type="checkbox"/> Register: Ranger Alert at: www.uwp.edu/explore/offices/safety/rangeralert.cfm 	<p>Bob Grieshaber Safety and Risk Management Tallent Hall 188, Phone: (262)595-2262 Safety and Risk Management UW-Parkside</p>
<ul style="list-style-type: none"> <input type="checkbox"/> University Police UW-Parkside: <ul style="list-style-type: none"> <input type="checkbox"/> Employee signs off on keys <input type="checkbox"/> Purchase parking permit <input type="checkbox"/> UW-Parkside University Police Services 	<p>University Police UW-Parkside Phone: (262) 595-2455 police@uwp.edu 900 Wood Rd. Kenosha, WI 53144 Tallent Hall 188 Parking: Lot T</p>
First Month	Support Contact
<p>Business Services: Business Services UW-Parkside Tallent Hall, Room 245</p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel - Alyssa Totoraitis, Regional Travel Manager, Ext. 2154, alyssa.totoraitis@wisconsin.edu or travel@uwp.edu <input type="checkbox"/> ShopUW+ Training - https://p2p.wisc.edu/ <input type="checkbox"/> Procurement Card (ProCard) - complete the online Purchasing Card Application and User Agreement at: https://www.wisconsin.edu/financial-administration/special-topics/purchasing-cards/ <input type="checkbox"/> 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. <input type="checkbox"/> 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-travel-card/ <input type="checkbox"/> Accounts Payable, ap.office@uwp.edu 	<p>Supervisor/Support Person schedule trainings if the new hire will be using these services.</p> <p>Business Services UW-Parkside Phone: 262-595-2207 businessservices@uwp.edu 900 Wood Rd. Kenosha, WI 53144 Tallent Hall 245 Parking: Lot T</p>

First Month (Continued)		Support Contact
<ul style="list-style-type: none"> <input type="checkbox"/> E-Reimbursement: Alyssa Totoraitis, Regional Travel Manager, Ext. 2154, amahn@uwsa.edu or travel@uwp.edu <input type="checkbox"/> 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.
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule a professional photo with University Relations (formerly Creative Services), WYLL D242. <ul style="list-style-type: none"> <input type="checkbox"/> Go to Photography to schedule: University Relations UW-Parkside <input type="checkbox"/> Reach out to Admissions to schedule a tour of campus with the Campus Ambassador, Ext. 2355 or admissions@uwp.edu 		University Relations UW-Parkside WYLL D242
<ul style="list-style-type: none"> <input type="checkbox"/> Complete the following Mandatory Training <ul style="list-style-type: none"> <input type="checkbox"/> MANDATORY TRAINING FOR SUPERVISORS: <ul style="list-style-type: none"> <input type="checkbox"/> Mandated Reporter – required only once <input type="checkbox"/> Preventing Sexual Harassment & Violence (Title IX) – required every three years <input type="checkbox"/> Information Security – required annually <input type="checkbox"/> FERPA – <input type="checkbox"/> MANDATORY TRAINING FOR NON-SUPERVISORS: <ul style="list-style-type: none"> <input type="checkbox"/> Mandated Reporter – required only once <input type="checkbox"/> Preventing Sexual Harassment & Violence (Title IX) – required every three years <input type="checkbox"/> Information Security – required annually <input type="checkbox"/> 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 Training and Development at hr@uwp.edu .
<ul style="list-style-type: none"> <input type="checkbox"/> New Employee Hire Orientation: <i>HR will reach out to the employee to schedule a time to attend New Employee Orientation.</i> <input type="checkbox"/> Read the Employee Handbook and complete the acknowledge form and email to hr@uwp.edu Employee Handbook and Acknowledgement 		Human Resources will reach out to the New Hire Employee to schedule.
For Supervisor Use: People to connect with on campus		
Name, Department & Expectations		
Name, Department & Expectations		