

Welcome to the University of Wisconsin – Whitewater!
Onboarding Checklist – What to Expect During Your First 30 days

<i>First day</i>				
Item	Location	Resources	Complete	
Complete New Employee Hiring Paperwork	Human Resources	Human Resources Form -> New Employee Paperwork	<input type="checkbox"/>	
Hawk Card (need this before parking permit)	University Center 250	http://www.uww.edu/uc/hawkcard	<input type="checkbox"/>	
Parking Permit	Visitor Center	http://www.uww.edu/adminaffairs/parking	<input type="checkbox"/>	
Tour of Workspace and Building	Work Building		<input type="checkbox"/>	
Request UW ID (FOB) access - <i>if needed</i>	iCIT - Anderson Library		<input type="checkbox"/>	
Sign into My UW System - click box in HR&Diversity Web Page	Webpage	http://www.uww.edu/adminaffairs/hr	<input type="checkbox"/>	
Set up Email	Self	Info sheet was emailed with contract	<input type="checkbox"/>	
<i>First Week</i>				
Item	Location	Resources	Complete	
Review University Policies	Self	https://www.uww.edu/handbook	<input type="checkbox"/>	
Review UW System Policies	Self	https://www.wisconsin.edu/uw-policies/	<input type="checkbox"/>	
Review Emergency Procedures	Self	http://emergency.uww.edu/	<input type="checkbox"/>	
Review Payroll Information	Self	http://www.uww.edu/adminaffairs/hr/payroll	<input type="checkbox"/>	
Review Benefit Information	Self	http://www.uww.edu/adminaffairs/hr/benefits	<input type="checkbox"/>	
Review Name, Title, Contact Info in Directory	Self	Look up Directory and Type in name	<input type="checkbox"/>	
<i>First 30 Days</i>				
Item	Location	Resources	Complete	
Enroll in benefits package within 30 days of hire date	Self	My UW System	<input type="checkbox"/>	
Complete Necessary Trainings for position	Self	My Learning Path	<input type="checkbox"/>	
Attend Benefits Orientation	Hyer 335	Will receive email regarding time	<input type="checkbox"/>	
<i>Additional</i>				
Item		Resources		
New Employee Self Service		http://my.wisconsin.edu		
UW Whitewater Mission, Vision, Values		Strategic Plan		
Campus Dining		http://campus-dining.com/uww/		
Lactation Room		Link		
Children's Center		http://www.uww.edu/childrenscenter/		
Employee Assistance Program		EAP		
Campus Diversity		http://www.uww.edu/diversity/		
Campus Map		http://www.uee.edu/maps/		
Supervisor Checklist Tool	Under Forms on HR webpage	Checklist		
Campus Committees		http://www.uww.edu/university-committees/		