Onboarding Checklist – Department

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| Employee Name: | Empl ID: | | Begin Date: |
| Title: | | Cert/PVL#: | |

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|  | Confirm that Criminal Background Check (CBC) has been initiated, if needed. |  |
|  | Sent the following Onboarding materials to the Hiring Manager and Onboarding Coordinator: Onboarding Checklist for Hiring Managers; Peer Partner Handout; Email templates for Onboarding Coordinator. |  |
|  | Submit JEMS Hire request to CALS HR |  |
|  | Draft/review appointment letter (if applicable) |  |
|  | Once appointment letter is approved & signed, send to newly hired |  |
|  | Enter funding, TL security (if applicable) into HRS |  |
|  | If applicable, process immigration status paperwork; <http://www.ohr.wisc.edu/ifss/index.htm> |  |
|  | Set up employee in GiS for I-9 |  |
|  | Obtain campus authorization and set up NetID (go through MyUW’s New Hire NetID activation OR contact CALS HR |  |
|  | IF AS employee starting 1st of month: Health insurance forms need to be received by the 1st of the month to start the 1st of the month |  |
|  | Verified I-9 documentation |  |
|  | Fax (5-6547) following forms to OHR (save copy for yourself):   * Direct Deposit Authorization form (<https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf>) * New Employee Forms Packet   (<https://uwservice.wisc.edu/docs/forms/pay-employee-withholding-a.pdf>) |  |