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

First day

Item	Location	Resources	Complete
Complete New Employee Hiring Paperwork	Human Resources	Human Resources Form -> New Employee Paperwork	☐
Hawk Card (need this before parking permit)	University Center 250	http://www.uww.edu/uc/hawkcard	☐
Parking Permit	Visitor Center	http://www.uww.edu/adminaffairs/parking	☐
Tour of Workspace and Building	Work Building		☐
Sign into My UW System - click box in HR&Diversity Web Page	Webpage	http://www.uww.edu/adminaffairs/hr	☐
Set up Email	Self	Info sheet was emailed with contract	☐

First Week

Item	Location	Resources	Complete
Review University Policies	Self	https://www.uww.edu/handbook	☐
Review UW System Policies	Self	https://www.wisconsin.edu/uw-policies/	☐
Review Emergency Procedures	Self	http://emergency.uww.edu/	☐
Review Payroll Information	Self	http://www.uww.edu/adminaffairs/hr/payroll	☐
Review Benefit Information	Self	http://www.uww.edu/adminaffairs/hr/benefits	☐
Review Name, Title, Contact Info in Directory	Self	Look up Directory and Type in name	☐

First 30 Days

Item	Location	Resources	Complete
Enroll in benefits package within 30 days of hire date	Self	My UW System	☐
Complete Necessary Trainings for position	Self	My Learning Path	☐
Attend Benefits Orientation	Hyer 335	Will receive email regarding time	☐

Additional

Item	Location	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/