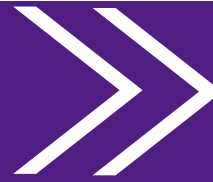


# New Employee Checklist



**Welcome to UW-Whitewater, we are excited to have you be a part of the Warhawk team! This guide shares the steps you need to complete and to help you settle into your new role.**



## BEFORE YOU RECEIVE YOUR CONTRACT

Below are the items to complete before you will receive your contract. After completing the below paperwork, please return to the Human Resources Office at Hyer Hall. ***(Please do NOT email completed forms that contain sensitive information as our email is not encrypted.)***

- [New Employee Information Sheet Data](#)
- [Confidentiality Agreement](#)
- [Self-Identification Forms](#)



## BEFORE YOUR FIRST DAY

- Please sign and return a copy of your contract to the Human Resources office via fax at (262)472-5668, or email to [HRContracts@uww.edu](mailto:HRContracts@uww.edu), or drop it off at the office at 800 W. Main Street, Whitewater, Wisconsin 53190, Hyer Hall 330.
- [I-9/I-9 instructions](#) See new employee email for more detailed instructions. International faculty must contact Margaret Wheeler at [wheelerm@uww.edu](mailto:wheelerm@uww.edu), or 262-472-1494 for I-9 instructions.
- Set Up Email (Directions in your Welcome Email)
- Parking permits are required to park on campus. As you are a valued new employee, you will have a 5-day grace period, but you do need to register your car before coming to campus. Please contact Parking Services at 262-472-1011 or email [parking@uww.edu](mailto:parking@uww.edu) to ensure your vehicle is properly registered to park on campus



## ON YOUR FIRST DAY

- [Federal and State Tax Withholding](#)
- [Direct Deposit](#)
- [Hawk Card](#) (you will need to go to Hawk Card office at the University Center after you receive information from the HR office with your employee ID number)
- Tour of Workspace and Building
- Request UW ID (FOB) access from the HR Office - *if you will not use your phone for MFA access*
- Sign into My UW System – find the “MyUW” app in your '[My UW System](#)' website to make sure you have access and can see various tiles such as Time and Absence ([How to instructions](#) for Time and Absence).



## FIRST WEEK

- Review UW Whitewater [Mission, Vision, and Values](#)
- Request your Parking Permit based on your needs <https://uww.aimsparking.com/> (need Hawk Card prior to getting a parking permit)
- Review and adhere to the guidelines in the [Workplace Conduct Expectations Policy](#) and the [Workplace Bullying Policy](#). Please let us know if you have any questions regarding the expectations within this policy.
- Review [UW System Policies](#)
- Review [UW-Whitewater Policies and Resource Handbook](#)
- Review [Emergency Procedures](#)
- Review [Payroll Information](#)
- Review [Benefits Information](#)
- Review Name, Title, Contact Info in [Directory](#)
- Please review the [ITS Guide for Faculty and Staff](#) which will provide information regarding IT resources, services, and support throughout campus
- Add your picture to your profile:
  - o [Webex](#)
  - o [Outlook](#)
  - o [Directory](#)
  - o [Privacy Setting information](#)



## FIRST MONTH

- Enroll in benefits package within 30 days of hire date (you will receive an email invitation from UW Shared Services with available Benefits Orientations) through [My UW System](#)
- Complete Mandatory Trainings as mentioned in your Welcome email
- All new employees are required to read and review the [UW-Whitewater Security Global Policy](#). Please let us know if you have any questions regarding the expectations within this policy.
- Complete other necessary trainings for your position through [My Learning Path](#)
- Attend a Benefits Orientation through UW System [Employee Benefits Orientation web page](#)
- Review [ITS trainings](#) (Information Technology Services)
- Understand the Family Educational Rights and Privacy Act ([FERPA](#))



## FURTHER SUGGESTIONS

1-3 months	<input type="checkbox"/> Meet other employees outside your own team that you will work with as needed <input type="checkbox"/> Ask for feedback on your progress <input type="checkbox"/> View Zach Mercurio’s presentation “ <a href="#">Creating a Culture Where Everyone Matters</a> ” (you may have to click “browse YouTube” to proceed)
3-6 months	<input type="checkbox"/> <a href="#">NCBI Workshop</a> (National Coalition Building Institute) <input type="checkbox"/> Explore what <a href="#">Whitewater</a> has to offer <input type="checkbox"/> Reflect on what you have learned, identify areas where you may need more training <input type="checkbox"/> UW-Whitewater has so much going on, check out these <a href="#">videos</a> to see our great sports teams, beautiful nature, talented students and staff, get a great feeling being a Warhawk
6-12 months	<input type="checkbox"/> Write down your achievements, take pride in what you have accomplished so far <input type="checkbox"/> Ask for more feedback if nothing has been scheduled yet <input type="checkbox"/> Reflect on what you goals you would want for your 2nd year here at UW-Whitewater!



## ADDITIONAL INFORMATION

- [Campus Dining](#)
- [Helpful tools](#) for our employees: Lactation Room, Blook Pressure Kiosk, and more!
- [Children’s Center](#)
- [Employee Assistance Program](#)
- [Campus Inclusivity](#)
- [Campus Map](#)
- Attend New Hire Campus Orientation (you will receive a calendar invite)



## EMPLOYEE INCENTIVES

- Visit the [Worksite Wellness Website](#)
- There are discount fitness memberships available for faculty and staff. Visit the [Recreation Sports & Facilities webpage](#) for more information
- You have access to the [Relaxation Room](#)
- You have free access to the [Andersen Library](#) including videos, audiobooks, games, inter-library loan, and online resources.
- Full-time employees receive a 15% discount at the [University Bookstore](#) with proof of a valid Hawk Card.
- You can use your Hawkcard to get “[Dining Dollars](#)” and save when using it at specific locations.
- You may [purchase](#) computer hardware and software for home use
- Find other [perks](#) our UWW employees receive!