



New Hire Onboarding Checklist

Before You Receive Your Contract

Welcome to UW-Whitewater, we are excited to have you be part of the Warhawk team!

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.)*

[I-9/\(I-9 instructions\)](#) (International faculty must contact Margaret Wheeler at wheelerm@uww.edu, or 262-472-1494, for I-9 instructions)

[New Employee Information Sheet](#)

[Data Confidentiality Agreement](#)

[Self-Identification Forms](#)

Before Your First Day

Please make sure to 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, or drop it off at the office at 800 W. Main Street, Whitewater, Wisconsin 53538, Hyer Hall 330.

- Set Up Email (Info sheet was emailed with your Welcome Email)
- Parking permits are required to park on campus. Get a free one for your first week! Contact Parking Services to make sure they have your permit by calling (262) 472-1011, or email parking@uww.edu. Decide if purchasing a permit will work best for you.

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](#) - click 'My UW System' box on HR web page to make sure you have access and can see various tiles such as Time and Absence. ([How to instructions](#))

First Week

Request your Parking Permit based on your needs <https://uww.aimsparking.com/> (need Hawk Card prior to getting a parking permit)

All new employees are required to read and review the [UW-Whitewater Security Awareness Policy](#).

Please let us know if you have any questions regarding the expectations within this policy.

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 these policies.

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](#)

Review [ITS \(Information Technology Services\) trainings](#)

Add your picture to your profile:

- [Webex](#)
- [Outlook](#)
- [Directory](#)
- [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)

- [My UW System](#)

Complete Mandatory Trainings as mentioned in your Welcome email

Please review the [ICIT Guide for Faculty and Staff](#) which will provide information regarding IT resources, services, and support throughout campus

Complete Necessary Trainings for position

- [My Learning Path](#)

Attend Benefits Orientation

- [UW System Employee Benefits Orientation web page](#)

Ongoing 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 " Creating a Culture Where Everyone Matters " (you may have to click "browse YouTube" to proceed)
3-6 months	<input type="checkbox"/> NCBI Workshop (National Coalition Building Institute) <input type="checkbox"/> Explore what Whitewater 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 videos 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 you don't anything scheduled yet, include colleagues <input type="checkbox"/> Reflect on what you goals you would want for your 2 nd year here at UW-Whitewater!

Additional Information

- [UW Whitewater Mission, Vision, and Values](#)
- [Campus Dining](#)
- [Lactation Room](#)
- [Children's Center](#)
- [Employee Assistance Program](#)
- [Campus Diversity](#)
- [Campus Map](#)
- Attend New Hire Campus Orientation (you will receive a calendar invite)

Employee Incentives

- Visit the Worksite Wellness Website: <https://www.uww.edu/worksitewellness/tools>
- There are discount fitness memberships available for faculty and staff. Visit the Recreation Sports & Facilities webpage for more information: <http://www.uww.edu/recsports/about/membership>
- 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 set up Purple Points and load money to your ID to use to purchase food items and other things on campus as well as set up a "MyMeals" plan pretax at the Hawk Card Office.
- You will receive discounted rates at UW-Whitewater Athletic events.
- You have the opportunity to purchase hardware and software for home use: <http://www.uww.edu/icit/4u>
- In addition, you have use of the Memorial Union in Madison as a "UW System Guest".