

Use this printable checklist to keep track of the tasks you have completed prior to and upon the start of employment. These tasks are also on the PageUp Onboarding portal to track electronically.

Important Onboarding Information

- ✓ Use the onboarding portal in PageUp to complete your tasks electronically and view additional information and resources, **if applicable**
- ✓ Don't forget to visit the new employee website at <http://hr.uwosh.edu/careers/new-employees/>
- ✓ Please contact the Office of Human Resources if you need assistance or have questions:
 - Phone: 920/424-1166
 - Fax: 920/424-2021
 - E-mail: hroffice@uwosh.edu

Complete and Submit New Hire Paperwork to Human Resources, Dempsey 328:

Deadline: On or Before your first date of employment

- I-9 Employment Eligibility Verification - Must bring original I-9 and current form(s) of ID to Human Resources; see list of acceptable documents on I-9 form: <https://www.uscis.gov/i-9>
- Direct Deposit: <https://uwservice.wisconsin.edu/docs/forms/pay-direct-deposit.pdf>
- Complete Self-Identification form through the PageUp onboarding portal
- Complete W-4 form <http://hr.uwosh.edu/wp-content/uploads/2015/11/W4.pdf>

Deadline: Within 30 days of your employment start date

- Submit official transcript of your highest degree obtained to hrcontracts@uwosh.edu or mail hard copy to UW Oshkosh, Human Resources, 800 Algoma Blvd., Oshkosh, WI 54901
NOTE: Faculty and Academic Staff are required to submit. University Staff Continuous, Project Appt., or Temporary are not required to submit transcripts but are encouraged to do so.

New Employee Training - Must be completed within 30 days of hire:

- Executive Order 54 – Mandated Reporting [Click Here](#)
- Title IX – You should receive an e-mail with your enrollment instructions by the end of your second week. If you do not, please contact the Equal Opportunity & Access office.

Benefits:

- Review Benefit Information: <https://www.wisconsin.edu/ohrwd/benefits/newemp/>
- Attend Benefit Orientation: Human Resources will contact you to schedule a benefits orientation after you start. Because of the 30 day deadline to elect benefits, if you are not contacted by Human Resources within your first couple days please call their front desk at 920-424-1166 to request an appointment.
- Make your benefit elections: Some elections can be done online while others require hard copy forms to be filled out and turned into Human Resources. During your orientation, your individual benefits and election method(s) are explained to you. If you still have questions about your benefits or how to make your elections, please contact the Office of Human Resources. *(NOTE: If you do not make benefit elections within your initial eligibility period, you will be required to wait until Open Enrollment for coverage effective the following plan year or go through medical evidence of insurability depending on plan.)*

Other Important Tasks:

- Activate NetID (campus computers/My UW System portal) and Titan Apps (campus email): <http://it.uwosh.edu/getting-started-faculty-and-staff/> NOTE: NETID is typically the first 7 digits of your last name + first letter of your first name. Add @uwosh.edu for email login (e.g. Jason Anderson = AndersoJ@uwosh.edu)
- Review parking information and get a permit, if desired: <http://www.uwosh.edu/parking>
- Get a TitanCard from Titan Central in Reeve Union: <https://reeve.uwosh.edu/titancard>
- Discuss safety procedures with your supervisor and arrange training based on department requirements: <http://www.uwosh.edu/ehs> and <http://police.uwosh.edu/>

Office of Human Resources

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- Login to *My UW System* portal to update your home address, phone, and emergency contacts: <https://my.wisconsin.edu> - link is also located on top menu bar of UW Oshkosh home page

 - Review absence reporting guide, timesheet entry guide, leave policy and payroll schedule based on your employment type on the Human Resources website: <http://hr.uwosh.edu/>

 - Review university policies:
 - ✓ Faculty and Staff Handbook - <https://www.uwosh.edu/provost/Main%20Highlight/handbooks>
 - ✓ UPS Operational Policies - <https://www.wisconsin.edu/ohrwd/policies/ups-operational-policies/>
 - ✓ Workplace Expectations - <http://hr.uwosh.edu/policies-procedures/>
 - ✓ Ask your supervisor about any departmental policies and procedures

 - Complete a driver authorization request: <https://www.uwosh.edu/riskmanagement/driver-authorization-management>

 - Order department keys if applicable (your supervisor can confirm): <http://www.uwosh.edu/facilities/building-and-grounds/key-shop>
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