



**UW-La Crosse Human Resources Checklist & Inventory for:**

**Employee On-Boarding: Chairs/Supervisors Inventory**

The University of Wisconsin-La Crosse Office of Human Resources is committed to serving our campus stakeholders in a manner that prepares them for their future duties. This checklist and inventory are to help guide the conversations of Human Resource Partners when learning of a new hire and inquiring with the supervisor how HR can support.

**Appointment Related Resources**

<input type="checkbox"/>	Connect supervisor with Business Services for relocation or startup costs
<input type="checkbox"/>	Discuss any additional appointment details, e.g. specialty equipment, professional development, immigration sponsorship, MOA for ABD, etc.
<input type="checkbox"/>	For grant funded positions, ensure the language is included in the appointment document that continued employment is tied to grant funding.

**Related Technology Resources**

<input type="checkbox"/>	Email / NetID Access
<input type="checkbox"/>	WINGS access
<input type="checkbox"/>	HRS Access / My UW Portal
<input type="checkbox"/>	Connect the supervisor with IT Client Support
<input type="checkbox"/>	Canvas
<input type="checkbox"/>	Library services

**UWL Related Resources**

<input type="checkbox"/>	Parking pass (temporary for first day)
<input type="checkbox"/>	Eagle ID Card
<input type="checkbox"/>	Key / Key Card Access to buildings/offices
<input type="checkbox"/>	UWL Office/desk location
<input type="checkbox"/>	Confirm employee phone extension (Eagle Help Ticket if needed)
<input type="checkbox"/>	Employee photo scheduling
<input type="checkbox"/>	Business Cards
<input type="checkbox"/>	Name Tag
<input type="checkbox"/>	P-Card access needed
<input type="checkbox"/>	Shop@UW Access needed?
<input type="checkbox"/>	Review the <a href="#">"On boarding"</a> center with supervisor



Additional notes:

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Chair/Supervisor Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

HR Partner Sign Off: \_\_\_\_\_

Date: \_\_\_\_\_

*\*This document should be placed in the employee's electronic/p-file upon completion.*