NEW GRADUATE ASSISTANT CHECKLIST

Use this printable checklist to keep track of the tasks you’ve completed.

TASKS

You will receive an email from hrinfo@uwlax.edu with your appointment document after you have cleared your criminal background check.

☐ Sign and return your appointment document

☐ Log into the UWL New Employee Onboarding System
   (You will receive an email from University of Wisconsin-La Crosse <do-not-reply@ted.peopleadmin.com> with a link to the new employee onboarding system after you return your signed appointment document.)

☐ Complete New Employee Onboarding Tasks

☐ Schedule meeting with Employment Specialist for I-9 completion

☐ Review Benefits at a Glance webpage:
   https://www.uwlax.edu/human-resources/benefits/benefits-at-a-glance/