



UW-La Crosse Human Resources Checklist & Inventory for:

On-Boarding Chairs/Supervisors

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 on-boarding a new Department Chairs or Work Unit Supervisors.

When HR learns of the appointment of a new Chair or Supervisor, use this guide to identify needs/training for that person.

<input type="checkbox"/>	Meet your Human Resource Partner – learn about the HR service model
<input type="checkbox"/>	HRS Time & Labor Management
<input type="checkbox"/>	PeopleAdmin – Applicant Tracking Training
<input type="checkbox"/>	PeopleAdmin – Employee Onboarding Activity
<input type="checkbox"/>	Payroll policies and procedures
<input type="checkbox"/>	Employee relationship management
<input type="checkbox"/>	UW System and UWL Policy overview and understanding
<input type="checkbox"/>	Navigating the HR website
<input type="checkbox"/>	Navigating the HR Knowledgebase
<input type="checkbox"/>	General UWL navigation
<input type="checkbox"/>	WISDM access and training
<input type="checkbox"/>	P-card needs and training
<input type="checkbox"/>	Applicable Business Services training
<input type="checkbox"/>	Reporting violations of policy
<input type="checkbox"/>	Digital Measures (for Chairs)
<input type="checkbox"/>	SmartEvals (for Chairs)
<input type="checkbox"/>	Navigate (for Chairs)
<input type="checkbox"/>	Business Office SFS Financial Reporting Updates
<input type="checkbox"/>	HR On Boarding in Canvas
<input type="checkbox"/>	Review any leave/accommodations within the unit/department



Additional notes:

Chair/Supervisor Name: _____

Employee ID #: _____

HR Partner Sign Off: _____

Date: _____

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