NEW EMPLOYEE CHECKLIST

TASKS

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

☐ Contact HR Onboarding Specialist: See email for contact information

☐ Complete and submit new hire paperwork:
  ☐ Appointment document
  ☐ Direct Deposit
  ☐ Self-Identification/ W-4 form
  ☐ WINGS compliance form, if applicable
  ☐ I-9 Employment Eligibility Verification
    (requires visit to HR with original form(s) of ID as listed on last page of I-9 form)
  ☐ Social Security Card copy (if original not provided for I-9 Identification)

☐ Request official transcript of your highest degree obtained

  Mail to:
  UW-L Office of Human Resources
  1725 State St., 144 Graff Main Hall
  La Crosse, WI 54601

  Or submit electronically to hrinfo@uwla.edu

☐ Review benefits options and register for a Benefits Orientation

☐ Review Employee Handbook

After submitting your paperwork and receiving your Employee ID number from Human Resources:

☐ Set up NetID/Email

☐ Acquire Parking Permit or U-Pass, if needed

☐ Visit the TowerOne office (223 Cartwright Center) for an employee campus ID Card

☐ Contact University Communications for your employee photo

☐ Login to My UW System portal to update your home address, phone, and emergency contacts