

UWM

New Employee & Supervisor Checklist For Classified Employees

Completed

	Welcome & Introductions: Give the employee a tour of the work area, introduce to co-workers. Identify restrooms and break areas.
	Complete/collect W-4 and direct deposit form. Submit to Payroll (Engelmann 170).
	Complete/collect I-9, Selective Service, Emergency Contact, Employee Self ID forms and Signed Letter of Offer. Submit to HR (Engelmann 125).
	Ensure that the employee is signed-up or has attended a benefits orientation. IMPORTANT: Failure to enroll in benefits within 30 days of the employee's appointment effective date may result in a delay or loss of insurance benefits.
	Complete a Personnel Action Form and route through the appropriate School/College/Division to HR/Accounting.
	UWM Staff ID: Send the employee to Mellencamp 274 with a copy of his/her appointment screen.
	Parking: Send the employee to Parking & Transit for commuter options (Student Union WG25).
	Probationary period/Performance Standards/Work Schedule: Go over the employee's position description and performance standards. Describe how the employee will be evaluated during his/her probationary period. Solidify employee's work schedule.
	Set-up employee technological resources https://www3.uwm.edu/imt/faculty_staff <ul style="list-style-type: none"> • Email: Panthermail account • Electronic calendar: Panthercal • Instructional online course access: Paws (if applicable)
	Explain to the employee how to use the telephone system. Provide the employee with a UWM telephone directory and show he/she the online directory on the UWM webpage (http://www4.uwm.edu/uwm_info/directories/white_pages.cfm).
	Provide employee with keys, access codes, security swipe cards as appropriate. Explain any internal policies related to building access.
	Discuss important university/department policies & procedures. <ul style="list-style-type: none"> ▪ Telephone Use/Computer Use ▪ Leave Requests ▪ Internal policies & procedures
	Safety/security <ul style="list-style-type: none"> ▪ Submit the Driver Authorization Form to Risk Management (http://www.uwm.edu/Dept/EHSRM/RISK/DRIVING/index.html). ▪ Provide safety information for fire, tornado, what to do in an emergency. Go to University Safety & Assurances (http://www.uwm.edu/Dept/EHSRM/EMERGENCY/index.html).
	Inform employee of Accounting Services: purchasing card, travel card, tax exempt card if employee will travel, travel policies (http://www.bfs.uwm.edu/depts/AcctSvcs.HTM).
	Classified Mentoring: Direct the employee to the Employee Development website to request a mentor. (http://www4.uwm.edu/employeeedev/)

New Classified Employees Internet Resources

Campus Map: <http://www.uwm.edu/UWM/Map3/>

New Employee Resources (<http://www4.uwm.edu/employeeev/resources.cfm>)

Human Resources: <http://www4.uwm.edu/hr/>

Payroll Department: <http://www.bfs.uwm.edu/payroll.htm>

Employee Development & Mentoring: <http://www4.uwm.edu/employeeev/>

Academic Affairs – Climate & Diversity Issues: http://www3.uwm.edu/Dept/Acad_Aff/climate/

UWM Library: <http://www.uwm.edu/Library/>

UWM Children’s Center: <http://www.uwm.edu/Dept/CCC/>

Access for Success: http://www3.uwm.edu/Dept/Acad_Aff/access/

UWM Bookstore: <http://uwmbookstore.aux.uwm.edu/home.aspx>

Klotsche Center (Sports & Recreation): <http://www.uwm.edu/Dept/klotsche/>

Athletics: <http://uwmpanthers.cstv.com/>

Campus/Department security: UWM Police: <http://www.uwm.edu/Dept/police/index.htm>

UWM Student Union (food, activities, services): <http://www.aux.uwm.edu/Union/about.html>

I&MT Services/Information for Faculty & Staff: https://www3.uwm.edu/imt/faculty_staff/index.cfm

School of Continuing Education: <http://cfprod.imt.uwm.edu/sce/index.cfm>

College for Kids/College for Teens: <http://cfprod.imt.uwm.edu/sce/dci.cfm?id=5&/>

Office of State Employment Relations (OSER): <http://oser.state.wi.us/index.asp>