



*Please use this checklist to keep track of the tasks completed:*

**In advance, please complete and return the new hire paperwork below:**

- Sign contract (if enclosed)
- Direct Deposit
- Criminal Background Check
- Register for New Employee Orientation at <http://www.uwplatt.edu/human-resources/upcoming-events>
- Self-Identification Form
- W-4 Form
- Employee Information

**Complete and return at least 3 days prior to your first day of employment so system access and email will be available on your first day.**

**Report to Human Resources, 2300 Ullsvik Hall at the start of your shift on your first day to complete the hiring process.**

- Sign Position Description
- I-9 Employment Eligibility Verification (to be completed *in person at HR*)
- Original identifying documents can include:** Passport or Driver's License with Social Security card or other documents as listed on last page of the Federal I-9 form.
- Required:** Bring Social Security Card (for Payroll purposes)
- Meet with staff for reporting leave and/or timesheet
- Human Resources representative will assist with obtaining an Email Account and Pioneer Passport

**Review applicable areas below:**

- Request official transcript of your highest degree obtained mailed to: **University of Wisconsin-Platteville  
Attn: Human Resources  
1 University Plaza, 2300 Ullsvik Hall  
Platteville, WI 53818**
- Review benefit options at <https://www.wisconsin.edu/ohrwd/benefits/newemp/>
- Register for the New Employee Benefits Session
- Note:** Whether you choose to enroll in benefits or not, paperwork in HR must be completed within 30 days of start date.
- Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** 2007 Ullsvik Hall

**Within your first 30 days:**

- Login to My UW System Portal to verify your home address, phone, and emergency contacts, and update as needed.
- Verify your online directory listing. Changes should be emailed to: [humanresources@uwplatt.edu](mailto:humanresources@uwplatt.edu)
- Complete the listed Mandatory Trainings at: <http://www.uwplatt.edu/human-resources/ss-newemployee>
- Purchase parking permit (if desired) at: <http://www.uwplatt.edu/police/parking-permits>
- Contact Help Desk at 342.1400 for your PASS Employee ID number