






**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON




## Welcome to University Housing Employment!

Please be sure to complete these items within your first 30 days of employment. This information is also available on the University Housing website: <https://www.housing.wisc.edu/jobs/career/new-staff/>

### Before Your First Day

<i>Item to Complete</i>	<i>Where to Complete This Step</i>	<i>Need Assistance?</i>
<input type="checkbox"/> Complete Your I-9 Paperwork (Step 1)	<a href="https://go.wisc.edu/622k57">https://go.wisc.edu/622k57</a>	<a href="https://go.wisc.edu/htfd0q">https://go.wisc.edu/htfd0q</a> 
<input type="checkbox"/> Activate your NetID	<a href="https://www.mynetid.wisc.edu/activate">https://www.mynetid.wisc.edu/activate</a>	<a href="https://go.wisc.edu/d4o6qv">https://go.wisc.edu/d4o6qv</a> 
<input type="checkbox"/> Plan Your Commute	<a href="https://transportation.wisc.edu/new-employees/">https://transportation.wisc.edu/new-employees/</a>	<a href="https://go.wisc.edu/897307">https://go.wisc.edu/897307</a> 






### On Your First Day

<i>Item to Complete</i>	<i>Where to Complete This Step</i>	<i>Need Assistance?</i>
<input type="checkbox"/> Bring Your I-9 Documents to HR for Step 2	Slichter Hall, HR Office	<a href="https://go.wisc.edu/5590ey">https://go.wisc.edu/5590ey</a> 
<input type="checkbox"/> Visit MyUW	<a href="https://my.wisc.edu">https://my.wisc.edu</a>	<a href="https://go.wisc.edu/49d53h">https://go.wisc.edu/49d53h</a> 
<input type="checkbox"/> Complete your Direct Deposit & W4 forms in MyUW	<a href="https://my.wisc.edu">https://my.wisc.edu</a> >> Payroll Information Tile	<a href="https://go.wisc.edu/2j9dji">https://go.wisc.edu/2j9dji</a> 

### Division of University Housing - Human Resources

Slichter Hall, 625 Babcock Dr. University of Wisconsin-Madison Madison, Wisconsin 53706  
608/262-2766 Fax: 608/265-8724 Email: [hr@housing.wisc.edu](mailto:hr@housing.wisc.edu) [www.housing.wisc.edu/jobs](http://www.housing.wisc.edu/jobs)

## Within Your First 3 Days

<i>Item to Complete</i>	<i>Where to Complete This Step</i>	<i>Need Assistance?</i>
<input type="checkbox"/> Review Benefits Enrollment Guide	<a href="https://go.wisc.edu/zm589n">https://go.wisc.edu/zm589n</a>	<a href="https://go.wisc.edu/zm589n">https://go.wisc.edu/zm589n</a> 
<input type="checkbox"/> Review Family and Medical Leave Act Info	<a href="https://go.wisc.edu/0v23o1">https://go.wisc.edu/0v23o1</a>	<a href="https://go.wisc.edu/0v23o1">https://go.wisc.edu/0v23o1</a> 
<input type="checkbox"/> Review Leave Time Information	University Staff: <a href="https://go.wisc.edu/9zls8">https://go.wisc.edu/9zls8</a> Academic Staff: <a href="https://go.wisc.edu/g95u9a">https://go.wisc.edu/g95u9a</a> <b>Recommended order to use your leave time (first to last):</b> TJC (if applicable), Earned Legal Holiday, Vacation Carryover, Personal Holiday, Current Year Vacation, Comp Time (if applicable), Banked Leave/ALRA (if applicable)	<a href="#">University</a>  <a href="#">Academic</a> 
<input type="checkbox"/> Review Pay Schedule	<a href="https://go.wisc.edu/r60m6i">https://go.wisc.edu/r60m6i</a>	<a href="https://go.wisc.edu/r60m6i">https://go.wisc.edu/r60m6i</a> 

## Within Your First Month

<i>Item to Complete</i>	<i>Where to Complete This Step</i>	<i>Need Assistance?</i>
<input type="checkbox"/> Attend Benefits 101	This is an online training, and the Webex link will be sent to your wisc.edu email address	You have 30 days from date of hire to enroll in benefits. See your appointment letter for your deadline date.
<input type="checkbox"/> (Optional) Benefits Follow Up Appointment	If you have benefits questions after Benefits 101, talk with your manager or onboarding coordinator. They can help you schedule an appointment with a Benefits Specialist.	University Housing Payroll & Benefits Office <a href="mailto:payroll@housing.wisc.edu">payroll@housing.wisc.edu</a> 608-262-2308
<input type="checkbox"/> Enroll in Benefits Online (eBenefits)	<a href="https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/online-enrollment/">https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/online-enrollment/</a>	University Housing Payroll & Benefits Office <a href="mailto:payroll@housing.wisc.edu">payroll@housing.wisc.edu</a> 608-262-2308
<input type="checkbox"/> Attend New Employee Welcome	This is an in-person training, and your supervisor will let you know when and where to go.	Work with your supervisor or onboarding coordinator to see when you're registered to attend.
<input type="checkbox"/> Cybersecurity Awareness Training	<a href="https://go.wisc.edu/pluv6d">https://go.wisc.edu/pluv6d</a> >> See the link for Frequently Asked Questions	Work with your supervisor or onboarding coordinator to schedule time to complete this training.
<input type="checkbox"/> Preventing Sexual Harassment and Sexual Violence Training	<a href="http://go.wisc.edu/0q5sf5">http://go.wisc.edu/0q5sf5</a>	Work with your supervisor or onboarding coordinator to schedule time to complete this training.

