

Offboarding Checklist (Division/Department) for HR Systems

Employee _____ Supervisor _____

HR Systems/Resources (not all users have access to all systems):

- TREMS:** <https://tre.ohr.wisc.edu/documents/TREMS%20Access%20Form.docx>; email to uwjobs@wisc.edu
- JEMS:** <https://www.ohr.wisc.edu/docs/JEMSAuthorizationForm.pdf>; email to jemsaccess@wisc.edu
(note: division level access to the Overload system is tied to this access, so removing JEMS access removes access to the Overload system)
- HRS and OBIEE:** access end automatically when position terminates in HRS - If removal is needed prior to last date, submit request through [OIM](#)
- HRS Workflow for Additional Pay (level 2 or 3 approver):** access end automatically when position terminates in HRS - If removal is needed prior to last date, submit request through hris@ohr.wisc.edu. If a person is transferring, divisions must submit request for removal since this approval is linked to specific UDDS.
- Cypress:** <https://reportdistribution.doit.wisc.edu/request-forms/remove-user-request/>
- Perceptive Content/Image Now:** This is an HRS entitlement (HRS~HR ImageNow Document Imaging), so access is removed when the position terminates in HRS. If removal is needed prior to last date, submit request through [OIM](#)
- Terra Dotta (and user wisclist):** send email to ischolars@ohr.wisc.edu to remove user (work with department HR to make sure this is included in their offboarding)
- Hire Right/GIS for I-9:** send email to ischolars@ohr.wisc.edu to remove user (work with department HR to make sure this is included in their offboarding)
- Hire Right/GIS for CBC:** send email to Workforce Relations wr@ohr.wisc.edu (cc: ann.feist@wisc.edu) to remove user
- PMDP:** Fill out PMDP Security Authorization form <https://hr.wisc.edu/docs/pmdp/pmdp-security-authorization-form.docx>; email to pmdp@wisc.edu

OHR Email lists & Box Folders (HR Reps, HRS Coordinators, Communities of Practice)

- Fill out the Removal request for HR Email Lists/BOX access <https://hr.wisc.edu/hr-professionals/access/>

Additional Information

- Office 365:** [Help Desk KB - Deactivation Timeline for Office 365, G Suite, Box and Qualtrics](#)
- WISDM/WISER:** link to Business Services form: <https://businessservices.wisc.edu/documents/wisdm-authorization-form/>
- OHR Registration System:** Send email to registrations2@ohr.wisc.edu to remove administrative access for employees that administer their own divisional learning programs
- Other systems needed to remove specific for your division