Offboarding Checklist (Division/Department) for HR Systems

Employee _____   Supervisor _____

HR systems administrated by OHR

Not all employees have access to every system. Schools/Colleges/Divisions are expected to keep records of their employees' access.

☐ **HireRight (CBC/I-9)**: email HireRight Authorization form to HRCompliance@ohr.wisc.edu to remove access.

☐ **PMDP**: email PMDP Authorization Form to PMDP@wisc.edu to remove access.

☐ **OHR Email lists & Box Folders (HR Reps, HRS Coordinators, Communities of Practice)**: submit HR Email Lists/Box Access webform to remove access.

☐ **Perceptive Content (formerly ImageNow)**: Submit JIRA ticket to remove access to Perceptive Content application.

☐ **JEMS:** email JEMS Authorization Form to hris@ohr.wisc.edu
  - Removing JEMS access also removes access to the **Overload system.**

☐ **TREMS**: email TREMS Authorization Form to UWJobs@wisc.edu

☐ **OHR Registration System**: email registrations2@ohr.wisc.edu to remove administrative access for employees that administer their own divisional learning programs

☐ **ETF One**: email Benefits@ohr.wisc.edu to remove access.

☐ **Skill Survey:** email https://hr.wisc.edu/docs/skillsurvey/skillsurvey-user-authorization-form.pdf to uwjobs@wisc.edu to remove access.

☐ **MyUW HR Apps (NetID Early Activation, Account Self Linking, Business Email Admin)**: email employee's NetID to NetID@ohr.wisc.edu to remove access.

Additional HR systems (not administrated by OHR)

☐ **Office 365**: refer to Help Desk - Deactivation Timeline for Office 365, G Suite, Box and Qualtrics KB document

☐ **SIS**: refer to SIS site for instructions on changing SIS access

☐ **Terra Dotta**: email ischolars@ohr.wisc.edu to remove user

☐ Be sure to remove access to any division-specific systems!