Onboarding 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)**: email HireRight Authorization form to HRCompliance@ohr.wisc.edu
- • Note: To fully execute Criminal Background Checks, an employee also needs the Background Check Coordinator role in Workday.

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

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

☐ **PMDP**: email PMDP Authorization Form to PMDP@wisc.edu
- • Note: Starting in July 2025, the only performance reviews done in PMDP are instructional academic staff.

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

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

☐ **ETF One:** email benefits@ohr.wisc.edu if user needs to view WRS service information

☐ **Skill Survey:** email https://hr.wisc.edu/docs/skillsurvey/skillsurvey-user-authorization-form.pdf to uwjobs@wisc.edu
- • Note: To fully execute SkillSurvey via the Workday integration, an employee also needs the Reference Survey Coordinator UW Supervisory role in Workday.

Limited Use Case Post June 30, 2025

Limited Use Case: We do not expect to add new or transferring employees to these systems starting June 30, 2025. Schools/Colleges/Divisions should utilize existing users and their current provisioning to locate documents out of these retired ancillary systems. You can reach out to the email address below if you have a unique use case and would like to request access for a new employee.

☐ **TREMS**: email UWJobs@wisc.edu

☐ **JEMS:** email hris@ohr.wisc.edu

Additional HR systems (not administrated by OHR)

☐ **NetID/Office 365**: refer to NetID - Activating Your Account KB document

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

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

☐ **Cypress**: email cypress@doit.wisc.edu (Note: DoIT does not anticipate new users to be added to this system post June 30, 2025)

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