



# Onboarding Checklist (Division/Department) for HR Systems

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_

## HR systems administrated by OHR

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

- Cypress:** submit appropriate Cypress request form ([New User](#) / [Change User](#))
- ETF One:** email [Benefits@ohr.wisc.edu](mailto:Benefits@ohr.wisc.edu) if user needs to view WRS service information
- HireRight (CBC/I-9):** email [HireRight Authorization form](#) to [HRCompliance@ohr.wisc.edu](mailto:HRCompliance@ohr.wisc.edu)
- HRS/UWBI (OBIEE)/EPM**
  - **User access** – submit request following instructions for [HRS Security](#).
  - **Additional Pay (WfAP) approvers:** email [HRIS@ohr.wisc.edu](mailto:HRIS@ohr.wisc.edu) to update approvers table
  - **HRS Security approvers/SOD error reviewers:** email [HRIS@ohr.wisc.edu](mailto:HRIS@ohr.wisc.edu) to make changes
  - **Payroll Coordinators:** submit Default Payroll Coordinator Template (available on [Payroll Toolkit](#)) to UWSS ([serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)) to make changes to divisional Payroll Coordinators
  - **Remote Work Agreement (RWA) approvers:** email UWSS ([serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)) to make changes to divisional RWA approvers
- JEMS**
  - **User access** - email [JEMS Authorization Form](#) to [JEMSAccess@wisc.edu](mailto:JEMSAccess@wisc.edu)
  - **Divisional approvers** – email [HRIS@ohr.wisc.edu](mailto:HRIS@ohr.wisc.edu) to make changes
- MyUW HR Apps (NetID Activation, Account Self Linking):** email employee's NetID to [NetID@ohr.wisc.edu](mailto:NetID@ohr.wisc.edu)
- OHR Email Lists & Box Folders (HR Reps, HRS Coordinators, Communities of Practice):** submit [HR Email Lists/Box Access webform](#)
- OHR Registration System:** email [registrations2@ohr.wisc.edu](mailto:registrations2@ohr.wisc.edu) to add administrative access for employees that administer their own divisional learning programs
- Overload System**
  - **User access** - Users will have access to the Overload system if they are given Division access level for JEMS PVL.
  - **Divisional approvers** - email [Compensation@ohr.wisc.edu](mailto:Compensation@ohr.wisc.edu) to make changes
- Perceptive Content (formerly ImageNow)**
  - **HRS integration** – access to Employee Information(ImageNow) page in HRS is added through [HRS Security](#).
  - **Perceptive Content application** – [Submit JIRA ticket](#) to add access to Perceptive Content application.
- PMDP:** email [PMDP Authorization Form](#) to [PMDP@wisc.edu](mailto:PMDP@wisc.edu)
- Terra Dotta:** email [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu) to add user
- TREMS:** email [TREMS Authorization Form](#) to [UWJobs@wisc.edu](mailto:UWJobs@wisc.edu)

## Additional HR systems (not administrated by OHR)

- NetID/Office 365:** refer to [NetID - Activating Your Account KB document](#)
- SIS:** refer to [SIS site](#) for instructions on changing SIS access
- WISDM/WISER:** email [WISER Access Authorization Form](#) to Division of Business Services
- Be sure to add access to any division-specific systems!