New Employee Checklist for the 1st Day

Welcome to the University of Wisconsin-Stevens Point! Use this checklist to help you prepare for your first day of employment.

My start date: _________________________    Arrival time: ____________________________
Building/Room: _____________________________________________________________________________________
Parking Lot: ________________________________________________________________________________________

New Hire Paperwork: (Complete and bring)

If possible, complete and submit this new hire paperwork to HR prior to day 1 to ensure efficient access to email, UWSP systems, UWSP parking permit purchase, and more.

- I-9 Employment Eligibility Verification
- New Hire Packet forms
- Rehired Annuitant Form (for individuals who retired from a WRS employer)

*If you are an international hire, in addition to your new hire paperwork, please bring in the following items to help expedite the hiring and paperwork process:

- Passport
- Social Security Card (original card)
- Visa
- I-94 (you should have received this as an email from the Department of Homeland Security)

Also Bring:

- Approved form(s) of identification to establish identity and employment authorization (see the I-9 List of Acceptable Documents page)
- Photo identification (Needed to get your PointCard [UW-Stevens Point Employee Identification Card])

Parking on campus:

You may park in a non-metered parking space within the parking lot closest to your building. Once you park, call Parking Services at 715-346-3900; provide them with the parking lot and your license plate. If you would like to purchase a UWSP parking permit, discuss with Parking Services when you call or as soon as possible upon your hire.

Tips to prepare for your first day:

- Dress comfortably and within the standards of your department dress code
- Speak with your manager or department contact to determine lunch preparations
- Bring snacks or other items that you may need during the day to stay healthy and well
- If you are eligible for benefits, read the benefits materials through the UWSP Human Resources and Affirmative Action – Benefits webpage

Have questions?

Visit www.uwsp.edu/hr/Pages/Starting at UWSP/Before-Your-First-Day.aspx
Contact us at: 715-346-2606 or hr@uwsp.edu