



Offboarding 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 [Cypress Remove User webform](#)
- HireRight (CBC/I-9):** email [HireRight Authorization form](#) to HRCompliance@ohr.wisc.edu
- HRS/OBIEE/EPM**
 - **User access** – access to HRS, OBIEE, and EPM ends automatically when position terminates in HRS. If removal is needed prior to last date, submit request through [HRS Security](#).
 - **Additional Pay (WfAP) approvers:** email HRIS@ohr.wisc.edu to update approvers table
 - **HRS Security approvers/SOD error reviewers:** email HRIS@ohr.wisc.edu to make changes
 - **Payroll Coordinators:** submit Default Payroll Coordinator Template (available on [Payroll Toolkit](#)) to UWSS to make changes to divisional Payroll Coordinators
 - **Remote Work Agreement (RWA) approvers:** email serviceoperations@uwss.wisconsin.edu to make changes to divisional RWA approvers
- JEMS**
 - **User access** - email [JEMS Authorization Form](#) to JEMSAccess@wisc.edu
 - **Divisional approvers** – email HRIS@ohr.wisc.edu to make changes
- 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 to remove administrative access for employees that administer their own divisional learning programs
- Overload System**
 - **User access** - Removing JEMS access also removes access to the Overload system
 - **Divisional approvers** - email Compensation@ohr.wisc.edu to make changes
- Perceptive Content (formerly ImageNow)**
 - **HRS integration** – access to Employee Information(ImageNow) page in HRS is removed with other HRS access when the position terminates in HRS. If removal is needed prior to last date, submit request through [HRS Security](#).
 - **Perceptive Content application** – [Submit JIRA ticket](#) to remove access to Perceptive Content application.
- PMDP:** email [PMDP Authorization Form](#) to PMDP@wisc.edu
- Terra Dotta:** email ischolars@ohr.wisc.edu to remove user
- TREMS:** email [TREMS Authorization Form](#) to UWJobs@wisc.edu

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
- WISDM/WISER:** email [WISER Access Authorization Form](#) to sfsmns@busssvc.wisc.edu
- Be sure to remove access to any division-specific systems!