**Update Checklist**

The Update Checklist directs your attention to systems, structures and policies that may get overlooked during a change. Use this list to spot areas that need to be followed up on or updated. Add additional items as needed.

|  |  |  |
| --- | --- | --- |
|  | **Area to Check** | **Description of needed changes** |
|[ ]  Peoplesoft/Kronos | Click or tap here to enter text. |
|[ ]  HRIS/Sharepoint | Click or tap here to enter text. |
|[ ]  Ask HR | Click or tap here to enter text. |
|[ ]  SABA  | Click or tap here to enter text. |
|[ ]  Websites | Click or tap here to enter text. |
|[ ]  Calendars | Click or tap here to enter text. |
|[ ]  Payroll | Click or tap here to enter text. |
|[ ]  Training Modules | Click or tap here to enter text. |
|[ ]  Organization Chart | Click or tap here to enter text. |
|[ ]  Signage | Click or tap here to enter text. |
|[ ]  Job Descriptions | Click or tap here to enter text. |
|[ ]  Certifications | Click or tap here to enter text. |
|[ ]  Communication/Marketing | Click or tap here to enter text. |
|[ ]  Scheduling | Click or tap here to enter text. |
|[ ]  Navex | Click or tap here to enter text. |
|[ ]  HR Policies | Click or tap here to enter text. |
|[ ]  Unit Folders and Files | Click or tap here to enter text. |
|[ ]  Union Rules | Click or tap here to enter text. |
|[ ]  Titles and Directories | Click or tap here to enter text. |
|[ ]  Mailing Lists | Click or tap here to enter text. |
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