**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. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |