

# Update Checklist (Sample)

Here's how the Update Checklist might get completed for a change requiring badge security access to gain entry on all patient unit floors.

	Area to Check	Description of needed changes
<input checked="" type="checkbox"/>	Peoplesoft/Kronos	N/A
<input checked="" type="checkbox"/>	HRIS/Sharepoint	N/A
<input checked="" type="checkbox"/>	Ask HR	Questions regarding HR policy with security access will be handled through the AskHR system.
<input checked="" type="checkbox"/>	SABA	Module covering new HR policy & how to access security clearance has been uploaded to SABA and assigned to all staff.
<input checked="" type="checkbox"/>	Websites	Security has updated their web access form on their website to request badge security access.
<input checked="" type="checkbox"/>	Calendars	N/A
<input checked="" type="checkbox"/>	Payroll	N/A
<input checked="" type="checkbox"/>	Training Modules	Module created by CED and has been approved by leadership.
<input checked="" type="checkbox"/>	Organization Chart	N/A
<input checked="" type="checkbox"/>	Signage	Signs created by marketing/communication have been placed around break areas in departments and have also been added to employee timeclocks.
<input checked="" type="checkbox"/>	Job Descriptions	N/A
<input checked="" type="checkbox"/>	Certifications	N/A
<input checked="" type="checkbox"/>	Communication/Marketing	Communication has assisted with creating message points & reviewed emails & MU Health today announcements
<input checked="" type="checkbox"/>	Scheduling	N/A
<input checked="" type="checkbox"/>	Navex	New HR policy updated, approved and uploaded to Navex.
<input checked="" type="checkbox"/>	HR Policies	HR policy created and updated regarding having badges visible at all times and clearance only granted for those needing access for work related items.
<input checked="" type="checkbox"/>	Unit Folders and Files	N/A
<input checked="" type="checkbox"/>	Union Rules	N/A
<input checked="" type="checkbox"/>	Titles and Directories	N/A
<input checked="" type="checkbox"/>	Mailing Lists	N/A
<input type="checkbox"/>	Click or tap here to enter text.	Click or tap here to enter text.