

## New Employee Onboarding Service Area Access Requests for New Employees

Review the full [DHHS New Employee Onboarding policy](#) in PolicyStat.

Hiring managers contact designated internal staff for additional access requests for the new employee, such as building access/keys, printer access (fobs vs. access badge), panic alarm (building specific), and parking pass (building specific – N/A for Coggs).

### Cubical/Office Requests

Discuss request with designated contact person at each location.

Location	Address	Contact Person
Access Clinic East	210 W Capitol Dr, Milwaukee	<a href="#">Andrea NauerWaldschmidt</a>
Access Clinic North	8200 W Silver Spring Dr, Milwaukee	<a href="#">Andrea NauerWaldschmidt</a>
Access Clinic South	1635 W National Ave, Milwaukee	<a href="#">Michael Maletis</a>
Courthouse – Child Support	901 N 9th St, Rm 101, Milwaukee	<a href="#">Cheryl Berry</a>
Housing Office	600 W Walnut St, Ste 100, Milwaukee	<a href="#">Damir Djidic</a>
Milwaukee Mental Health Clinic	1919 W North Ave, Ste 200, Milwaukee	<a href="#">Demetrius Anderson</a>
Marcia P Coggs	1230 W Cherry St, Milwaukee	<a href="#">Cherish Freeman</a>
Renaissance Place	801 S Hawley Road, Milwaukee	<a href="#">Lauren Hubbard</a>
Vel Philips - CYFS	10201 W Watertown Plank Rd, Milwaukee	<a href="#">Janet Wegher</a>
Veterans Office	6401 W Greenfield Ave, West Allis	<a href="#">Rick Flowers</a>
Wil-O-Way Grant	207 S Lake Dr, South Milwaukee	<a href="#">Jacqueline Formanek</a>
Wil-O-Way Underwood	10602 Underwood Pkwy, Wauwatosa	<a href="#">Jacqueline Formanek</a>

### Email Distribution Lists

Contact your service area's designated contact person for any email distribution lists for your new employee.

Email Distribution List	Contact Person
ADS ALL	<a href="#">Davia Fenton</a>
BHS ALL	<a href="#">Antionette Washington</a>
Child Support	<a href="#">Cheryl Berry</a>
CYFS ALL	<a href="#">Wendy Moraza</a>
Housing	<a href="#">Diane Tsounis</a>
Veterans	<a href="#">Rick Flowers</a>
Director's Office (Contracts, Fiscal, etc.)	<a href="#">Cherish Freeman</a>
People Leaders	<a href="#">Cherish Freeman</a>
Coggs All List	<a href="#">Cherish Freeman</a>

