# WE HAVE PREPARED THE FOLLOWING CHECKLIST FOR YOU

## YOUR FIRST DAY

### WHAT YOU NEED ON DAY 1

You must bring your **banking details**, which generally include:

**Transit Number**

**Bank Number**

**Account Number**

**IMPORTANT:** In accordance with the Employment Standards Act, the banking information you provide must be for a bank account in your name, and must be for a bank account that no other person has access to unless you have specifically authorized their access (i.e. partner, spouse).

**All employees are paid bi-weekly and contract employees are paid two weeks in arrears.**

Visit the **Payroll website** to review the **Payroll Calendar** for important deadlines, access **tax and HRMS forms** and review **deductions and benefits entitlements** that may be applicable to you.

### WHAT TO DO ON DAY 1

Ensure you are able to login to Humber's network by following the step below using your login credentials.

**If you have not already received your login credentials via your personal email address, please speak to your manager. If you have received your login credentials and are still unable to login to Humber's network, contact the HR Support Centre.**

Sign in to the the **Human Resource Management System (HRMS)** by visiting the **People(s) & Culture website**, click on **HRMS Login** and complete the following tasks:

**Enter your banking information**

**Step-by-step instructions for entering your banking information on the HRMS** can be found on the HRMS Knowledge Base's (KB) **Learn By Role** page, under the **Employee** section.

*Follow the instructions very carefully to ensure your banking information is entered correctly.*

**Create a Time Card**

If you are a **part-time support staff employee**, or a **part-time admin employee** who will be paid on an hourly basis, you are required to enter and submit your time worked within the HRMS before the time submission deadlines that are indicated on the payroll calendar.

**Step-by-step instructions on how to Create a Time Card within the HRMS** can be found on the HRMS KB's **Learn by Role** page, under the **Employee** section. Follow the instructions very carefully to ensure your time is submitted correctly.

**IMPORTANT:** Appendix D employees, Part-Time, Partial Load and Sessional Professors, Clinical and CE Instructors, and Administrative contract employees who are paid an annual salary are automatically paid for regular hours. If you are paid automatically, please do not submit regular hours on the time cards. **To learn how to find your employment type and confirm whether you are required to enter and submit your time worked**, you can visit the **Employee** section on the HRMS KB's **Learn by Role** page.

View the **Payroll Calendar** on the **Payroll** section of the Humber P&C website.

**Enter your emergency contact**

**Step-by-step instructions for entering your emergency contact on the HRMS** can be found on the HRMS KB's **Learn by Role** page, under the **Employee** section.

**Update your personal details and complete the Employment Equity Survey**

**Step-by-step instructions on updating your personal details on the HRMS** can be found on the HRMS KB's **Learn by Role** page, under the **Employee** section.

**If required, complete the TD1 Personal Tax Credits Return Form and send the completed form to payroll@humber.ca**

The form can be found on the **Canada Revenue Agency's website**.

**Meet with your manager** and discuss details of your role and expectations.

**Download** the ONECard App. ONECard is a smartphone application that will be used as a digital identification (I.D.), digital key and digital wallet solution for campus-wide services. Visit the **ONECard website** to learn more about it.

**Purchase a Parking Permit.** If you will be driving to work, you will need to purchase a parking permit to park on campus. For information and to purchase a permit, please visit the **Parking & Transportation section** of the Humber website.

## YOUR FIRST WEEK

**Sign up for Training.** Visit the various links provided and sign up for your mandatory training.

**Add the following email address to your 'Safe Senders' list: humber@taleo.net**. This will ensure you receive email notifications from HRMS for any recruitment related activities. Visit **Information Technology Services (ITS)'s website** if you require support.

## YOUR FIRST MONTH

As a **part-time or full-time contract employee**, you have the option to join the **CAAT Pension Plan** at any point during your employment. If you would like to enrol in the CAAT Pension Plan, complete the **CAAT Pension Plan Enrolment Form**. If you need assistance completing this form, please contact **totalrewards@humber.ca**.

**Complete all mandatory training.**

**Give back to raise funds in support of Humber students.**

Humber Gives is an important initiative for Humber employees to give back to the community by supporting new and returning students through much-needed scholarships, bursaries, and emergency funds. To learn about ways to give, please visit the **Humber Gives website**. If you have any questions, please contact Advancement and Alumni at **humbergives@humber.ca**.

Review the **Collective Agreement** for the bargaining unit that applies to you.

Review **Humber's Policies and Procedures** and use the printable checklist provided.

Access the **Perks** you are interested in.

# WE WISH YOU THE BEST AS YOU JOIN OUR TEAM!

All onboarding checklists including the Day 1 Checklists, Mandatory Training Checklists, and Policies Checklist can be accessed through the Onboarding section of the People(s) & Culture site.

Benefits At A Glance summaries and Employee Perks can also be found on the P&C site.

For any **People(s) & Culture** related questions or resources, please contact us at **416.675.5001** or visit the **People(s) & Culture website**.

To learn how to perform actions on HRMS and HR process overviews, visit the **HRMS Knowledge Base (KB)**.

**HUMBER** POLYTECHNIC

UNIVERSITY OF **GUELPH·HUMBER**