

CHECKLIST FOR ONBOARDING NEW EMPLOYEES

DATE: _____

MANAGER'S NAME: _____

NEW HIRE'S NAME: _____

PRIOR TO DAY 1

Complete the [Humber IT Onboarding Form](#), which provides the new employee with access to shared resources like the I-drive or Office 365, unified communications, email and calendaring, as well as Blackboard.

When their username is created, you (the manager) will receive a system generated email with the new employee's username. You will need their username to complete the IT Onboarding Form. Please note delegates will not receive the email with the new hire's username, so if your delegate is responsible for onboarding the new hire, please forward the email to them. If you do not receive the email, the new hire's username can be found in Outlook by following these steps:

- 1. In Outlook, on the Home tab, click 'Address Book'**
- 2. Type the employees name in the search function**
- 3. When their name is highlighted, scroll to the right**
- 4. Under the 'Alias' column, their username will be listed**

If applicable, request access to specialized systems by visiting the [Submit an eForm section](#) on Humber's ITS website and completing the applicable eForm.

For example: Banner Student (Including SWF, StarRez, Admissions etc.) Banner Finance (Including Chrome River for Purchase Card Users) COGNOS Reporting.

Note: For employees who have multiple assignments reporting to more than one manager, each manager is responsible for setting up the employee with access to specific departmental resources and/or systems.

It is important to find out the parking needs of your new hire for their first day of employment, and make arrangements until they have purchased a parking permit.

If required, we suggest setting up guest parking for their first day by completing the [Guest Parking Form](#).

Please note that there will be a chargeback to your school/department for this service.

Reach out to your new hire to discuss working arrangements: on campus, remote or whether in a hybrid arrangement. Confirm first day details such as when/where they should arrive and meeting arrangements.

Please ensure your schedule is clear so you can meet with your new hire.

Ensure that the new employee's workstation is setup, with computer access and all necessary technology (mobile/tablet).

Compile any reference guides, tip sheets, or informational material related to their role to be provided on their first day to help ensure success in their new position.

Schedule meet and greets for your new hire with your department and stakeholders.

Provide access to newsletters and list serves that might be beneficial for them.

If required, request a corporate purchase card by visiting the [Finance Forms section](#) on the Humber website and clicking **Purchase Card Request**.

Add them to invites for weekly/biweekly team meetings.

If required, order business cards and/or a name badge by visiting the [Finance Forms section](#) on the Humber website and clicking Business Cards or Name Tag Requests.

If your area requires a physical key access, please contact the Department of Public Safety to request the key.

A physical mailbox should also be set-up at this time, if needed.

DAY 1

Ensure the new employee is able to login to Humber's network by using their login credentials.

Review the Employee Day 1 Checklist, emphasizing all critical information and activities are to be completed and be supportive in answering any questions they may have. Employee Day 1 Checklists can be found on the [HRMS Knowledge Base \(KB\) Resources page](#), under **Employee Onboarding Checklists**.

Show them how to access the Human Resources Management System (HRMS) where they will need to enter their banking information, emergency contact and complete the Employment Equity Questionnaire.

If the new employee is required to enter time, ensure they understand how to create a time card in the HRMS and are aware of the time entry deadlines. For step-by-step instructions to create a time card, please visit the HRMS Knowledge Base article for [Submit a Time Card](#).

If the new employee is paid on assignment, please ensure they do not create a time card.

If they create a time card in error, you must reject the time card, or they will be overpaid.

Advise them to [download](#) the ONECard App. ONECard is a smartphone application that serves 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.

Ensure that the new employee has signed up for all mandatory training. New employee training checklists can be found on the [HRMS Knowledge Base Resources page](#), under **Employee Onboarding Checklists**.



**WE WISH YOU THE BEST AS THE NEW EMPLOYEE
JOINS YOUR TEAM!**

All of the onboarding checklists and summaries, including the Day 1 Checklist, Mandatory Training Checklist, Policies Checklist, Benefits At A Glance Summary, and Cool Perks Summary can also be accessed on the HRMS Knowledge Base (KB) in the [Resources section](#).

For any **Human Resources** related questions or resources, please contact us at **416.675.6622 ext. 5001** or visit us at hrs.humber.ca.

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