

WE HAVE PREPARED THE FOLLOWING CHECKLIST FOR YOU

PRIOR TO DAY ONE

- All Academic employees are required to submit **official transcript(s)** as evidence of the education credentials required by the position. Official transcripts must be received by Humber **within the first month of employment**. In order to be considered official, they must be received by Humber in a sealed envelope with the signature of the authorizing authority. Please have the official transcript addressed as follows:
Attention: HR Client Services, Human Resources, Humber College
205 Humber College Blvd.
Etobicoke, ON
M9W 5L7

COVID-19 Information and Resources

- General public health/provincial government guidelines continue to recommend that anyone who can continue to work from home should do so for the foreseeable future. Please discuss with your manager whether you are required to work on campus, or work remotely.
- We recognize that with the current COVID-19 pandemic, typical day 1 activities that require your physical presence on Campus or face-to-face interaction with others, may not be feasible, or may occur differently. We encourage you to discuss with your manager if you need assistance completing any of the activities listed below for your first day, week and month.
- We have put in place a number of health and safety measures to protect our community. For the latest updates on the impact of COVID-19 on our activities, [click here](#).
- For return to campus information for students and employees, [click here](#).
- For employee-specific COVID-19 updates and FAQs, [click here](#).

Working Remotely

- Review Humber's remote working guidelines:
[Working Remotely - Guidelines for Employees](#)
[Working Remotely - Guidelines for Supervisors](#)
- For assistance in setting-up to work remotely, review the [ITS Quick Reference Guides](#).

Working On Campus

- Download the Humber Guardian App ([Apple Store](#) or Google [Play Store](#)) and complete the COVID-19 Self-Assessment Form by clicking on COVID-19 Updates and then COVID-19 Self-Assessment.
 - The self-assessment must be completed daily by employees and students prior to each day they come to campus.
 - In order to prevent a slow down at entry ways, you are asked to complete the self-assessment form on the app prior to attending campus and have your approval screen ready to show to designated staff who will be reviewing the approvals to attend campus at campus entrances.
 - An alternate format of a Daily COVID-19 Self-Assessment can be found [here](#).
- A Return to Campus Agreement will be emailed to all employees and students. You will be required to sign and return this document to signify your acknowledgement and awareness of the return to campus rules and agreement to co-operate with the measures that are, and/or may be put in place to ensure that we can all remain safe while on campus.
- Watch the videos for some health and wellness practices by [clicking here](#).
- Mandatory masks are to be worn within all areas of campus buildings, with the only exemptions for employees working in private offices and/or personal work space where 6ft of physical distancing can be maintained. In addition, students and employees who are unable to safely wear a mask due to medical reasons will be exempt.

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).

WHAT TO DO ON DAY 1

Ensure you are able to login to Humber's network using your login credentials.

If you have not already received your login credentials via your personal email address, please speak to your Associate Dean.

Login to Employee Direct Access by visiting <https://hrs.humber.ca> and clicking on **HRMS Sign In** and complete the following tasks:

Enter your banking information

Step-by-step instructions for **entering your banking information** on HRMS can be found on the HRMS KB's **Learn By Role** page, under the **Employee** section. You can also visit the following link:

<https://humber.ca/hrms/hrms-kb/learn-by-role/employee/employment-and-pay-data/add-or-update-banking-information-or-personal-payment-method>

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

Enter your emergency contact

Step-by-step instructions can be found on the HRMS KB's **Learn by Role** page, under the **Employee** section. You can also visit the following link:

<https://humber.ca/hrms/hrms-kb/learn-by-role/employee/employee-personal-information/add-or-update-family-and-emergency-contacts>

Update your personal details and complete the Employment Equity Survey

Step-by-step instructions can be found on the HRMS KB's **Learn by Role** page, under the **Employee** section. You can also visit the following link:

<https://humber.ca/hrms/hrms-kb/learn-by-role/employee/employee-personal-information/view-and-update-personal-details>

If required, complete the TD1 Personal Tax Credits Return Form and upload and save it

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

Get your **Humber Employee I.D. Card**. You can do this by visiting the **Information Technology Services Support Centre**. Locations are as follows: **NX210 (North Campus)** and **A212 (Lakeshore Campus)**

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: <https://humber.ca/facilities/parking-transportation/permits>

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.

YOUR FIRST MONTH

- **Select and enrol in benefits.** Login to Employee Direct Access and enrol in your benefits. This is a thoughtful and important activity, so we recommend that you take the time to reflect on your options and discuss with your family (if applicable). This is also an activity you can do from the comfort of your home. Step by step instructions for **enrolling in your benefits on HRMS** can be found on the HRMS KB's **Learn By Role** page, under the **Employee** section. You can also visit the following link: <https://humber.ca/hrms/hrms-kb/learn-by-role/employee/manage-my-benefits-new-hire/benefits-enrollment-completing-train-stops-full-time-employees>
- **Complete all mandatory training.**
- 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.

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): <https://humber.ca/hrms/resources/#supportdocs>.

For any **Human Resources** related questions or resources, please contact us at **416.675.6622 ext. 5001** or visit us at <http://humanresources.humber.ca>.

To learn how to perform actions on HRMS and HR process overviews, visit the **HRMS Knowledge Base (KB)** by following this link <https://humber.ca/hrms>.

WE WISH YOU THE BEST AS YOU JOIN OUR TEAM!