

# WE HAVE PREPARED THE FOLLOWING CHECKLIST FOR YOU

## 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.

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## 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).

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## 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 manager.**
  
  - **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.*
  
    - 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. You can also visit the following link: <https://humber.ca/hrms/hrms-kb/learn-by-role/employee/time-management-course/create-a-time-card-using-manage-time-cards>  
  
**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 confirm whether you are required to enter and submit your time worked, please **click here**.  
  
To view the payroll calendar, please **click here**.
  
    - Enter your emergency contact**  
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>
  
    - Complete the Employment Equity Survey**  
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.
  
  - **Meet with your manager** and discuss details of your role and expectations.
  
  - 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)**.
  
  - If you are located at **Carrier Drive** or at one of **Humber's Employment Centres**, please discuss with your manager how you can arrange to pick-up your **Employee I.D.**
  
  - **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>
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## 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](mailto:humber@taleo.net). This will ensure you receive email notifications from HRMS for any recruitment related activities.
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## YOUR FIRST MONTH

- **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): <http://humber.ca/hrms/resources/#supportdocs>.

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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>.

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

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