CHECKLIST FOR ONBOARDING NEW EMPLOYEES

DATE: _____ MANAGER'S NAME: _____ NEW HIRE'S NAME: _____

PRIOR TO DAY 1:

☐ Complete the 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.

Please complete the form by visiting: http://humbercollege.formstack.com/forms/onboardemployee

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'   **3. When their name is highlighted, scroll to the right**
2. Type the employees name in the search function   **4. Under the 'Alias' column, their username will be listed**

☐ If applicable, request access to specialized systems by completing the applicable eForm on its.humber.ca. 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 visiting: **https://humber.ca/parking/guest**.

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

☐ Reach out to your new hire to discuss what time they should start on their first day and where they should arrive.

Please ensure your schedule is clear so you can meet with them as soon as they arrive.

☐ 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 **https://www.humber.ca/finance/forms**.

☐ Add them to invites for weekly/bi-weekly team meetings.

☐ If required, order business cards and/or a name badge by visiting **https://www.humber.ca/finance/forms**. 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.

☐ Show them how to access **Employee Direct Access** where they will need to **enter their banking information**, emergency contact and complete the Employment Equity Questionnaire. **Employee day 1 checklists** can be found on the HRMS Knowledge Base Resources page, under *Employee Onboarding Checklists*: **https://humber.ca/hrms/resources**

☐ If the new employee is required to enter time, ensure they understand how to create a time card in HRMS and are aware of the time entry deadlines. For step by step instructions to Create a Time Card, please follow this link **https://humber.ca/hrms/hrms-kb/learn-by-role/employee/time-management-course/create-a-time-card-using-manage-time-cards**. 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.**

☐ Take them to the IT Support Centre to have their photo taken and request their employee I.D. card. Once the photo ID card has been issued, the employee can be provided with door/area access.

☐ 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*: **https://humber.ca/hrms/resources**

WE ARE HUMBER

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