

CHECKLIST FOR ONBOARDING NEW EMPLOYEES

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

PRIOR TO DAY 1:

- Complete the University of Guelph-Humber Onboarding Form which provides the new employee with access to shared resources like the I-drive or Office 365, unified communications, email, and calendaring.

You can access the form by visiting:

<https://humbercollege.formstack.com/forms/guelphhumber>

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

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 their parking needs for the first day of their 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 there may be a chargeback for this service.

DAY 1

- 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.

- 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>

- Review the onboarding checklist on the University of Guelph-Humber website for important next steps in the onboarding process <https://www.guelphhumber.ca/administration/onboarding-staff>

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