

# WE HAVE PREPARED THE FOLLOWING CHECKLIST FOR YOU

## Working on Campus

Humber will continue to adhere to all health/provincial government guidelines related to the COVID-19 pandemic.

Review Humber's [COVID-19 Safety Guidelines](#) to find out the measures in place to keep the Humber community safe.

If you experience symptoms, have tested positive or have had close contact with someone who has COVID-19:

- Complete [Ontario's Self-Assessment tool](#).
- Follow the guidance provided for self-isolation, self-monitoring and/or masking.
- Notify your manager if you are ill and need to self-isolate at home.

For return to campus information for students and employees, visit the [Return to Campus Information](#) section on the Humber website.

For employee-specific COVID-19 updates and FAQs, visit the [COVID-19 Resources section](#) on the HROE website.

## Working Remotely

Discuss your working arrangements with your manager and whether they have specific guidelines for working remotely, on campus or within a hybrid schedule.

For assistance in setting-up to work remotely, review the [ITS Quick Reference Guides](#).

## 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).

**All employees are paid bi-weekly and contract employees are paid two weeks in arrears.**

Visit the [Payroll website](#) to review the **Payroll Calendar** for important deadlines, access **tax and HRMS forms** and review **deductions and benefits entitlements** that may be applicable to you.



# WHAT TO DO ON DAY 1

Ensure you are able to login to Humber's network by following the step below using your login credentials.

**If you have not already received your login credentials via your personal email address, please speak to your manager. If you have received your login credentials and are still unable to login to Humber's network, contact the [HR Support Centre](#).**

Sign in to the the **Human Resource Management System (HRMS)** by visiting the [HR Website](#), click on **HRMS Sign In** and complete the following tasks:

## **Enter your banking information**

[Step-by-step instructions for entering your banking information on the HRMS](#) can be found on the HRMS Knowledge Base's (KB) **Learn By Role** page, under the **Employee** section.

*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.

**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 learn how to find your employment type and confirm whether you are required to enter and submit your time worked](#), you can visit the **Employee** section on the HRMS KB's **Learn by Role** page.

View the **Payroll Calendar** on the [Compensation, Benefits & Payroll](#) section of the Humber HR website.

## **Enter your emergency contact**

[Step-by-step instructions for entering your emergency contact on the HRMS](#) can be found on the HRMS KB's **Learn by Role** page, under the **Employee** section.

## **Update your personal details and complete the Employment Equity Survey**

[Step-by-step instructions on updating your personal details on the HRMS](#) can be found on the HRMS KB's **Learn by Role** page, under the **Employee** section.

**If required, complete the TD1 Personal Tax Credits Return Form and send the completed form to [payroll@humber.ca](mailto:payroll@humber.ca)**

The form can be found on the [Canada Revenue Agency's website](#).

**Meet with your manager** and discuss details of your role and expectations.

**Download the ONECard App.** ONECard is a smartphone application that will be used 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.

**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 the [Parking & Transportation section](#) of the Humber website.



## 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. Visit [Information Technology Services \(ITS\)'s website](#) if you require support.

## YOUR FIRST MONTH

As a **part-time or full-time contract employee**, you have the option to join the **CAAT Pension Plan** at any point during your employment. If you would like to enrol in the CAAT Pension Plan, complete the [CAAT Pension Plan Enrolment Form](#). If you need assistance completing this form, please contact [totalrewards@humber.ca](mailto:totalrewards@humber.ca).

As a **partial load or clinical employee** you are eligible to enroll in the group benefits plan. In order to enroll in the plan, you must complete the enrollment form. You must complete the correct enrolment form based on your employment type:

**Partial Load Employees: [CAAT Benefits Enrolment Form](#)**

**Clinical Employees: [CAAT Benefits Enrolment Form](#)**

Completed forms **must** be sent to [totalrewards@humber.ca](mailto:totalrewards@humber.ca).

**Benefits enrolment is not complete until the form is received.**

**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.



# WE WISH YOU THE BEST AS YOU JOIN OUR 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](https://hrs.humber.ca).

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