CHECKLIST FOR ONBOARDING NEW EMPLOYEES

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

PRIOR TO DAY 1

Complete the **University of Guelph-Humber 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.

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.

Reach out to your new hire to discuss working arrangements: on campus, remote or whether in a hybrid arrangement. Confirm first day details such as when/where they should arrive and meeting arrangements. **Please ensure your schedule is clear so you can meet with your new hire.**

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 completing the **Guest Parking Form**.
Please note that there will be a chargeback to your school/department for this service.

DAY 1

Review the Employee Day 1 Checklist. Emphasize that all critical information and activities are to be completed and be supportive in answering any questions they may have. Employee Day 1 Checklists can be found on the **Onboarding section**, under **Employee Onboarding Checklists**.

Show them how to access the Human Resources Management System (HRMS) where they will need to enter their banking information, emergency contact and complete the Employment Equity Questionnaire.

If the new employee is required to enter time, ensure they understand how to create a time card in the HRMS and are aware of the time entry deadlines. For step-by-step instructions to create a time card, please visit the HRMS Knowledge Base article for **Submit a Time Card**.
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.

For important next steps in the onboarding process, review the **Onboarding Checklist** on the University of Guelph-Humber's website.

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

All onboarding checklists including the Day 1 Checklists, Mandatory Training Checklists, Manager Onboarding Checklists, and Policies Checklist can be accessed through the Onboarding section of the People(s) & Culture site.

Benefits At A Glance summaries and Employee Perks can also be found on the P&C site.

For any **People(s) & Culture** related questions or resources, please contact us at **416.675.6622 ext. 5001** or visit us at **humber.ca/peoples-and-culture.**

To learn how to perform actions on HRMS and for P&C process overviews, visit the **HRMS Knowledge Base (KB)**.

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