

Did

You

Know?

## Helpful HR-related Information and Best Practices

This month's topics include important information about **employee well-being resources**, **keeping contact information updated in the HRMS**, and **onboarding and mandatory training information**.

For future topic ideas, we would like to hear from **you!**

If there is any general HR-related information that you think would be helpful for yourself and/or your colleagues, please email your suggestions to [oe@humber.ca](mailto:oe@humber.ca).

### Well-being Resources and Employee & Family Assistance Program (EAFP or EAP)

Did you know employees have access to well-being resources and confidential support?

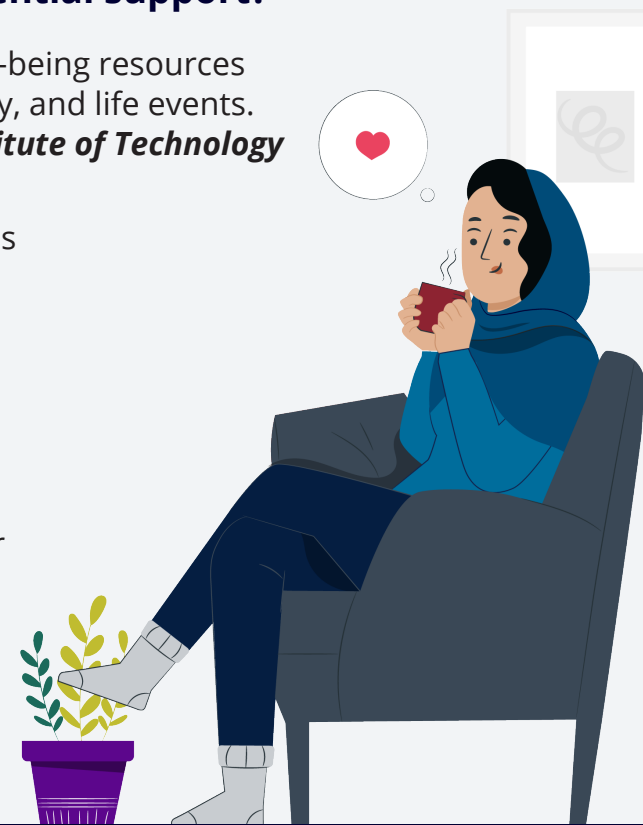
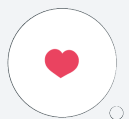
Through Humber's provider, TELUS Health (formerly LifeWorks), employees can access well-being resources on a variety of topic areas such as health & well-being, career & workplace, financial security, and life events. To access these resources, visit the [Work Health Life website](#) and search for **Humber Institute of Technology & Advanced Learning**.

The Employee and Family Assistance Program (EFAP, commonly referred to as EAP) provides confidential counselling support for a wide range of challenging life events including:

- Counselling for relationship problems, family issues, addiction, depression, or anxiety
- Assistance with matters of physical health (nutrition, sleep, allergies, etc.)
- Financial advice (debt management, financial planning, etc.)
- Legal advice (wills, buying/selling a home, etc.)

**Full-time employees** can access EFAP by visiting the [Work Health Life website](#), search for **Humber Institute of Technology & Advanced Learning**, and use the contact information on the right side of the page.

**Part-time and contract employees** who require counselling support are asked to contact their manager or [HR Business Partner](#).



### Updating Contact and Emergency Information

Did you know that updating your contact information on the Human Resources Management System (HRMS) ensures that you receive necessary employee communications from Humber College and key family members are reachable in the instance of an emergency?

#### Updating your contact information

Keeping contact information updated within HRMS ensures that important information, such as T4 Statements, is received.

For step-by-step instructions to update your contact information, please refer to the [Add or Update Contact and Address Information](#) HRMS Knowledge Base (KB) article.

#### Updating emergency contact information

In an emergency, it is important that the College know who to contact and inform in such an instance.

For step-by-step instructions to update your emergency contact information, please refer to the [Add or Update Family or Emergency Contacts](#) HRMS Knowledge Base (KB) article.

### Onboarding New Employees

Did you know that onboarding employees effectively ensures that they have the resources necessary to do their job, and helps to ensure they are paid on time?

Access to resources and timely compensation are key to the employee experience. The checklists below assist new employees and managers in completing required onboarding steps:

#### Employee Onboarding Checklists:

- [Day 1 Checklist - FT Support and FT Admin](#)
- [Day 1 Checklist - FT Academic](#)
- [Day 1 Checklist - Part-Time and Contract Employees](#)
- [Day 1 Checklist - Partial Load and Clinical Employees](#)

#### Manager's Onboarding Checklists:

- [Humber - Checklist for Onboarding new Employees](#)
- [University of Guelph-Humber - Checklist for Onboarding new Employees](#)



If you have any questions, please contact the [HR Support Centre](#).  
Tune in next month for more helpful HR-related information!

