What's next?

Version 8

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- Within 5 days of the offer being signed by all parties, your new hire will be added to PeopleSoft which will trigger a welcome email to be sent to the employee (you as a hiring manager will also receive this email). This will be used to set up the employee's My Seneca Access. Click Here to view a sample of this email.
- If this email has not been received within this time frame, please contact HR Help.

Please note, that the following information has already been shared with the employee in their offer letter:

- First steps for new employees
- Mandatory Training
- Parking Information

tags : access, mandatory, mandatory-training, new-employees, new-staff, onboard, onboarding