

What's Next?

Version 6

Published 10/14/2022 by [Michelle Stocking](#) Last updated 7/24/2025 4:05 PM by [Emily Wong](#)

- 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 send an email to [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](#)