

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