

# Prior to arrival

Version 15

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## Contact Employee

- Reach out to the employee via their personal or Seneca email address (if set up) to provide them with details regarding their first day:
  - Are they working remotely or on site?
  - Who will they meet?
  - When should they start?
- Provide the below links to the employee that will be accessible once their Seneca account is set up.
  - [New employee checklist](#)
  - [Add and Review Personal Information](#)
  - [View and Update Pay Information](#)
- Direct employee to [OneCard](#) to submit their photo online to ensure access to their [Virtual OneCard](#) via the mobile app.
- The employee will need a OneCard – virtual or physical – to access employee hotelling workspaces at King, Markham, Newnham, and Seneca@York campuses, including the elevator vestibule doors and stairwells in CITE at Newnham.
- Provide the below links to the employee to set up and use their OneCard for door access on campus.
  - [How to Setup Your OneCard for Door Access](#)
  - [How to Use Your OneCard to Open Doors on Campus](#)

## Equipment and Technology Set Up

- The following equipment is provided from ITS. Please put through your request **as soon as possible** (preferably 2 weeks prior to start date).

	<b>Administrative</b>  <b>Faculty</b>  <b>Support</b>  <b>RPT</b>	<b>Continuing Education Faculty</b>  <b>Part Time Support (Temporary)</b>
<b>Equipment:</b>  Laptop  Monitor  Keyboard/Mouse  Carrying Case  Headphones  External Webcam	Technology will be allocated based on role, level of work flexibility and need.	Technology allocation will be determined based on need.
<b>How To Request</b>	Submit a <b>laptop order form</b> to ITS. Once your request is reviewed and approved, your new employees can <b>book an appointment</b> to pick it up the equipment.	
<b>*Note:</b> If you are putting through a laptop request on behalf of a manager, please indicate the managers name in the comments section.		

- Contact **ITS Service Desk** (with one ticket) as soon as possible, prior to new employee start date for access to the following:

1. PeopleSoft Access (if required)
2. Adobe Sign (if required)

- Communication tools such as MS Teams (including new employee phone number), Webex, Zoom etc. as well as MS Office will be installed on every device.
- Cell Phone – If your employee requires a cell phone, they can **submit an order** for a Seneca-issued device. This will require your approval once submitted.
- Purchasing Card – If your employee requires a VISA card for purchasing. Please fill out a **Payment Card Request**.

tags : checklist, equipment, first-day, new-employees, new-staff, onboarding, onecard, one-card, setup