

Prior to arrival

Version 14

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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 Resources](#)
 - [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).

	Administrative Faculty Support RPT	Continuing Education Faculty Part Time Support (Temporary)
Equipment: 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.
How To Request	Submit a laptop order form to ITS. Once your request is reviewed and approved, your new employees can book an appointment to pick it up the equipment.	
*Note: 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