New employee checklist

Version 90

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Welcome to Seneca!

Starting a new job can be both exciting and overwhelming. Our comprehensive New Employee Checklist is designed to guide you through every step of your onboarding process, ensuring you have all the tools and information you need to hit the ground running. From Before Start to First Month, this checklist is your go-to resource for a smooth and successful transition into your new role at Seneca. Empower yourself from day one and pave the way for a thriving career with us!

- Before Start
- First Day
- First Week
- Second Week
- First Month

Contact HR Help for general inquiry, and ITS for tech support.

Before Start

Actions Required

1. **Set up company email account.**

   - Verify that you have received your Seneca user ID and password. If you haven't received, contact HR Help.

   - Log into your email account. You will be prompted to complete Duo Security, two-factor authentication (2FA) self-enrollment process.

2. **Complete all HR paperwork.**

- Add and Review Personal Information, i.e., SIN, DOB, and Gender.

- View and Update Pay Information.

- View Benefit Coverage.

- View Employment Standards in Ontario

Please note: Late submission may result in delayed or incorrect pay, inaccurate tax deduction, and benefit calculation issues.

3. Set up your Seneca ID - OneCard.

- Upload a picture on MyPhoto for your virtual OneCard.

- Install your OneCard on your Apple or Android smartphone.

- Setup your door access.

4. Prepare for coming to campus.

- Confirm start date, time and location with your supervisor.

- Review parking and transportation options at Seneca.

- Review hotelling space information and book a desk through the Eptura Engage System.

Recommended

- Start reviewing New Employee Hub.

- Follow Seneca Polytechnic on Instagram and LinkedIn.

- Review Seneca website to learn about programs Seneca offers to students.

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First Day

Actions Required

1. Begin team orientation with supervisor.

- Connect with your supervisor to receive start-up package (e.g., IT equipment) and review expectations, and training schedule.

2. Set up your workspace.

- Set up your workspace, whether on campus in a Hotelling Space, or at home.
- Review Seneca's Guidelines for Flexible Work.
- Set up calendar, communication tools, and Email Signature to support flexible work arrangements.

3. (Full-time Support Staff) Review your union resources.

- Review .
- View Local 561 website and .

Recommended

- Explore the technology tools you'll use everyday, including: Microsoft Teams, Microsoft Teams Phone, Zoom, and Microsoft 365.
- Upload profile photo on MySeneca, and Microsoft 365.
- Continue to review New Employee Hub.
- Review IT Support to learn about support services and common IT requests.

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First Week

Actions Required

1. Integrate into your team, your role, and the organization.

- Your supervisor will meet you for a department-specific orientation to understand your team's mandate, priorities, and collaboration within and across teams.
- Your supervisor will review job responsibilities and expectations with you.

2. Prepare for payroll and time tracking.

- Review the HR Payroll Schedule to confirm pay dates and cut-off dates.
- Submit timesheet by cut-off to ensure accurate and timely payment.
  - **Full-time Employees:** Submit absence.
  - **Full-time Support Staff employees:** Submit overtime hours.

- **Part-time employees:** Submit regular working hours and absence.
  - Refer to for instructions on submitting hours and for guidance on submitting absences.

3. **(New Faculty Only) Explore Faculty onboarding resources.**

  - Register for required professional development courses.
  - Register for new faculty orientation.

Recommended

- Login to MySeneca using the credentials provided in your welcome email and become familiar with the website.
- Continue to review New Employee Hub.
- Visit the Seneca policies page to review the policies.
- Learn what to do in case of an emergency by reviewing the Emergency Response Guide.
- Consider setting up 1:1s with key team members.
- Explore learning resources and workshops on MyPD.

Second Week

Actions Required

1. Complete all **mandatory training** using the **Mandatory Training Guide** to build foundational understanding of how we work together at Seneca**.** All Seneca employees are required to complete the listed mandatory eLearning modules below within two weeks of start date.

  - Health & Safety Awareness
  - Phishing and Email Fraud Awareness
  - Privacy is Everybody's Business
  - Sexual Violence Policy
  - Supporting people with Disabilities (AODA Training)

2. If you work with or are in proximity to controlled products, complete one more **mandatory training** - WHMIS Training.

3. Complete enrolment activities for **CAAT Pension Plan** and **Sun Life Benefits**.

Recommended

- Learn about reporting accidents, injuries and occupational illnesses at work.
- Review travel authorizations, expense reports, account numbers, and reimbursement process. Refer to Financial Services for more details.
- Set up LinkedIn Learning to start your self-paced learning journey.

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First Month

Recommended

- Complete the Employee Census survey to help Seneca better understand and support the diversity of our workforce.
- Download Seneca SAFE app to get instant access to campus safety resources.
- Visit MyPD to view and register for upcoming workshops.
- Volunteer for a team initiative or Seneca event.
- Check and join Employee Resource Groups to build community connections.

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