

First Steps for New Employees

Version 77

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Before you start

Tasks

- Verify that you have received your Seneca user ID and password, and you can login to your email account
- Seneca requires Duo Security two-factor authentication (2FA), a secure way for you to log into your email and other Seneca's applications. After you have completed the step above, you will be prompted to complete [Duo Security](#) self-enrollment process
- **Important:** To ensure there is no delay in your pay, please use your Seneca credentials to login to PeopleSoft to enter your Date of Birth and SIN number.
- Visit the Seneca [MyPhoto](#) app to upload a picture for your [Virtual OneCard](#). You can then access your Seneca ID through the [Virtual OneCard mobile app](#).
- Your OneCard – virtual or physical – is required to access employee hotelling workspaces at King, Markham, Newnham and Seneca@York campuses, including the elevator vestibule doors and stairwells in CITE at Newnham. If your OneCard app does not have door access, [setup your door access](#).
- Review the following guides to set yourself up in PeopleSoft:
 - [Add and Review Personal Information](#)
 - [View and Update Pay Information](#)
 - [View Benefit Coverage](#)
- If working on campus, download the [Seneca SAFE App](#) to ensure access to up to date information
- Review [parking](#) and [transportation](#) options at Seneca

First day

Job duties and expectations

- Connect with your supervisor to receive start-up information package and review expectations
- Establish work hours and breaks including lunch with your supervisor
- Clarify your first week schedule and confirm required, and recommended training

Socialization

- Introduce yourself to your departmental team

Resources

- Ensure your **Virtual OneCard** is available through the **mobile app** to access a variety of **services**
- Review the support page and the following guides to familiarize yourself with technology tools:
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Training and development

- Login to **MySeneca** using the credentials provided in your welcome email and become familiar with the website
- Review to learn about support services and common IT requests

First week

Job duties and expectations

- Review the **terms & conditions** of your employment at Seneca and how to contact **Human Resources** for assistance.

- Visit the Seneca [policies](#) page to review the following policies:
 - [Academic Integrity Policy](#)
 - [Access Control Policy](#)
 - [Accessibility Policy](#)
 - [Campus Access Policy](#)
 - [Copyright Policy](#)
 - [Freedom of Information and Protection of Privacy Policy](#)
 - [Occupational Health and Safety Policy](#)
 - [Personal Safety/Security Threats Policy](#)
- Learn what to do in case of an emergency by reviewing the [Emergency Response Guide](#)
- Learn about the [Employment Standards Act](#)
- Learn more about Seneca's Privacy practices and your obligation for protecting personal and confidential information by completing the [Privacy is Everybody's Business Training](#)

Socialization

- Plan a virtual meet and greet with a colleague

Resources

- View the [HR Payroll Schedule](#) to determine pay dates and if applicable, cut-off dates to submit hours in the [online payroll system](#). Review how to submit hours and absences with your supervisor
- Review the [Academic Year Dates](#) for an overview of important academic dates

Training and development

- Prepare any questions you may have and meet with your supervisor to review your first week

First two weeks

Job duties and expectations

- Complete all mandatory eLearning modules using the [Mandatory Training Guide](#). The modules include:
 - Health & Safety Awareness
 - Phishing and Email Fraud Awareness
 - Privacy is Everybody's Business
 - Sexual Violence Policy
 - Supporting People with Disabilities (AODA Training)
- The Health and Safety Office provides general WHMIS training for all employees who work with or come into proximity of, controlled products. For employees that are working in these environments, WHMIS training is mandatory. To learn more, go to [WHMIS Training](#).
- Ensure you have received your sign-up invitation from your benefits specialist and schedule an appointment to review your benefit options
- Learn about [reporting accidents, injuries and occupational illnesses](#) at work
- Review travel authorizations, expense reports, account numbers, and reimbursement process. Refer to [for more details](#)

Socialization

- Take a [virtual tour](#) of Seneca's campuses and continue to introduce yourself to others throughout the organization

Resources

- Visit the [Resources](#) page to learn about tools and services available throughout Seneca
- Learn about [The Seneca Leader](#) model and how all employees can exemplify leadership capacities at Seneca

First month

Job duties and expectations

- Review your job duties and tasks and prepare any questions where you require additional clarification

- Review the [Discrimination and Harassment Policy](#) to learn about preventing discrimination in employment
- Check-in with your supervisor to track progress, review first month on the job and receive feedback
- Schedule regular check-in meetings with your supervisor
- Complete your [Individual Development Plan](#) to establish goals and objectives for the year

Resources

- Find out about the discounted software for for employees

Training and development

- Visit [MyPD](#) to view and register for upcoming workshops

tags : first-steps, leadership-and-employee-development, new-employees