Onboarding Condensed Checklist

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| New Senior Leadership Team Staff Hire: Complete Checklist can be found at: <http://www.ucalgary.ca/hr/academic/getting-started> | | |
| **Getting Prepared – Before You Start** | **Yes** | **Not Required** |
| Register for Your IT Account, Email and EID |  |  |
| Connect with your Onboarding Coordinator |  |  |
| Moving to Calgary website: <http://www.ucalgary.ca/careersuofc/relocation-home> |  |  |
| Apply for Parking Permit (if applicable) |  |  |
| **Human Resources and Payroll** |  |  |
| Enroll in Benefits by completing the following forms:   * Benefit Enrolment form * Flexible Spending Account Allocation Form * Pension Plan (UAPP) Designation of Beneficiary Pension Form |  |  |
| Complete Personal Tax Credit Forms (TD1 & TD1AB) |  |  |
| Input your Direct Deposit Information |  |  |
| Review Business Allowance Guidelines |  |  |
| **Getting on the Same Page** |  |  |
| Read University’s Strategic Plans, Structure and Governance |  |  |
| Introduction to Academic Employment |  |  |
| Review Key University Policies |  |  |
| Frequently Used Acronyms and Terms |  |  |
| **Research Allowance (if applicable)** |  |  |
| Getting Access to Your Research Allowance – Completing Your Project Request Form |  |  |
| Transferring your Existing Grant(s) and Contract(s) |  |  |
| Overall Research Certification Requirements and IRISS Registration |  |  |
| Human Ethics Review Process |  |  |
| Animal Care Ethics Review Process |  |  |
| Responsible Conduct of Research…and More |  |  |
| **Getting Started – On or After Your First Day** |  |  |
| Obtain Your University of Calgary ID Card (UNICARD) |  |  |
| Setup Your Desktop |  |  |
| Setup your personal voice mail |  |  |
| Delegate Outlook Calendar Access (if applicable) |  |  |
| Request University Credit Cards if applicable (Travel & Expense Card and P-Card) |  |  |
| Complete the online Respect in the Workplace Training Program |  |  |
| **Learn the Basics** |  |  |
| Review Expense Related Policies and Procedures |  |  |
| Review Vacation Allowance and Use |  |  |
| Review SLT Performance Management |  |  |
| Contact ISC for Assistance with On-line Self Services:   * MyUofC Portal Navigation * PeopleSoft Training * Direct Deposit/Pay Statement * Using eFin * Approval for Absence From Campus (including Vacation) |  |  |
| Getting to Productivity – First Few Months   * Managing Budgets * Managing People * Purchasing * Learning & Development/Training Opportunities |  |  |