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
 |[ ] [ ]