



Staff Orientation Checklist

(Full Time Continuing and Term Temporary Full Time Employees)

Name of new employee: _____

Person responsible for orientation: _____

Item	Action	Responsibility	Date Completed and Initials
Employee Documentation	Once job offer is accepted, SAN is approved by Staff Relations and then forwarded to HR Payroll, where the appointment data is entered on the system.	HR	
Announcement	Staff announcement is sent out to faculty and staff prior to the individual's first day.	Dean's Office	
Employee ID#	Once an appointment has been keyed onto the system, an ID number is assigned. Former employees will use old ID number. Former students may be assigned ID number same as their old student number. At any time, an employee may get their ID number from HR (519-661-2194). Date of birth and Social Insurance Number required.	Human Resources	
Email Address	Within 24 hours of new appointment on system, an @uwo.ca email address is assigned. New employees who have never had a Western email address will receive their user name and password in envelope sent to their Home Unit/Department. Former employees and many past students will utilize the username previously assigned to them. Contact ITS Computer Accounts Office for assistance in retrieving any active username and password - 519-661-3800. Employee ID number required. Employees must activate their email address by digitally signing the Acceptable Use Agreement. http://www.uwo.ca/its/identity/activatenonstudent.html Contact: ITS Computer Accounts Office ext. 83800 (option 2)	ITS	
Western ID Card	New employee is accompanied to Student Central in the Western Student Centre to obtain card. They must have their Western ID# and a piece of ID (e.g. Driver's License). Past or transferred employees may use existing card or they may replace an old or lost card on their first day if needed. Western ONECard information .	Person doing orientation	

Email Distribution Lists	On employee's first day, name is added to the required email distribution lists, and they are added as owners of appropriate lists.	Person doing orientation	
Parking	Temporary parking will be arranged in the Alumni-Thompson parking lot for first few days until parking permit is obtained. On first day, employee and person doing orientation will go to Parking Office to obtain parking permit and transponder. Western ID card and car/licence plate information required. http://www.uwo.ca/parking/	Person doing orientation	
General Orientation and Tour of Western Engineering	On first day new employee is given an orientation package and a tour of Western Engineering. They will be contacted one week ahead of their start date to set-up their meeting. <i>Orientation Package will include (as applicable):</i> Orientation Memo from Dean's Office Copy of Contract Copy of Job Description My HR information Parking Information Key Form Accessibility Pamphlet Campus Map Info on Family Practice Clinic Copy of Monthly Leave & Overtime Report Benefit Summary sheet PMA PER information/form Info on Required Training PMA-PDG information UWOSA Performance Review & Development information Educational Assistance Plan information	Person doing orientation	
Western Engineering Communications	Meeting to be scheduled with Western Engineering's Communications Specialist to learn about communications and public affairs at Western and more specifically, Western Engineering.	Person doing orientation	
Set-up Direct Deposit for Payroll	Employee should read Critical Information for New Employees and be assisted to login to My HR to set up their direct deposit information. A cheque or bank account information is needed to do this. Ensure address on system is correct.	Person doing orientation	
Pension & Benefits Meeting	For new employees (full-time continuing only), note the date/time of HR – Pension/Benefits appointment. This is indicated on the orientation schedule accompanying their offer letter.	HR / Employee	
Keys and Building Access	Building access and keys are arranged through a Department Administrator or Dean's Office. Keys are requested using the Keys Office process at http://www.uwo.ca/fm/client_services/keys.html Building card access is requested using the Card Access User Request and Authorization Form at the following website: https://www.uwo.ca/police/campus_safety/card_access.html	Department Administrator to submit for new employees under Department.	

Telephone Extension Set-Up, Western online Directory	Telephone extensions and Western online directory to be arranged through your Department Administrator or Dean's Office. Email to be sent to helpdesk@uwo.ca to set up telephone extension/voicemail (must inform them of employee name, telephone extension, office number, date to make this change). Resources: ITS Help Desk ext. 83800 https://wts.uwo.ca/helpdesk/ Western Directory: http://www.uwo.ca/westerndir/	Department Admin. sets up telephone extension and updates Western directory listings under Depart. Sue Chapman sets up Dean's office Directory and telephone extensions.	
Engineering Computer Account & Network/ Intranet Access	Supervisor to complete ITG New Employee set-up form in advance of first day of employment. They will require employee name and Western email address and what network drives the employee will need access to once they start.	Supervisor to contact Lyle McLean	
Computer and Software Requirements	Supervisor to contact ITG to discuss computer and software requirements for employees as necessary.	Supervisor to contact Lisa Vink	
Office Space and Supplies	Supervisor/Department Administrator to coordinate office/desk space and office supplies for employee. Western stationary supply ordering process: http://uwo.ca/finance/purchasing/office%20supplies.html	Supervisor / Department Administrator	
Employee Name Tags, Business Cards & Door Signs	Supervisor/Department Administrator to coordinate ordering name tag, business cards and door sign for employee. Name tags can be requested through Sue Chapman. Business cards can be ordered by logging into . https://servlet.uwo.ca/purlogin/login.html?0 The square clear door plates can be requested through Mike Gaylard and the black desk name plates can be ordered using Western stationary supply ordering process: http://uwo.ca/finance/purchasing/office%20supplies.html	Supervisor / Department Administrator	

<p>Orientation with Supervisor</p>	<p>Supervisor will review the role and the expected outcomes. Ensure that you understand what is expected of you during the first week.</p> <p>Ask how you will communicate with your supervisor or receive support as you orient to your role.</p> <p>Familiarize yourself with the physical space of your work area:</p> <ul style="list-style-type: none"> - where to hang your coat - where to store and eat your lunch - where the washrooms are...etc. <p>Ask:</p> <ul style="list-style-type: none"> - how breaks and lunch work - how to request vacation time - call-in sick procedures and how other absences are covered – yours and others - if there are special telephone and e-mail protocols - about relevant health and safety practices <p>Familiarize yourself with the unit/department's role and organizational structure.</p>	<p>Supervisor / Employee</p>	
<p>PeopleSoft Access</p>	<p>As required for their role, on first day, employee should be assisted to fill out the “Request for Access to Corporate Information” form to allow for access to PeopleSoft HR, HE and/or Financial, ROAMs, etc. as applicable to the position. This form is to be filled out and submitted to the Computer Accounts Office (SSB 3300); Fax 519 661-3486. Current/transferred employees will need to fill out a new form for Engineering as their home until will terminate their access. This form must be signed by Director of Administration. https://www.eng.uwo.ca/departments-units/index.html</p> <p>There is an additional form that would need to be filled out “Request for Access to Human Resource Data, Transactions and Reporting” for applicable positions. Send the original completed and signed request to Director of Administration who will then request access online. https://www.uwo.ca/hr/admin/form_doc/authorization/hr_access_form.pdf</p> <p>(note: login required to HR Administrator Toolbox)</p> <p>For those staff who will need to have signing authority for specific department/units, a “Signing Authority Human Resource Data and Transactions” form must be filled out and submitted to Director of Administration.</p> <p>https://www.uwo.ca/hr/admin/form_doc/authorization/signing_authority.pdf (note: login required to HR Administrator Toolbox)</p>	<p>Supervisor to let employee know what access is required for role</p>	

<p>Vacation Tracking</p>	<p>Employees are to fill out a monthly vacation/time sheet and submit to their supervisor at the end of each month for approval and submission to Dean's Office for tracking in our Timetracker system. Supervisor to review vacation request process with employee. Current/transferred employees (e.g. employees on secondment from another unit) will be able to transfer up to 10 days to Engineering from their previous unit – this will be communicated to Dean's Office once staff member begins working in Engineering for tracking in Timetracker.</p> <p>Employees can access Timetracker to review their vacation balance at: https://webapps.uwo.ca/timetracker/</p>	<p>Supervisor / Employee to discuss</p> <p>Dean's Office</p>	
<p>Performance Reviews</p>	<p>UWOSA employees participate in a Performance Review and Development process annually. Supervisor to discuss this process with the new employee. Dean's Office coordinates this process.</p> <p>PMA employees participate in a Western PMA Performance Dialogue and Goal-Setting process annually. Supervisor to discuss this process with the new employee. Dean's Office coordinates this process via Western Human Resources. https://www.uwo.ca/hr/facultystaff/pdg/index.html (Western login info required)</p>	<p>Supervisor / employee to discuss</p> <p>Dean's Office coordinates processes.</p>	
<p>Ergonomics Assessment</p>	<p>Employees are invited to review the below website and call HR with questions or request a free ergonomics consultation.</p> <p>Contact: Darcie Jareme, Ergonomics Consultant, Health, Safety & Wellness, Human Resources, Support Services Building Room 4159, Tel: (519) 661-2111 x84742 djareme@uwo.ca http://www.uwo.ca/hr/safety/ergo_rehab/ergo_intro.html</p>	<p>Employee / HR</p>	

<p>Other Information to know</p>	<p>Western Admin Staff Policies: http://www.uwo.ca/univsec/policies_procedures/administrative_staff.html Collective Agreements: http://www.uwo.ca/hr/working/groups_agreements.html Benefits: http://www.uwo.ca/hr/benefits/your_benefits/index.html Employment Opportunities: http://www.uwo.ca/hr/working/staff/index.html Awards: https://www.eng.uwo.ca/departments-units/dean-office/awards/index.html Educational Assistance Plan: http://www.uwo.ca/hr/learning/educational_funding/index.html Assistance Program (EAP): http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp38.pdf ITS Computer Training: http://www.uwo.ca/its/courses/</p>	<p>Employee to review</p>	
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Other resources: <http://www.uwo.ca/hr/index.html>