



## EMPLOYEE ONBOARDING GUIDE

This quick guide describes what you can expect during the onboarding process once you have accepted an offer for a new position at the University of Victoria.

More information for new employees is available on the Human Resources website at [www.uvic.ca/hr/careers/home/new-employees](http://www.uvic.ca/hr/careers/home/new-employees).

#	INSTRUCTIONS	SCREENSHOT
1	<p>After you have accepted the offer for your new position, your hiring manager will send you an email containing important onboarding information.</p> <p>Click on the <b>hyperlink</b> in the email to log in to UVic Careers and complete your onboarding documents.</p>	<p><b>Welcome to the University of Victoria</b> <span>Inbox x</span></p> <p><b>UVic Admin</b> &lt;donotreply@hrsmc&gt; 12:50 PM (0 minutes ago) ☆</p> <p>to me ▾</p> <p>Dear Julia,</p> <p>Congratulations on your new position as a Clinical Trainer.</p> <p><b>Important Next Step</b></p> <p>Please log in to complete the required documents in your Employee Onboarding Checklist <b>within seven days</b>. Log in at <a href="https://uvic.trainingca.mua.hrdepartment.com/ats/onboarding_new_hire_checklist.php">https://uvic.trainingca.mua.hrdepartment.com/ats/onboarding_new_hire_checklist.php</a></p> <ol style="list-style-type: none"> <li>1. Complete the online UVic Employee Information Form as soon as possible. This form is required in order to set up your UVic payroll, along with the Direct Deposit Form. Print out the Direct Deposit Form and bring it with you on your first day of work.</li> <li>2. Complete UVic Privacy Training.</li> <li>3. Read the Benefits Information Letter, which includes important information about the benefits you are eligible for.</li> <li>4. Print out, complete and return the remaining benefits and pension forms to the Benefits Office as indicated on your Onboarding Checklist.</li> </ol> <p>If you have any questions about your benefits please contact the <a href="#">Benefits Office</a>.</p> <p>We look forward to welcoming you to campus and to your contribution to the university.</p> <p>Sincerely,</p> <p>Human Resources</p>

#	INSTRUCTIONS	SCREENSHOT																				
2	<p>If you are a current UVic employee, click on the 'sign in to UVic Careers' hyperlink. Enter your Netlink ID and password on the Sign in to UVic page (unless you have already signed in).</p> <p>If you are a new UVic employee, enter the user email and password that you used to set up your UVic Careers account in the fields. Choose the <b>Login</b> button to go to the <b>Employee Onboarding Checklist</b>.</p>	<p><b>UVic Careers</b> <a href="#">? Help on this Page</a></p> <p><b>First Time User ?</b></p> <ul style="list-style-type: none"> <li>• Submit a Résumé/CV Profile before applying</li> <li>• Maintain an up-to-date Résumé/CV</li> <li>• Create job search agents that will do the searching for you</li> <li>• ...and much more</li> </ul> <p><a href="#">Create new account if you are not a current UVic employee</a></p> <p><b>Returning User</b></p> <p><b>Current UVic Employee Login</b> If you are a current UVic employee, click on the blue button below and sign in using your NetLink ID.</p> <p><a href="#">Sign in to UVic</a></p> <p><b>Non UVic Employee Login</b> If you are not currently a UVic employee, but you have already created a UVic Careers account, log in using your email address.</p> <p>User email <input type="text"/></p> <p>Password <input type="password"/></p> <p><a href="#">Login</a></p> <p>Email/Username and password are case sensitive. <a href="#">Forgot your password?</a></p>																				
3	<p>Read the onscreen instructions carefully.</p> <p><b>Current and new employees:</b> Complete the <b>Dynamic Forms</b> at the bottom of the screen first.</p>	<p><b>Employee Onboarding Checklist</b></p> <p>Welcome, Julia</p> <ul style="list-style-type: none"> <li>• Complete the dynamic forms: UVic Employee Information Form and Privacy Training. These are required for both new and continuing em</li> <li>• As you complete and sign each document, a ✓ will be displayed in the Completed column.</li> <li>• Download the documents in the Documents section. Fill in, print and return these documents to the UVic Benefits Office.</li> <li>• Some browsers may prevent you from viewing a document online. Please download and save the document to view it.</li> <li>• Acknowledge receipt of documents online where requested.</li> </ul> <p>For more information click the <a href="#">Help</a> icon at the top of the screen.</p> <p>Documents</p> <table border="1"> <thead> <tr> <th>Fill out, download, print and return the following forms to the UVic Benefits Office:</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> <a href="#">CUPE 951 Dues</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <a href="#">Direct Deposit</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <a href="#">Extended Health</a></td> <td></td> </tr> <tr> <td><input type="checkbox"/> <a href="#">Medical Services Plan</a></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> <a href="#">REG PEA BENEFITS INFORMATION: READ FIRST</a></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> <a href="#">TERM 917-951-E BENEFITS INFORMATION: READ FIRST</a></td> <td></td> </tr> </tbody> </table> <p><b>Dynamic Forms</b></p> <table border="1"> <thead> <tr> <th>Complete online/view and electronically sign off that you have completed the following:</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td><a href="#">Privacy Training</a></td> <td></td> </tr> <tr> <td><a href="#">UVic Employee Information Form</a></td> <td></td> </tr> </tbody> </table>	Fill out, download, print and return the following forms to the UVic Benefits Office:	Completed	<input type="checkbox"/> <a href="#">CUPE 951 Dues</a>		<input type="checkbox"/> <a href="#">Direct Deposit</a>		<input type="checkbox"/> <a href="#">Extended Health</a>		<input type="checkbox"/> <a href="#">Medical Services Plan</a>		<input checked="" type="checkbox"/> <a href="#">REG PEA BENEFITS INFORMATION: READ FIRST</a>		<input checked="" type="checkbox"/> <a href="#">TERM 917-951-E BENEFITS INFORMATION: READ FIRST</a>		Complete online/view and electronically sign off that you have completed the following:	Completed	<a href="#">Privacy Training</a>		<a href="#">UVic Employee Information Form</a>	
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The UVic Employee Information Form is required in order to set up or update your UVic payroll. Your Social Insurance Number and date of birth are required.

## View Onboarding Document

[Show Instructions](#)

### View Dynamic Form

Form: UVic Employee Information Form

#### UVic Employee Information Form

Please provide legal name.

First Name \*

Last Name \*

SIN \*

This is an encrypted

field.

Date of Birth \*

Gender \*

#### Electronic Signature

I acknowledge the receipt of this document. \*

Your Full Name (Enter your name exactly as it appears on your [user profile](#), including your middle name/initial if it exists on your profile.) \*

Submit

Close

Sign off on the form by ticking the acknowledgement box and typing your name (as it appears on your user profile) in the name field. Choose **Submit**.

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If you wish to keep a printed copy of each form you submit, choose **Download Document** to save the document to your desktop.

Choose **Go to Next Document in Checklist**.

## View Onboarding Document

### View Document

**Documents: REG PEA BENEFITS INFORMATION: READ FIRST**

#### Electronic Signature

Your Full Name (Enter your name exactly as it appears on your [user profile](#), including your middle name/initial if it exists on your profile.) \*

\* Typing your name acts as your signature. The date, time of submission and your login information will be recorded when you click the "Submit" button below.

## View Onboarding Document

[Show Instructions](#)

### View Dynamic Form

#### Form: Privacy Training

- Thank you! The form has been successfully completed. A ✓ will now appear in the "Completed" column on the "Employee Onboarding Checklist".

Select an Option Below to Continue.

[Download Document](#)

[Go to Next Document in Checklist](#)

#	INSTRUCTIONS	SCREENSHOT
6	<p>Click on the hyperlink to watch the Privacy Training video. Then tick the boxes to acknowledge that you have completed this mandatory task. Enter your user name and choose <b>Submit</b>.</p>	<div style="text-align: right;"><a href="#">Show Instructions</a></div> <h2>View Onboarding Document</h2> <h3>View Dynamic Form</h3> <p><b>Form: Privacy Training</b></p> <p><b>Privacy Training</b></p> <p>As part of your orientation to the University, please take the time to watch this video for a general overview of privacy, security and records management practices at UVic. This training is intended to cover what new employees need to know as an introduction to privacy, records management, and personal information security at UVic. If you have been recently employed at UVIC and have already completed this video, please acknowledge completion on your checklist. While you may have many competing demands in your first few weeks in your new job, it is expected that you will take the time to watch this video. Thank you for your cooperation.</p> <p><a href="#">Link to Training Video</a></p> <p>I have viewed the training video. * <input type="checkbox"/> I confirm</p> <p><b>Electronic Signature</b></p> <p>I acknowledge the receipt of this document. * <input type="checkbox"/></p> <p>Your Full Name (Enter your name exactly as it appears on your <a href="#">user profile</a>, including your middle name/initial if it exists on your profile.) *</p> <p><input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Close"/></p>

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Read the Benefits Information Letter. Enter your user name to acknowledge that you have completed this step. Choose **Complete, print and return forms to Benefits Office as required.** You may wish to print and download the letter for your records.

If you have questions about your benefits please contact the UVic Benefits Office.

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Continue to open the remaining documents.

**Current UVic employees:** Print and return benefits and pensions forms as required if you have changed employee groups or terms of employment.

**New employees:** Fill out, download and print all forms and return them to the Benefits Office as soon as possible.

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As you complete each document, a check mark will appear in the **Completed** column of the **Employee Onboarding Checklist**. Your hiring manager will also be able to monitor your onboarding status.

**Employee Onboarding Checklist**

Welcome, Julia

- Complete the dynamic forms: UVic Employee Information Form and Privacy Training. These are required for both new and continuing employees.
- As you complete and sign each document, a ✓ will be displayed in the Completed column.
- Download the documents in the Documents section. Fill in, print and return these documents to the UVic Benefits Office.
- Some browsers may prevent you from viewing a document online. Please download and save the document to view it.
- Acknowledge receipt of documents online where requested.

For more information click the Help icon at the top of the screen.

**Documents**

Fill out, download, print and return the following forms to the UVic Benefits Office:	Completed
<input type="checkbox"/> CUPE 951 Dues	
<input type="checkbox"/> Direct Deposit	
<input type="checkbox"/> Extended Health	
<input type="checkbox"/> Medical Services Plan	
<input checked="" type="checkbox"/> REG PEA BENEFITS INFORMATION: READ FIRST	
<input checked="" type="checkbox"/> TERM 917-951-E BENEFITS INFORMATION: READ FIRST	

**Dynamic Forms**

Complete online/view and electronically sign off that you have completed the following:	Completed
<a href="#">Privacy Training</a>	✓ (2/6/2015 by Julia Wheaton)
<a href="#">UVic Employee Information Form</a>	

*Note: A red arrow points to the 'Completed' column header in the Dynamic Forms table.*

#	INSTRUCTIONS	SCREENSHOT
10	<p>Log into MY PAGE and update your profile and ensure your preferred email is your UVic email</p>	