**Limited-Term Employee Onboarding**

**Human Resources**

**Purpose:**

The purpose of this document is to provide:

* A consistent approach for onboarding or transitioning in a new limited-term employee across the organization
* Managers with tools and resources to use to onboard or transition in a new employee

**New Hire Requirements for a Limited-Term Employee:**

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|  | **Document** | **Action** | **Link** |
| 1 | Banner ID Request | Supporting Unit Admin to request Banner ID from the HR Admin team | employeecontracts@ontariotechu.ca please include the following information: Full Name, Date of Birth, Address & last 3-digits of Social Insurance Number  |
| 2 | EPAF Employment Contract | Supporting Unit Admin to create EPAF employment contract within MyOntarioTech | <https://my.ontariotechu.ca/> Position ID & Banner ID will be required to complete the EPAFContracts cannot be finalized during a payroll freeze |
| 3 | IT Request Form – Technology Assets | Supporting Unit Admin to complete IT request form to action Technology Asset distribution & account setup | **Note:** IT Department will require seven (7) business days to create a new Ontario Tech U email address for the new hire.<https://servicedesk.dc-uoit.ca/Pages/UOIT-IT-Request-Form.aspx> Banner Request Form to be completed and signedAccess Card and Key Request  |
| 4 | Payroll Documents | TD1 TD1 ONDirect Deposit | New Hires are to visit this site to complete the required payroll documents before their start date. Payroll forms can be located;<https://sites.ontariotechu.ca/finance/payroll/index.php#tab1-2>**COMPLETED** forms should be submitted to payroll@ontariotechu.ca |
| 5 | Access Card Key Request  | Access to Office Space | <https://sites.ontariotechu.ca/ocis/forms-and-procedures/index.php>  |
| 6 | Onboarding Setup | ParkingUnit/Faculty IntroductionMandatory TrainingHealth and Safety TrainingEmployee Orientation - ALL | **RECOMMENDATION:** For additional Onboarding Resources please visit the following link for further employee setup. <https://hr.ontariotechu.ca/leader-support/recruitment-resources.php>  |
| 7 | Onboarding Checklist | Checklist of items to cover pre-first day, first day, first week, first month, first hundred days |  |

Questions can be sent to: employeecontracts@ontariotechu.ca or performance@ontariotechu.ca