**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](mailto: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 EPAF  Contracts 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 signed  Access Card and Key Request |
| 4 | Payroll Documents | TD1  TD1 ON  Direct 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](mailto: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 | Parking  Unit/Faculty Introduction  Mandatory Training  Health and Safety Training  Employee 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](mailto:employeecontracts@ontariotechu.ca) or [performance@ontariotechu.ca](mailto:performance@ontariotechu.ca)