Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Highlighted sections below are mandatory and must be completed***

Please direct questions to Human Resources at HumanResources@tru.ca

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|  | SECTION 1: Pay & Reimbursement Information | Ongoing Full/Part-time | Auxiliary/Co-op | Faculty Sessional | Timeline | Completed |
| A | New Hire Forms* TD1 and TD1BC tax forms
	+ <http://www.tru.ca/finance/forms.html>
* Payroll Direct Deposit Authorization and VOID cheque

or banking information (for Payroll and Accounts Payable) |  |  |  | 1 week prior to start |  |
| B | Administration, Faculty and OLFM College Pension Form <http://www.pensionsbc.ca/portal/page/portal/pen_corp_home/cpp_home_page/> |  | If applicable |  | 1 week prior to start |  |
| C | CUPE Municipal Pension Form <http://www.pensionsbc.ca/portal/page/portal/pen_corp_home/mpp_home_page/> |  | If applicable |  | 1 week prior to start |  |
| D | Dues for TRUFA, TRUOLFA, CUPE, APACollective Agreements/Admin Benefits and Working Conditions: <http://www.tru.ca/hr/current-employees/exempt/collective-agreements.html>  |  |  |  | 1 week prior to start |  |
| E | Payroll calendar cut-off days<https://mytru.tru.ca/cp/home/displaylogin> Payroll calendar<http://www.tru.ca/finance.html> |  |  |  | First day |  |
| F | Re-employment of a Retired Member Declaration \*NOTE: for returning former employees who hold a pension | If applicable | If applicable | If applicable | First day |  |
| G | Finance forms<http://www.tru.ca/finance/forms.html> |  |  |  | Anytime |  |
| H | Splitting pay cheque to multiple accounts/banks | Optional | Optional | Optional | Anytime |  |
| I | Tax Deductions | Optional | Optional | Optional | Anytime |  |
| J | Tuition waiver form<http://www.tru.ca/hr/current-employees/support-staff/Tuition_Waiver.html>  | If applicable | If applicable | If applicable | Anytime |  |
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|  | SECTION 2: Timesheet Information | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | Approving timesheets<http://www.tru.ca/mytru/employees/approver.pdf> | If applicable | If applicable |  | First day |  |
| B | CUPE – CTO (Compressed Time Off)See Article 15(f) of the CUPE Collective Agreement<http://www.tru.ca/hr/current-employees/support-staff.html>  |  |  |  | First day |  |
| C | Proxy access for timesheets<http://www.tru.ca/mytru/employees/approver.pdf> | If applicable | If applicable |  | First day |  |
| D | myTRU, pay stubs, online T4, vacation balance<http://www.tru.ca/__shared/assets/self_service15705.pdf> |  |  |  | First day |  |
| E | T4 StatementsCan access from your myTRU account. Sign in, go to Employee Resources, Important Links, Income Tax Forms – you can then complete the Electronic Tax Forms Consent and then you will be able to print using Slips for Income Tax Return |  |  |  | Anytime |  |

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|  | SECTION 3: Benefits Information | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | Manulife Benefit Card (Dependent/Beneficiary) |  |  |  | 1 week prior to start |  |
| B | Medical Service Plan Application for Group Enrolment \*NOTE: do not send to MSP |  |  |  | 1 week prior to start |  |
| C | Benefit Status Report (BSR) – Family/Single/Couple/Optional Life and Voluntary AD&D/Extended Health and Dental |  |  |  | First day |  |
| D | Ceridian – LifeWorks[www.LifeWorks.com](http://www.LifeWorks.com)Contact Theron Reed for Log In information. | If applicable | If applicable |  | First week |  |
| E | Manulife Financial[www.manulife.ca](http://www.manulife.ca) | If applicable | If applicable |  | First week |  |
| F | Group Life Insurance Election and options for Spouse and Dependent  | Optional |  |  | Anytime |  |
|  | SECTION 4: IT Technical Support Information | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | Applications and Systems Access Request (ASAR) form <http://www.tru.ca/its/employees/accessrequestform.html> |  |  |  | 1 week prior to start |  |
| B | Telephone/voice mail set-up(completed by Divisional Secretary/Administrator)<http://www.tru.ca/its/employees/telecom_voice_mail.html> |  |  |  | 1 week prior to start |  |
| C | How to contact IT re: MyTRU, Network Access, email, H and O drives, IT Service Desk 6800<http://www.tru.ca/its.html> |  |  |  | First day |  |
| E | Information and Security<http://www.tru.ca/its/infosecurity.html><http://www.tru.ca/its/infosecurity/awareness.html> |  |  |  | First day |  |
| D | Outlook email & calendar <http://www.tru.ca/its/hdesk/outlook.html> |  |  |  | First day |  |
| F | FAST Access <http://www.tru.ca/__shared/assets/FASTHR_User_Guide28714.pdf><http://www.tru.ca/finance/aboutfast.html> |  |  |  | First week |  |
| G | Remote Access<http://www.tru.ca/its/employees/remoteaccess.html> |  |  |  | First week |  |
| H | Staff Wireless Access<http://www.tru.ca/its/employees/wireless.html> |  |  |  | First week |  |

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|  | SECTION 5: TRU Vision and Values | Ongoing Full/Part-time | Auxiliary/Co-op | Faculty Sessional | Timeline | Completed |
| A | Policies/Procedures <http://www.tru.ca/policy/allpolicy.html> |  |  |  | 1 week prior to start |  |
| B | History of TRU<http://www.tru.ca/about/history.html> |  |  |  | First day |  |
| C | Leadership of TRU<http://www.tru.ca/about/leadership.html> |  |  |  | First Day |  |
| D | The University Act<http://www.tru.ca/about/accreditation.html> |  |  |  | First Day |  |
| E | TRU Strategic Priorities<http://www.tru.ca/president/reports/strategicpriorities.html>  |  |  |  | First Day |  |
| F | University Organizational charts <http://www.tru.ca/secretariat/secretariat_orgcharts.html> |  |  |  | First Day |  |

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|  |  SECTION 6: Respectful Workplace Information | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | Respectful Workplace and Harassment Prevention Policy<http://www.tru.ca/__shared/assets/respectful_workplace_harrasment_prevention_poilcy28967.pdf> |  |  |  | First day |  |
| B | Smoking Policy<http://www.tru.ca/policy/allpolicy.html>Designated smoking areas map: <http://www.tru.ca/__shared/assets/Designated_Smoking_Areas32772.jpeg> |  |  |  | First day |  |
| C | Conflict of Interest Policy<http://www.tru.ca/__shared/assets/ConflictofInterest5581.pdf> |  |  |  | First week |  |
| D | Harassment/Discrimination Training<http://publish.myudutu.com/published/launch/43619/Course94800/Launch.html>  |  |  |  | First week |  |
| E | Institutional Standards of Conduct and Guidelines<https://www.tru.ca/__shared/assets/TRU_Standard_of_Conduct33815.pdf>  |  |  |  | First week |  |

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|  | SECTION 7: Freedom of Information and Protection of Privacy Act | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A  | Freedom of Information and Protection of Privacy Training<http://publish.myudutu.com/published/launch/43619/Course89783/Launch.html>  |  |  |  | First week |  |
| B | Responsible Use of Information Technology Facilities and Services Policy<http://www.tru.ca/__shared/assets/Responsible_Use_of_IT_Facilities_and_Services5626.pdf>  |  |  |  | First week |  |
| C | Confidentiality of Student Information (under review)<https://www.tru.ca/__shared/assets/adm02-25613.pdf> |  |  |  | First week |  |
| D | Records Management Website (includes the Records Retention Policy):<http://www.tru.ca/secretariat/records-management.html>  |  |  |  | First week |  |
| E | Cloud Security Standard (under review)<http://www.tru.ca/__shared/assets/cloudsecuritystandard27174.pdf> |  |  |  | First week |  |
| F | Information Classification Standard<http://www.tru.ca/its/infosecurity/standards/Information_Classification_Standards.html>  |  |  |  | First week |  |
| G | Password Standards<http://www.tru.ca/its/infosecurity/standards/Password_Standards.html> |  |  |  | First week |  |
| H | Mobile Device Standard<http://www.tru.ca/its/infosecurity/standards/Mobile_Device_Standard.html> |  |  |  | First week |  |
| I | Smart Phone Standards<http://www.tru.ca/its/infosecurity/standards/SmartPhone_Standards.html> |  |  |  | First week |  |
| J | Intellectual Property Office – copyright law in Canada<http://www.tru.ca/ipo.html> |  |  |  | First week |  |
| K | Fair Dealing provision in the Copyright Act<http://www.tru.ca/__shared/assets/FairDealing23287.pdf> |  |  |  | First week |  |
| L | Signing Authority Policy[https://www.tru.ca/\_\_shared/assets/brd02-15636.pdf](https://www.tru.ca/__shared/assets/adm02-25613.pdf) |  |  |  | First week |  |

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|  | SECTION 8: Safety & Emergency Management Information | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | Security – how to contact<https://www.tru.ca/facilities/security.html>  |  |  |  | First day |  |
| B | TRU Alert Sign-up<http://www.tru.ca/alerts/signup.html> |  |  |  | First day |  |
| C | What to do if you get injured at work<http://www.tru.ca/hsafety/incident_reporting.html> |  |  |  | First day |  |
| D | Health clinic for employees and students<https://www.tru.ca/campus/services/wellness/clinic.html>  |  |  |  | First week |  |
| E | Personal and Emergency Contact information – enter on myTRU<http://www.tru.ca/__shared/assets/self_service15705.pdf> |  |  |  | First week |  |
| F | Working alone<http://www.tru.ca/hsafety/workinglearningsafely/working_alone.html> |  |  |  | First week |  |
| G | Notification and Volunteer Information Form<http://www.tru.ca/hsafety/formschecklists.html> |  |  |  | Anytime |  |

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|  | SECTION 9: Faculty Specific Information | Tenure/ Tenure track | Limited Term Contract | FacultySessional | Timeline | Completed |
| A | Blackboard Learn links is:  <http://www.tru.ca/its/employees/blearn.html>Moodle link is:  <http://www.tru.ca/its/employees/staff-moodle.html> |  |  |  | First day |  |
| B | Library – reserves, online access to materials<http://www.tru.ca/library.html> |  |  |  | First day |  |
| C | Ordering Books from the Bookstore<http://thebookstore.tru.ca/site_faculty_faq.asp> |  |  |  | First day |  |
| D | Academic Policies<http://www.tru.ca/policy/allpolicy.html>Cancellation of classesCourse Outlines (so they look the same and say certain things)Office HoursExamsFinal Grade SubmissionsTravelFinal ExamsCourse evaluations |  |  |  | First week |  |
| E | Access to classrooms <http://www.tru.ca/its/mediaservices/multi_media_classrooms.html> Access to computer labs<http://www.tru.ca/its/students/labs.html> |  |  |  | First week |  |
| F | Bio on WebsiteContact Department Administration support |  |  |  | First week |  |
| G | FAST access<http://www.tru.ca/its/employees/accessrequestform.html> |  |  |  | First week |  |
| H | Final Grade Submission<https://www.tru.ca/__shared/assets/Submission_of_Final_Grades5655.pdf>  |  |  |  | First week |  |
| I | PD account – what can be claimed, process[www.trufa.ca](http://www.trufa.ca)<http://www.tru.ca/__shared/assets/new_faculty_professional_allowance15771.pdf> |  |  |  | First week |  |
| J | Student Services/Judicial Affairs<http://www.tru.ca/distance/services/policies/registrar.html>Registrar’s Office Academic AdvisingFinancial Aid and Awards Disability Services |  |  |  | First week |  |

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|  | SECTION 10: General Information for TRU | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | Business cards (if applicable)<http://www.tru.ca/printshop/products.html> |  |  |  | 1 week prior to start |  |
| B | Campus map link: <http://www.tru.ca/visit/maps.html>Campus tour link: <http://www.tru.ca/visit/tours.html>Parking link: <https://www.tru.ca/facilities/coreservices/parking.html> |  |  |  | 1 week prior to start |  |
| C | Office assignment and office set-up |  |  |  | 1 week prior to start |  |
| D | Williams Lake Campus / Regional Centres<http://www.tru.ca/williamslake.html><http://www.tru.ca/communityu/centres.html> |  |  |  | 1 week prior to start |  |
| E | Keys<https://www.tru.ca/facilities/keyrequest.html>  |  | If applicable |  | First day |  |
| F | Purchasing Card (PCard) application<http://www.tru.ca/finance/purchasing_card.html> | If applicable | If applicable | If applicable | First day |  |
| G | Staff ID cards * These can be obtained at The Bookstore – may take a couple of days to process (you will need your “T” ID number – employee number)

<http://thebookstore.tru.ca/> |  |  |  | First day |  |
| H | Administrative Review and Planning Program |  |  |  | First week |  |
| I | AV Equipment loan out – Located in the Human Resources Building, Room 145<http://www.tru.ca/its/mediaservices/contact.html> | If applicable | If applicable | If applicable | First week |  |
| J | Employee Review and Planning Program<http://www.tru.ca/hr/current-employees/support-staff/erpp.html>  |  |  |  | First week |  |
| K | Learning and Development Opportunities<http://www.tru.ca/hr/current-employees/learning-development.html> |  | If applicable | If applicable | First week |  |
| L | Marketing & Communications support – publications, branding support<http://www.tru.ca/marcom.html> |  |  |  | Anytime |  |
| M | ProPASS (Bus pass for employees) – must be for a minimum of 4 months. Contact HumanResources@tru.ca or call ext 5342 for more information |  |  |  | First week |  |
| N | Public emailsStaff listAdmin / CUPE / Faculty email lists<http://www.tru.ca/__shared/assets/view_public_folders29589.pdf> (Outlook 2010)<http://www.tru.ca/__shared/assets/access-public-folders-in-outlook-201333589.pdf> (Outlook 2013) |  |  |  | First week |  |
| O | Room Bookings<http://www.tru.ca/visit/campus/roombookings.html>For OL 127 please email: OL127@tru.ca Other Facilities & Venues: <http://www.tru.ca/cac/Facilities___Venues.html>For TRUSU Rooms: <http://trusu.ca/services/sub/> | If applicable | If applicable | If applicable | First week |  |
| P | Staff Awards<http://www.tru.ca/hr/current-employees/employee-awards.html> <http://inside.tru.ca/2014/04/24/2014-merit-and-service-awards/> |  |  |  | First week |  |
| Q | Travel Policy<http://www.tru.ca/finance/travelhandbook.html> |  |  |  | First week |  |
| R | TRU Residence and Conference Centre<http://www.tru.ca/cac/accommodations.html> | If applicable | If applicable | If applicable | First week |  |
| S | TRU Social Media<http://inside.tru.ca/social-media/> |  |  |  | Anytime |  |
| T | TRUly United Campaign<http://www.tru.ca/foundation/giving/employee/truly-united.html> |  |  |  | Anytime |  |
| U | Update address – enter on myTRU<http://www.tru.ca/__shared/assets/self_service15705.pdf> |  |  |  | First week |  |
| V | Wellness<http://www.tru.ca/wellness.html><http://www.tru.ca/athletics/recreation.html> |  |  |  | First week |  |

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|  | SECTION 11: General Information for Kamloops/BC | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | City of Kamloops<http://www.city.kamloops.bc.ca/index.shtml> |  |  |  | Anytime |  |
| B | Kamloops Chamber of Commerce<http://www.kamloopschamber.ca/> |  |  |  | Anytime |  |
| C | Sun Peaks Resort<http://www.sunpeaksresort.com/> |  |  |  | Anytime |  |
| D | Tourism Kamloops<http://www.tourismkamloops.com/home> |  |  |  | Anytime |  |
| E | Tournament Capital Centre (TCC)<http://www.tournamentcapital.com/tcc.htm> |  |  |  | Anytime |  |
| F | Venture Kamloops<http://venturekamloops.com/> |  |  |  | Anytime |  |
| G | Volunteer Kamloops<http://www.volunteerkamloops.org/> |  |  |  | Anytime |  |
| H | Welcome BC<http://www.welcomebc.ca/home.aspx> |  |  |  | Anytime |  |

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|  | SECTION 12: Onboarding informationSpecific to your Department | Ongoing Full/Part-time | Auxiliary/Co-op | FacultySessional | Timeline | Completed |
| A | Floor plan of your department – show fire alarms, fire extinguishers, hoses, exits |  |  |  |  |  |
| B |  |  |  |  |  |  |
| C |  |  |  |  |  |  |
| D |  |  |  |  |  |  |
| E |  |  |  |  |  |  |
| F |  |  |  |  |  |  |