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

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

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

Please direct questions to Human Resources at [HumanResources@tru.ca](mailto: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, APA  Collective 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 |  |
|  |  |  |  |  |  |  |
|  | SECTION 2: Timesheet Information | Ongoing Full/Part-time | Auxiliary/  Co-op | Faculty  Sessional | 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 Statements  Can 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 | Faculty  Sessional | 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 | Faculty  Sessional | 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 | Faculty  Sessional | 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 | Faculty  Sessional | 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 | Faculty  Sessional | 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 | Faculty  Sessional | 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 classes  Course Outlines (so they look the same and say certain things)  Office Hours  Exams  Final Grade Submissions  Travel  Final Exams  Course 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 Website  Contact 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 Advising  Financial Aid and Awards Disability Services |  |  |  | First week |  |

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|  | SECTION 10: General Information for TRU | Ongoing Full/Part-time | Auxiliary/  Co-op | Faculty  Sessional | 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](mailto:HumanResources@tru.ca) or call ext 5342 for more information |  |  |  | First week |  |
| N | Public emails  Staff list  Admin / 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](mailto: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 | Faculty  Sessional | 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 | Faculty  Sessional | Timeline | Completed |
| A | Floor plan of your department – show fire alarms, fire extinguishers, hoses, exits |  |  |  |  |  |
| B |  |  |  |  |  |  |
| C |  |  |  |  |  |  |
| D |  |  |  |  |  |  |
| E |  |  |  |  |  |  |
| F |  |  |  |  |  |  |