

New Employee Onboarding Checklist – for Hiring Managers

Last Updated April 2018

This checklist is designed to be used by hiring managers at Queen’s University, whenever they are hiring new members onto their team. This checklist outlines the initial steps to the employee onboarding process including the process for providing employees **access to the MyHR portal** where employees will set-up their direct deposit banking information, provide emergency contact information and receive access to their benefits enrollment details. This checklist is based on the hire of a general staff appointment and slight modifications might be required for other hiring categories, such as casual, Research, Grant and Contract, Faculty, Postdoctoral Fellows, Academic Assistants, etc.

Precursors to this checklist:

The Hiring Manager has advised HR of the successful candidate and their start date, and requested an offer letter. The offer letter was created by HR, signed by the Hiring Manager, and sent by HR to the new employee, along with the position summary and [biographical data sheet](#).

The following checklist identifies required steps in the process, including who is accountable for completing each item. In case of questions, please contact your [HR Advisor](#).

Action item	To be done by...
<input type="checkbox"/> Sign the offer letter and position summary and complete the biographical data sheet. Return all documents to the HR Advisor (staff appointments) or Hiring Manager (all other positions i.e. casual, Faculty, PDFs AAs, etc).	New employee
<input type="checkbox"/> Review offer letter and biographical data sheet. Enter biographical data into PeopleSoft. File offer letter and biographical data sheet into new employee’s file.	Departmental Administrator or HR
<input type="checkbox"/> Employee identification number is generated.	Automated PeopleSoft process
<input type="checkbox"/> New employee’s identification number is retrieved from PeopleSoft.	Departmental Administrator ¹
<input type="checkbox"/> Welcome letter is created for the new employee, using the template on the HR website .	Departmental Administrator/ Hiring Manager
<input type="checkbox"/> Welcome letter is customized based on the department’s needs, specific to that position.	Departmental Administrator/ Hiring Manager
<input type="checkbox"/> Welcome letter is signed and sent to the new employee in advance of start date.	Hiring Manager
<input type="checkbox"/> New employee receives the Welcome letter.	
<input type="checkbox"/> Activate NetID and Queen’s email through the NetID activation process .	New employee
<input type="checkbox"/> Review MyHR website page and reference guides for information on logging in and viewing/updating employee banking and personal information.	New employee

¹ By “Departmental Administrator”, we mean the individual within the department who has the access to go into the PeopleSoft system and obtain the new employee’s identification number. This may be different job titles in different departments.

Action item	To be done by...
<input type="checkbox"/> Enters banking information into MyHR .	New employee
<input type="checkbox"/> Employee enters emergency contact information into MyHR .	New employee
<input type="checkbox"/> Verifies (and possibly edits) address and phone number in MyHR.	New employee
<input type="checkbox"/> Completes other items as requested in the Welcome letter by the department.	New employee
<input type="checkbox"/> Attend New Hire Orientation in Human Resources (Fleming Hall, Stewart-Pollock Wing) as per the date indicated in the offer letter: To sign up for benefits ² , UHIP if applicable and to get photo taken for employee identification card (Not applicable for student or casual employment).	New employee
<input type="checkbox"/> Meet new employee in Human Resources (Fleming Hall, Stewart-Pollock Wing) following the New Hire Orientation.	Hiring Manager
<input type="checkbox"/> Follows additional steps outlined in the Orientation Toolkit .	Hiring Manager
<input type="checkbox"/> Confirm arrangements for new employee to complete the University's mandatory training, in compliance with the Occupational Health & Safety Act and the Accessibility for Ontarians with Disabilities Act	Hiring Manager
<input type="checkbox"/> New employee completes the online Cybersecurity course http://queensu.ca/its/securitycourse	New employee
<input type="checkbox"/> New employee attends the mandatory Equity training at a monthly shared services session. (Typically the last Wednesday of the month following New Staff Orientation).	New employee

² Benefits eligible positions are normally general/staff or faculty appointments that are at least 4 months in length. Benefits eligibility is normally identified in the offer of employment. Casual and student employees are not eligible for employer health benefits.