This template letter can be used by Managers/Supervisors to provide new hires with information about the required activities that need to be completed as they begin employment. This letter is sent after an employee has accepted a written offer of employment.

[INSERT LETTERHEAD]

[DATE]

[EMPLOYEE NAME]

[ADDRESS]

Dear [INSERT NEW EMPLOYEE NAME]:

Welcome to Queen’s University. We are looking forward to your first day in [DEPARTMENT].

On your first day, [DATE], please come to [BUILDING] to the [#] floor at [TIME]. Please ask for [NAME] and they will show you to your work station / office.

In order to facilitate the start of your employment, there are a few items that you need to take care of. If you have any questions about any of the items below, please contact [HIRING MANAGER/DEPARTMENTAL ADMINISTRATOR].

Your Queen’s employee number is [8-DIGIT EMPLOYEE ID]. Please keep this information in a safe place, as you will need it for your career at Queen’s and for the process outlined below.

☐ Using any computer connected to the internet, please go to the NetID Activation webpage and use your employee number to activate your Queen’s NetID and email. You will use this NetID to access many systems at Queen’s, including MyHR where you will receive your e-pay advice slips.
☐ Note your Queen’s NetID and Queen’s email address for future reference.
☐ Go to Queen’s MyHR site. Here, you will need to enter your NetID and provide the following information:
  o Banking information for payroll direct deposit
  o Emergency contact information
  o Verify your address and phone number
    ▪ If these are incorrect, please edit the information online
☐ [NAME] will take you to the Human Resources office to attend the New Staff Orientation Session in order to:
  o Sign up for benefits,
  o Get your photo taken for your employee identification card
  o Complete the Legislated Health and Safety Training
  o Receive further onboarding activities which will occur over the coming year.

Include for faculty and staff that are eligible for employee benefits only. If unsure contact your HR Advisor:
Within your first week, I will confirm arrangements for you to complete the University’s mandatory training, in compliance with the Occupational Health & Safety Act and the Accessibility for Ontarians with Disabilities Act.

Departments may wish to add further department-specific information, such as visiting the department/faculty website or signing up for WHMIS training, etc.

We look forward to seeing you at Queen’s.

Sincerely,

[HIRING MANAGER SIGNATURE]