

NEW EMPLOYEE CHECKLIST

Employee Name:	ID#:
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Actions for New Employees		
Your First Few Days		
<input type="checkbox"/>	Meet your supervisor and department administrator	<u>FHS Department Directory</u> http://fhs.mcmaster.ca/main/department_contacts.html
<input type="checkbox"/>	Ensure all sign-in details for new hire paperwork is finalized	<u>FHS Human Resources Directory</u> http://fhs.mcmaster.ca/hr/contact_us.html
<input type="checkbox"/>	Obtain your MAC ID with your supervisor	<u>Email and Accounts</u> http://www.mcmaster.ca/uts/email_accounts/macid.html
<input type="checkbox"/>	Obtain your Photo ID	Arrangements will be made via your supervisor or during sign-in
<input type="checkbox"/>	Visit the HRIS/Payroll website for information about your pay cheque, direct deposit, pay dates and deductions	<u>Payroll Services</u> http://www.workingatmcmaster.ca/hris/employee/index.php
<input type="checkbox"/>	Visit the Parking and Transit websites to learn about commuting options and obtain relevant parking permits and transponders	<u>McMaster Parking & Transit Services</u> http://parking.mcmaster.ca <u>HHS Standard Parking</u> http://www.hamiltonhealthsciences.ca/body.cfm?id=219 <u>Hamilton Street Railway</u> http://www.hamilton.ca/CityServices/transit
<input type="checkbox"/>	Review campus and building maps to locate relevant buildings and parking lots	<u>McMaster Campus Map</u> http://parking.mcmaster.ca/June25UpdatedMapWithAutomation.PDF <u>Shuttle Bus Route Map</u> http://parking.mcmaster.ca/Shuttle_Bus.html <u>Tour the Facilities</u> http://fhs.mcmaster.ca/main/tour.html
<input type="checkbox"/>	Set-up your voicemail and email	<u>Computer Services Unit & University Technology Services</u> http://fhs.mcmaster.ca/csu/ http://www.mcmaster.ca/uts/connections.html
<input type="checkbox"/>	Visit the Human Resources websites	<u>FHS Human Resources</u> http://www.fhs.mcmaster.ca/hr/index.html <u>Human Resource Services</u> http://www.workingatmcmaster.ca/abouthr/index.php
<input type="checkbox"/>	If TMG and eligible for Group RRSP plan, complete the RRSP Enrolment and Investment Election Forms as soon as possible	<u>Pension Plans</u> http://www.workingatmcmaster.ca/pensions/index.php

Your First Few Weeks

<input type="checkbox"/>	Register and attend appropriate new employee orientation and training sessions	<p><u>FHS Safety Training</u> http://www.fhs.mcmaster.ca/safetyoffice/</p> <p><u>Program for Faculty Development</u> http://www.fhs.mcmaster.ca/facdev/</p> <p><u>McMaster New Employee Orientation</u> http://www.workingatmcmaster.ca/neo/index.php</p>
<input type="checkbox"/>	Learn your department processes in the event of an emergency and what to do on campus, within FHS, or your site location	<p><u>Campus Emergencies</u> http://security.mcmaster.ca/campus_emergencies.html</p> <p><u>Campus Emergency Guidebook</u> http://security.mcmaster.ca/campus_emergencies_guide.html</p> <p><u>Lockdown Training</u> http://fhs.mcmaster.ca/safetyoffice/emergency_plan.html</p> <p><u>Off-site Emergency Processes</u> – check the website of your offsite location for further information regarding site specific processes http://www.fhs.mcmaster.ca/hr/partners.html</p>
<input type="checkbox"/>	Familiarize yourself with your benefit and pension plans	<p><u>Benefit Plans</u> http://www.fhs.mcmaster.ca/hr/benefit_plans.html</p> <p><u>Pension Plans</u> http://www.fhs.mcmaster.ca/hr/pension_plans.html</p> <p><u>Employee Benefits Booklets</u> http://www.workingatmcmaster.ca/benefits/index.php</p>
<input type="checkbox"/>	Review your first pay cheque to be sure it accurately reflects your benefit choices, payroll deductions, personal information, etc.	<p><u>Pay Statement Reporting Guide</u> http://www.workingatmcmaster.ca/link_doc.php?link=med/document/Paystatement-Sample-08-1-49.pdf</p>
<input type="checkbox"/>	Check the Faculty/Staff Directory to make sure your name and department is correct	<p><u>Faculty & Staff Directory</u> http://telecom.mcmaster.ca/directory.cfm</p>
<input type="checkbox"/>	In the early weeks and throughout your probationary period, speak with your supervisor to discuss any issues/concerns	<p><u>Collective Agreements</u> http://www.workingatmcmaster.ca/elr/index.php</p>
<input type="checkbox"/>	Familiarize yourself with policies, processes and procedures that relate to your work	<p><u>Policies & Procedures</u> http://www.fhs.mcmaster.ca/hr/policies_and_procedures.html</p> <p><u>Employee Contracts</u> http://www.workingatmcmaster.ca/elr/index.php</p>

Your First Few Months

<input type="checkbox"/>	Explore and learn more about activities and programs available to enhance your experience at McMaster University	<p><u>Daily News</u> http://dailynews.mcmaster.ca</p> <p><u>Events Calendar</u> http://dailynews.mcmaster.ca/calendar/</p> <p><u>McMaster Employee Spirit Society (MESS)</u> http://www.workingatmcmaster.ca/volunteering/mess/index.php</p> <p><u>Prospective Staff & Faculty</u> http://www.workingatmcmaster.ca/careers/prospective/index.php</p>
<input type="checkbox"/>	Contribute to the community by volunteering through one of the many opportunities available through the City of Hamilton	<p><u>Volunteer Hamilton</u> http://www.volunteerhamilton.on.ca</p>
<input type="checkbox"/>	Use any of the athletic facilities by joining the McMaster Athletics & Recreation program	<p><u>Athletics & Recreation</u> http://www.marauders.ca/</p>
<input type="checkbox"/>	Check out the many dining options available on and off campus	<p><u>Dining on Campus</u> http://hospitality.mcmaster.ca</p> <p><u>University Club</u> http://www.mcmaster.ca/univclub</p> <p><u>Westdale Village</u> http://www.westdalevillage.ca</p>
<input type="checkbox"/>	Interested in furthering your career, visit “Your Development” at Working @ McMaster to explore career development, skills assessment and training, and tuition resources	<p><u>Your Development</u> http://www.workingatmcmaster.ca/development/index.php</p> <p><u>Employee Career Services</u> http://employeecareers.mcmaster.ca</p>