



New Other than Full Time (OTF) Employee Hiring Checklist

Department/School: _____ Manager/Chair/Dean: _____

Employee's name: _____ Employee's alternate email: _____

Employee's telephone No.: _____ Department/School contact person: _____

Information to be submitted by employee

SUBMITTED/COMPLETED

PENDING

Employee's name	✓	✓
Employee's S.I.N.	✓	✓
Employee's birth date	✓	✓
Employee's address	✓	✓
Employee's phone number	✓	✓
Employee's alternate e-mail	✓	✓
Employee's void cheque	✓	✓

Steps to be completed by Department/School

Enter employee's information on HRIS (assign employee No.)	✓	✓
Forward void cheque to Payroll (allow 2 days for information to be entered)	✓	✓
Enter authorization on HRIS	✓	✓
Approve authorization on HRIS (budget holders or managers)	✓	✓
Receive network account information (allow 48 hours after authorization approval)	✓	✓
Contact employee to provide Network Account information and employee number	✓	✓
Ensure timetable for new employee is updated (contact scheduler at the Registrar's Office for further information)	✓	✓

Steps to be completed by new OTF employee

*Received Network Account information (if not received within 5 days, please contact your manager or department contact person)	✓	✓
Register for orientation	✓	✓
Attend orientation	✓	✓
Login to Blackboard and complete orientation activities	✓	✓
Submit timesheet to Department/School contact person	✓	✓

c.c. Employee