FLEMING

Getting Ready for Your Employee's First Day

A Brief Overview for New Hiring Managers

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Introduction

New employees to the College or those transferring to a new department require your guidance for a smooth transition. As their Leader, you play a crucial role in providing an effective pre-boarding experience.

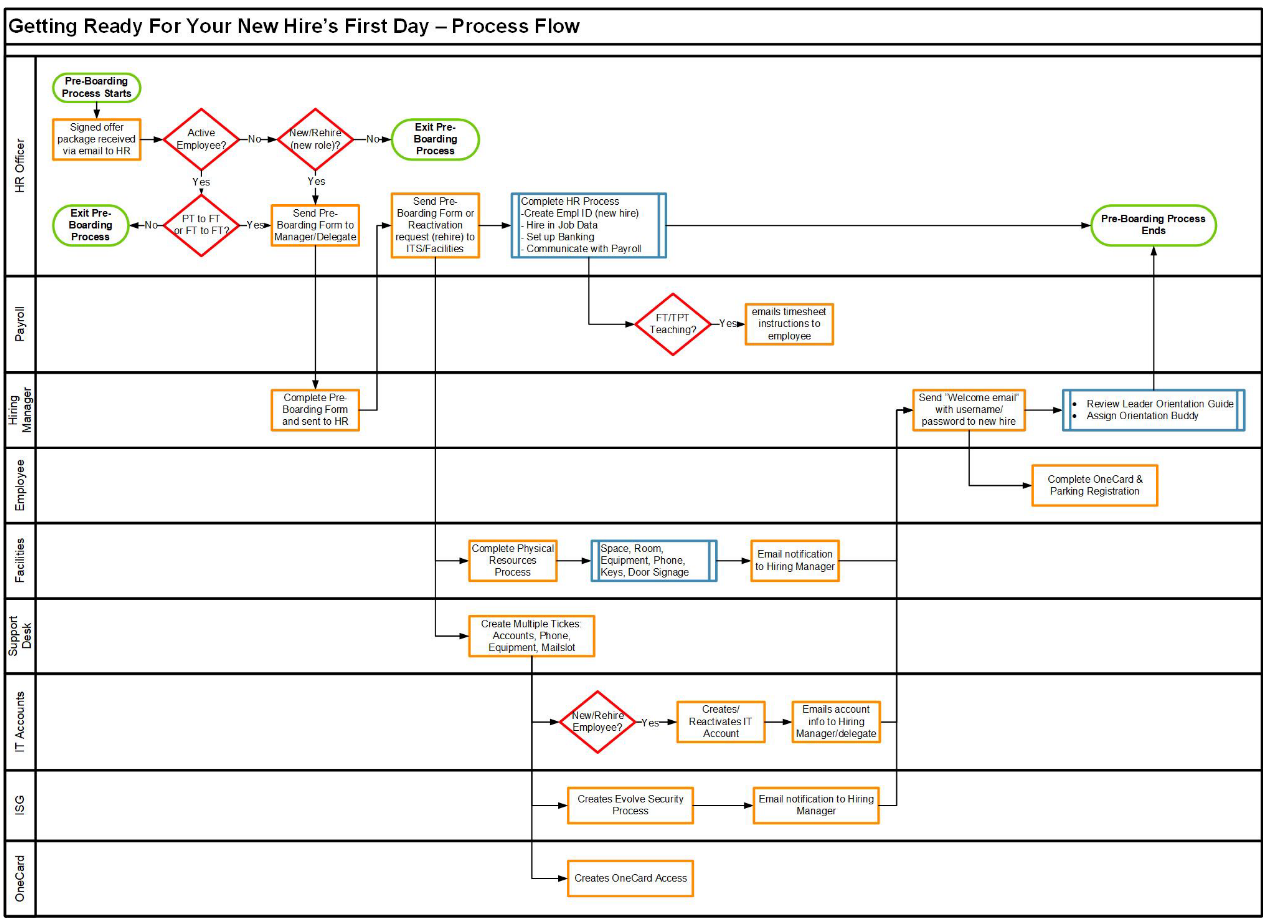
Efficiency is key, which means providing the right information in an easily digestible format at the right time. Consistent communication is essential to align expectations and support.

Scope

The following information applies to employees new to the College, those being rehired, or transferring between roles.

Preboarding

Getting ready ensures essential services are ready for their first day. The process you follow depends on a few factors. The following provides a high-level overview of the pre-boarding process.



New Fleming Employees

Note: Processing time for the pre-boarding process starts when HR receives the signed offer package.

At least one week before the employee's start date:

1. The HRO Officers (HROs) receive the signed letter and completed paperwork and assign an Employee ID number.
    - New employees must provide their SIN to HR before or within 3 business days of starting (by law, per federal Employment Insurance Regulations). HR must ensure employees are authorized to work in Canada (as appropriate).
    - Employees with international SINs (SINs that start with 9) must also provide proof of eligibility to work in Canada by providing a copy of their SIN document and Work/Study permit before their first day of work.

2. HRO sends a pre-boarding form via email to the Hiring Manager/delegate to complete. The following services will be set up based on your responses:
    - Accounts (Computer Login/Email & Evolve)
    - Office set up (furniture, computer, door signage)
    - Phone extension and mobile device
    - Access card, door keys

    Managers should watch out for this form and prioritize completing it to ensure that IT/Facilities have enough time to do their piece. It's essential to have this done ahead of the employee's start date for a smooth onboarding process.

3. The Hiring Manager/delegate completes the form and returns it to the HRO at HR@flemingcollege.ca

4. HRO sends the form to IT, Facilities and One Card

5. Login credentials will be sent to the hiring manager and delegate (if assigned). Hiring Managers are responsible for sharing this information with the employee.

Rehired Employees

No pre-boarding form is needed for employees returning to the same or similar position (e.g., part-time contract faculty becoming part-time contract support). The following steps will be taken:

1. HRO will request account reactivation from IT.
2. Login credentials will be sent to the hiring manager and delegate (if assigned). Hiring Managers are responsible for sharing this information with the employee.

Employees Transferring Positions

Employees transferring from part-time to full-time or between full-time positions will undergo a pre-boarding process initiated by HR via the pre-boarding form. Transfers between part-time contract positions do not require the pre-boarding form.

Employee Set-Up

Within 5 – 10 business days of HR receiving the signed offer letter and paperwork:

- HRO creates an employee's job record in Evolve, which flows to the payroll department.
    - Contract Faculty: Academic Workload and Staffing Specialists (AWSS) create Instructor Assignment/ Contract Data records, and contract faculty are paid automatically.
  - If applicable, Payroll sets up the employee's digital timesheet and sends instructions to the employee's Fleming email.
    - Temporary and Part-time staff must submit hours via paper or digital timesheets depending on their classification. Due dates for timesheet entry, approvals, submissions, and payroll schedules can be found here.

The time it takes to process hiring paperwork and transfers is influenced by when HROs can change the system. There are blackout periods during which HR cannot make any changes because the payroll department is actively processing the current pay. Any changes or updates to employee records must be scheduled outside these blackout periods to avoid conflict with payroll processing.

Getting Ready for Your Employee's First Day

As a leader, your role in introducing new employees to the organization is crucial and includes:

- Familiarizing hires with policies, procedures, and expectations.
- Provide comprehensive training and assign an orientation buddy.
- Encouraging participation in team-building activities.

Tools and Resources

New employees in your department require extra support when starting in their new roles. HR offers several tools to assist with this transition:

- Leader Onboarding Guide: This checklist provides an outline to help your new employee quickly become an effective team member. It also outlines your responsibilities as the manager, such as ensuring the employee completes their mandatory training and applicable performance check-ins.

- Buddy Onboarding Guide: A Buddy can be essential in onboarding, providing day-to-day information and answering questions to develop a strong rapport with the new team.
- Mandatory Training: The digital orientation guide is currently under construction.
    - Please share the following link New Employees: Mandatory Training Information