

# New employee checklist

Additional information may be found on the [New Employee Resources](#) pages.

## Submit essential documents

Once you accept your e-Offer, you will be sent email notifications to complete various tasks, where applicable, to your role (e.g. submit proof of registration).

The documents listed below must be submitted as a condition of employment and will be uploaded to using the onboarding system.

These tasks must be completed **before your first day of work** to be hired into our systems and obtain your network credentials. Delays in uploading the information below may result in a change to your start date.

Task	Instructions	Initials
Personal Information Form	<ul style="list-style-type: none"> <li>Complete the online form. This information is required to set you up in our HR/Pay Systems.</li> <li>If your Social Insurance Number (SIN) begins with 9, you will be required to provide a valid SIN and evidence of a valid work permit. See the <a href="#">Internationally trained staff</a> section for details.</li> </ul>	
Criminal Record Check (CRC) and Vulnerable Sector Search (VSS), where applicable	<ul style="list-style-type: none"> <li>Upload a Criminal Records Check with Vulnerable Sector Search, where required, from your local law enforcement office.</li> <li>If you are unable to obtain your CRC prior to your start date, you must contact your manager as your start date may need to be changed.</li> <li>See the <a href="#">Criminal Record Check</a> page for more details.</li> </ul>	
License / Professional Registration / Practice Permit	<ul style="list-style-type: none"> <li>Upload your current license / professional registration / practice permit.</li> <li>See the <a href="#">Licenses, professional registration and practice permits</a> page for more details.</li> </ul>	
Basic Life Support (BLS) Certification	<ul style="list-style-type: none"> <li>Upload your current BLS Certification.</li> <li>See the <a href="#">Basic Life Support Certification</a> section for more details.</li> </ul>	

## Get ready for your first day

The following tasks must be completed prior to your first day of work.

Task	Instructions	Initials
Health Assessment	<ul style="list-style-type: none"> <li>See the <a href="#">Immunization Information</a> section to access the link for submitting your immunization information.</li> </ul>	
Employment Agreement	<ul style="list-style-type: none"> <li>Review the <a href="#">employment agreement</a> information applicable to your role. Your employment agreement may be found in your offer letter.</li> <li>Education Allowance: We may recognize courses, certificates, degrees or post gradual degrees relevant to your position. Submit a completed Education &amp; Certificate Cover Form with your educational credentials through the <a href="#">HR ServiceHub</a>.</li> <li>See the applicable <a href="#">Employee Agreement</a> for more details and to access the form.</li> </ul>	
Policies and forms	<ul style="list-style-type: none"> <li>Review all policies outlined on the <a href="#">Review policies and sign forms</a> section.</li> <li>Submit the following signed forms to your Manager on your first day of work:               <ul style="list-style-type: none"> <li>- Code of Conduct</li> <li>- Confidentiality &amp; User Agreement</li> <li>- Conflict of Interest Policy and Declaration</li> </ul> </li> </ul>	
HR Contact Centre	<ul style="list-style-type: none"> <li>The HR Contact Centre can help you with questions about HR, benefits, pension and payroll.</li> <li>See the <a href="#">HR Contact Centre</a> section for more details.</li> </ul>	

## Complete once you have your Employee ID and network credentials

Task	Instructions	Initials
Network access and email	<ul style="list-style-type: none"> <li>Use your credentials to access e-People, our intranet and more.</li> <li>See the <a href="#">network access and email</a> page for more details.</li> </ul>	
e-People	<ul style="list-style-type: none"> <li>e-People is our human resource and payroll system.</li> <li>See the <a href="#">e-People</a> section for more details.</li> </ul>	
Payroll	<ul style="list-style-type: none"> <li>Enter your personal banking information into e-People within five days of your start date. See the <a href="#">e-People User Guide</a> for instructions on adding/editing your direct deposit information.</li> <li>Submit the completed Personal Tax Credit forms to Payroll within five days of your start date to <a href="mailto:Payroll.Documents@covenanthealth.ca">Payroll.Documents@covenanthealth.ca</a> or by fax to 1-844-776-0433.               <ul style="list-style-type: none"> <li>- <a href="#">TD1 Personal Tax Credits Return</a></li> <li>- <a href="#">TD1AB Alberta Personal Tax Credits Return</a></li> </ul> </li> <li>See the <a href="#">Payroll</a> page for more details.</li> </ul>	
Benefits and pension	<ul style="list-style-type: none"> <li>If eligible for benefits, you will receive an email via your Covenant Health email address. You must enroll in benefits within the first 31 days of initial eligibility.</li> <li>Regular employees will automatically be enrolled in the pension plan if they are working 30 hours or more per week. Part-time or temporary employees may be eligible for optional participation in the pension plan.</li> <li>Review the <a href="#">Benefits and Pension</a> page and your <a href="#">employment agreement</a> for details on benefit eligibility.</li> </ul>	
Recognition of previous experience, portability and site transfers	<ul style="list-style-type: none"> <li>Recognition of Previous Experience: We may recognize relevant previous work experience to determine your salary placement. Submit a completed <a href="#">Recognition of Previous Experience form</a> and/or Portability Letter from your previous employers through the <a href="#">HR ServiceHub</a>.</li> <li>Portability: You may port entitlements if you meet the conditions outlined in your employment agreement. Submit a portability letter from your previous employer through the <a href="#">HR ServiceHub</a>.</li> <li>Site Transfer: You may be eligible to transfer entitlements and banks between Covenant Health and AHS if conditions are met. If eligible, contact HR at the AHS site which you are</li> </ul>	

Task	Instructions	Initials
	leaving to submit a request. <ul style="list-style-type: none"> <li>• See the <a href="#">Recognition of previous experience, portability and site transfers</a> page or your <a href="#">employment agreement</a> for more details.</li> </ul>	
Corporate Orientation	<ul style="list-style-type: none"> <li>• Register through <a href="#">CLiC</a>.</li> <li>• See the <a href="#">Corporate Orientation</a> page for details.</li> </ul>	
ID Badges and Parking	<ul style="list-style-type: none"> <li>• See the <a href="#">ID Badges and Parking</a> page for details.</li> </ul>	
Learning and development	<ul style="list-style-type: none"> <li>• See <a href="#">learning and development</a> opportunities at Covenant Health.</li> </ul>	
Policies	<ul style="list-style-type: none"> <li>• See <a href="#">policies and procedures</a> on CompassionNet</li> </ul>	
Services and supports for managers	<ul style="list-style-type: none"> <li>• See the <a href="#">services and supports for managers</a> section if you are in a leadership role.</li> </ul>	