

New Employee Checklist: Getting Started

Congratulations on your new position and welcome to Toronto Metropolitan University! Here are some first-week essentials to help you get started. You can find more information, resources and links to the content below in the New to TMU section of the HR website. Your manager or supervisor will provide you with the additional tools, resources and support you need to be successful in your job.

Sign the Employee Confidentiality Agreement

As a TMU employee, you have a legal obligation to protect personal and other kinds of restricted information. If you haven't already done so, please complete the [Employee Confidentiality Agreement](#).

Know your employee number

Upon hire, you are assigned an employee number. Make note of this number or call the HR client services team at 416-979-5075 if you don't have it. You will need this in order to obtain your TMU ID card (OneCard) and to access TMU systems and other resources.

Activate your accounts

Activate your [online identity](#) (my.torontomu ID) for access to computer accounts. This includes email and eHR, our self-service portal for things like viewing pay advice and vacation balances, reporting hours and absences, updating personal contact information and more. **It can take up to 24 hours for the system to activate your account from the time you submit the request, so you'll want to get this done right away.**

eHR

For instructions on how to activate your eHR account, check out the [eHR Getting Started self-service tutorial](#).

Voicemail

For employees provided with a voicemail account, contact the [CCS help desk](#) to get started. Instructions on [how to use voicemail](#) are available online.

Obtain your OneCard

Use your my.torontomu ID to request a OneCard, the official piece of identification used at TMU. The OneCard allows you to access buildings and can be used for many on-campus services including the library, food purchases, photocopier access, discounts and more.

It's simple to get your OneCard, just follow these quick steps to [request a card](#). You will be asked to provide government-issued photo ID.

Complete the mandatory eLearning

You are required to complete some basic training which can be done online. Once each eLearning module is complete, provide a copy of your certificate to your manager within two weeks of starting your position.

AODA eLearning

Complete the mandatory [Accessibility for Ontarians with Disabilities Act \(AODA\) eLearning](#). If you have completed the training as part of a previous position at the university, you are not required to redo it.

Workplace Violence Prevention and Response eLearning

Go to torontomu.ca/violenceprevention to learn about the Workplace Violence Prevention and Response Program and complete the eLearning.

Environmental Health and Safety (EHS) eLearning

All employees should complete the [Environmental Health and Safety \(EHS\) eLearning](#). If you supervise other employees, the training should be completed within one week of your start date. If your work/ research involves chemicals, biological agents, radioactive materials, lasers or X-rays, contact 416-979-5000, ext. 553770 or ehs@torontomu.ca for further support.

Complete the key elements of your eHR profile

Within your first few days of working at TMU, you should have completed the key elements of your eHR profile. This includes your direct deposit information, tax forms, emergency contacts and self-identification. For detailed instructions that will help guide you through the system, check out [How to Use eHR](#).

Payroll and Compensation

It is important to complete your direct deposit information to avoid any delays in payment. You will also submit your tax forms in this section.

Personal Information

It is your responsibility to keep your personal information up-to-date. This section includes your addresses and phone numbers, as well as your emergency contacts.

Diversity Self-ID

It is mandatory for all employees to complete the [Diversity Self-ID](#). If you'd rather not disclose any self-identification information, you have the option to choose "Prefer not to answer" for every question.

Familiarize yourself with your pension and benefit information

Some employee groups are eligible to receive pension and/or benefits coverage. Visit the Employee Resources section of the HR website and select your employee group to view your pension and benefit information.

If you are eligible for group benefits, you will need to complete the [Group Benefits Enrollment/Change form](#) in order to receive coverage.

You may also be eligible to join the TMU Pension Plan and may have the option to transfer pension from a previous employer.

Discuss accommodation if required

TMU is committed to providing workplace accommodations and ensuring accessibility for all employees. If you require accommodation to ensure your full inclusion in the workplace, please contact your manager or supervisor, or your HR consultant. If you require accommodation in the event of an emergency, work together with your manager or supervisor to complete the [Individualized Accommodation Plans for Emergencies form](#).

Download the TMU Safe Mobile App

[Download the app](#) to be alerted about weather-related campus closures or urgent situations that pose an immediate safety or security risk to the community. The app also has information on security procedures, contact info for campus support services, safety tips and training and workshops info.

Questions or feedback?

We welcome your input! If you have any comments or questions, please contact HR Client Services at 416-979-5075 or hr@torontomu.ca.

Contact us

Email: hr@torontomu.ca
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Hours: Monday – Friday
8:30 a.m. - 4:30 p.m.

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