



**Onboarding for New Full-Time Academic Staff
A Checklist for Administrators, Chairs and Deans
2016-2017**

The following document provides a broad overview of administrative tasks that are required when onboarding newly hired, full-time academic staff member. It is designed as a resource for Administrators, Chairs and Deans in the onboarding process and to supplement material provided by a full-time academic staff member's home Department or Faculty.

For additional information, please contact the Office of Faculty Recruitment and Retention at facrec@uwo.ca

Initial Onboarding Considerations:

Action	Location	Notes	Required Documentation	When
Appointment Paperwork	Office of Faculty Relations, Suite 3107, Stevenson Hall 519.661.3736	Complete all necessary appointment paperwork and send to OFR for approval and submission to Human Resources for entry in the HR system.	FLANN Appointment Letter(s) AAPAN (if applicable) Work permit (if applicable)	Paperwork should be submitted as soon as all documentation is available to ensure Western ID number and Western Username ID and password are generated.
Relocation	Office of Faculty Recruitment & Retention, Suite 3107, Stevenson Hall 519.661.2111, X84366 or X82915	Refer new academic staff to the Office of Faculty Recruitment & Retention for assistance with relocation, if required.		Before or after arrival, as required.

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Moving	Armstrong International Moving Contact: Angelo Lepore angelo@armmove.com 519.670.3600	Contact Armstrong International Moving to initiate a quote and introduction to new academic staff member. A purchase order will need to be created to cover the cost of the move. Receipted expenses can be reimbursed through a Travel & Expense Reimbursement (online or paper format).		After appointment letter has been signed.
Western Email	Confirmation letter sent to Department or Dean's Office/Chief Librarian's office by ITS	Provide new academic staff with confirmation letter addressed to them by ITS. This letter contains the username and password to initiate and activate the email account	ITS confirmation letter Western User ID Assigned password	After Appointment is keyed on HRIS, confirmation letter will be available.
Western ONECard	Student Central, Office of the Registrar, Western Student Services, Room 1120	New Academic Staff will need to obtain a Western ONECard. Appointment information must be available in PeopleSoft HR and a Western ID number issued prior to obtaining this card.	Western ID number One piece of government issued identification	On arrival.
Pension and Benefits	Human Resources, Room 5100, Support Services Bldg. 519.661.2194	Register new academic staff in a group session or schedule an individual appointment with a Pension and Benefits Consultant. Session type will be dependent on date of arrival. Spouses/partners may accompany new Academic Staff to the consultation meeting. New academic staff must meet with a Pension and Benefits Consultant before the first pay is issued.		Arrange when New Academic Staff member is available to attend and prior to pay deadline of start date.
UHIP	Human Resources, Room	Ensure all new foreign national academic staff	Passport	As soon as

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	5100, Support Services Bldg. 519.661.2194	(and accompanying family members) purchase UHIP. Returning Canadians from abroad and accompanying family members must purchase UHIP during the 3 month OHIP waiting period.	Canadian cheque	possible after arrival.
Health & Safety Training	Human Resources, Support Services Bldg, Rm 5100, 519.661.2194	Ensure new academic staff complete Western's core online training and other required training based on work/study area and required training for specific duties.	Western Username ID and Password	On arrival.
Parking	Parking and Visitor Services, Room 4150, Support Services Bldg. 519.661.3973	Provide information on locations of parking lots, cost of parking and obtaining a parking permit. https://www.uwo.ca/parking/permits/index.html If the new employee is selecting payroll deduction to pay for parking, the individual must have an active appointment.	Western Username ID and Password Make/model of car License plate number	On Arrival.
Office telephone	ITS	Contact ITS to arrange for office telephone.		Prior to arrival.
Building and Office Access	Facilities Management Support Services Building, Room 2301 519.661.3304	Arrange for required building and office access after office and/or laboratory space has been assigned. Arrange for Pre-Authorized Card Access and/or for key entry. Provide Information on the Facilities Management Key Request online application . Ensure that office/laboratory is assigned, cleaned and equipped (as applicable).	Western ONECard for pick up at Parking & Visitor Services, Support Services Bldg., Room 4150 Western Username ID and password for online application.	Space should be assigned prior to arrival. Key requests upon arrival.

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Research and Research Ethics	Research Western , Support Services Bldg., Room 5150 519.661.2161	Ensure new academic staff have information relating to Research Western services including ROLA , research grant facilitation and preparation, research accounting and research ethics.	Western Username ID and password to access ROLA	On arrival. If access is required prior to arrival, contact the Office of Faculty Recruitment and Retention.
Teaching		Arrange for access for OWL Provide information on the Teaching Support Centre . Provide Information on Western Book Store including the following: <ul style="list-style-type: none"> • Course Adoptions/Order Dates • Custom Course Books Provide information on Graphic Services .		On arrival or as required.
School of Graduate and Postdoctoral Studies	International and Graduate Affairs Building (IGAB) Room 1N07 519.661.2102	Provide information on membership in Graduate Studies, access to Gradnet and information on hiring Postdoctoral Scholars.	Western Username ID and password for access to Gradnet.	On arrival.
Western Financial Services	Support Services Bldg, Room 6100 519.661.3839	Provide information on travel discounts, professional reimbursements, finance policies, and account(s). Additional information will need to be provided on:		On arrival.

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		Speed Codes assigned to Research Grants Travel Expense Reimbursement		
Introductions		Ensure new academic staff are formally introduced to colleagues and staff. Assist with orientation to the unit and campus.		On arrival.
Mentoring		Academic leader should discuss expectations for teaching, research and service responsibilities. Academic leader should encourage the new academic staff to connect with the broader university community by attending Faculty Mentoring sessions offered by the Teaching Support Centre, Research Western training and information sessions, departmental meetings, Faculty Council meetings, etc.		After arrival.
UWOFA/UWOFA-LA	University of Western Ontario Faculty Association 1201 Elborn College, Room 2120 519.661.3016	UWOFA and UWOFA-LA members should be advised about UWOFA, provided contact names and a quick review of access to and provisions under the relevant collective agreement.		After arrival.
Western Telephone Directory	Department or Dean's Office	Ensure unit telephone directory coordinator updates the Western telephone directory with the name, title, office location of the new Academic Staff member.		After arrival.

April 25, 2016