GOVERNMENT OF PRINCE EDWARD ISLAND
PUBLIC SERVICE COMMISSION
Orientation Checklist for New Employees

New Employee Demographics			
Position #		**Employee ID #**	
First Name		**Department**	
Last Name		**Division**	
Middle Initial		**Work Location**	
Start Date		**Direct Supervisor**	

Human Resources & Payroll

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Human Resources & Payroll

Section A: Initiation of OnBoarding

To be completed by **Human Resources/Payroll** PRIOR to the commencement of employment.

1) Contact the direct supervisor/manager immediately upon notification that a new employee has verbally accepted a job offer.	**Online**	**Initial**
• Advise the supervisor/manager to contact the employee directly within 24-48 hours to negotiate a start date.		
• Provide an attachment or link to the Orientation Checklist – **ensure the New Employee Demographics table is filled out prior to sending.**		
• Provide an attachment for the **OnBoarding New Employees** document outlining the responsibilities of the supervisor/manager in relation to the PeopleSoft OnBoarding Activity Guide.		
• Provide the new employee's contact information and any other relevant information.		

2) Connect with the new employee immediately upon notification of a start date from the direct supervisor/manager.	**Online**	**Initial**
• Request/remind to complete CRC/VSC to provide **prior to their start date** (if applicable)		
• Provide relevant payroll, benefit and pension documents to be completed (and submitted where possible) in advance of their start date.		
• Remind them to upload or provide copies of registration(s) with professional bodies, proof of education and driver's license.		
• Complete and submit a building access swipe card request form.		
• Complete and submit the **PeopleSoft User Access Form** as soon as possible: ✓ **Available in Alfresco**		
• Follow up with Supervisor/Manager to confirm the **ITSS New Employee Request Form** has been completed and submitted.		

To be completed by **HR/Payroll** within the first week of the new employee's start date

3) Review and collect the following information as part of your departmental HR & Payroll setup and orientation	**Online**	**Initial**
• Oath of Office Form; TD1 forms; Direct Deposit Form; etc.		
• Pay schedule; Deductions (mandatory & optional); vacation and sick accrual rates; etc.		
• Overview of Training & Development application process		
• Overview of Public Sector Group Insurance Plan and provider's contact information (if applicable): https://www.mybenefitplan.ca/groupPSGIP/start.aspx		
• Overview of Civil Service Superannuation Fund (if applicable): https://www.peipspp.ca/		
• Other HR/Pay related information related to the department/division https://psc.gpei.ca/pay-and-benefits		

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Section B: Preparing for Your New Employee

To be completed by the **Supervisor/Manager** PRIOR to commencement of employment.

1) Contact your new employee directly to communicate:	Initial
• Start date ---> **provide to your designated HR/Payroll person as soon as possible**	
• Office hours	
• Contact information for the supervisor, manager, and applicable dept. administrative staff	
• Primary worksite address	
• Parking options (if applicable)	
• Security procedures for relevant worksite(s) (I.e., commissionaires; staff only entrances; etc.)	
• Request whether any unique requirements or accommodations for their primary worksite (I.e., ergonomics; cultural/religious; etc.)	
• Clarify any questions they may have about their new role etc.	

2) Arrange for equipment and workspace setup, network access, and any related training.	Initial
• Complete ITSS New Employee Request Form and submit to ITSS **as soon as possible**. ✓ http://iis.peigov/forms/pdf/New%20Employee%20Request%20Form.pdf	
• Arrange for computer, hardware, and printer access.	
• Arrange for telephone and/or cellular phone (if applicable)	
• Request VPN access (if applicable) ✓ Internal : http ://iis.peigov/forms/pdf/Internal%20VPN%20Form3.pdf ✓ External : http ://iis.peigov/forms/pdf/External%20VPN%20Form3.pdf	
• Submit requests for any workspace setup requirements or accommodations unique to the new employee (I.e., sit-stand desk; lighting; headsets; prayer room; etc.)	
• Ensure workspace and appropriate office supplies are available for their first day.	
• Organize keys for offices and applicable cabinets for their first day.	
• Order business cards and/or name plate (if applicable)	
• Schedule all required departmental/divisional training in preparation for their first day/weeks (I.e., OH&S; computer systems/databases; etc.)	
• Identify a team member(s) to assist with orientation/mentoring.	
• Block out time in your schedule to sit with your new employee on their first day and subsequent weeks.	
• Schedule a time with the payroll and benefits team to complete payroll set up and benefits/pension overview.	

Contact the Service Centre for assistance with the
New Employee Request Form and VPN Access Request Form
(P) 902-620-3600 or (E) servicecentre@gov.pe.ca

3) Communicate the arrival of your new employee (where applicable):	Initial
• Promptly communicate the new employee's start date to the HR/Payroll team and all other relevant stakeholders (I.e., Finance team; Minister's Office; etc.).	
• Notify your immediate team of the new employee's start date and their role.	
• Arrange to notify the department of the new employee's start date and position (if applicable).	
• Communicate the new employee's name and start date to the commissionaires/security at the primary worksite prior to their start date (if applicable)	

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Section C: Welcoming Your New Employee

To be completed by the **Supervisor/Manager** upon commencement of employment. Onboarding activities that are available to employees on the PeopleSoft Online Activity Guide are annotated with a star. ★

1) Supervisors/Managers to personally welcome new employees to the workplace.	Online	Initial
• Greet new employee and show them to their workspace along with appropriate areas for coats, bags, lunches, etc.		
• Sit with the new employee to provide an outline of onboarding, mandatory training modules, and meetings over the upcoming days/weeks.		
• Discuss the mission/mandate of the department/division and how the employee's role aligns and contributes.		
• Review the most up to date Organizational Charts and describe the structure and flow of information through the relevant areas.		
• Discuss individual preferences for communication (I.e., phone call vs email; text vs voicemail; etc.)		
• Introduce the new employee to their coworkers and the member of the team who will be assisting in their orientation/mentoring.		

2) Familiarize your new employee with:	Online	Initial
• Location of washrooms, supply cabinets/room, employee bulletin board(s), printer(s), lunchroom(s), cafeteria (if available), etc.		
• IT applications and resources commonly used within the department/division: ✓ PeopleSoft HR Management System (training via HR/Payroll if required) ✓ Microsoft 365 – Teams, SharePoint, Outlook, OneDrive etc. ✓ Shared network drives ✓ Staff directory/phone lists ✓ Programs, websites and other resources specific to the department/division		
• Employee Assistance Program contact information and available services: https://psc.gpei.ca/employee-assistance-program	★	
• Training & development opportunities ✓ Pathways for Learning: https://psc.gpei.ca/pathways-for-learning-course-selection ▪ Ensure the employee is clear about all eligible opportunities ▪ The detailed application processes and overview can be acquired through the HR/Payroll teams	★	

3) Thoroughly review employment agreements and performance expectations.	Online	Initial
• Review details in the letter of offer to ensure employee is clear on their job title, rate of pay, reporting structure and casual/temporary/classified status etc. Please communicate any discrepancies or questions to HR/Payroll immediately.		
• Review the applicable probationary period and outline the assessment process, etc. ✓ Probationary/Trial Employee Assessment Form: https://psc.gpei.ca/sites/psc.gpei.ca/files/PDF%20Files/Fillable%20%26%20Savable%20Performance%20Probation%20June%202013_2.pdf	★	
• Review the relevant Position Questionnaire including duties and the percentage distribution of responsibilities and tasks. Provide the PQ to the Employee for their records. ✓ If required, contact HR for the most up to date PQ.		
• Review organizational and departmental expectations around attendance and punctuality. ✓ I.e., Shift schedules; start and end times; leave request protocols; lunch and rest breaks; who to contact and when to contact if unable to come to work.		
• Overtime or time-in-lieu reporting/tracking protocols for the department/division and Union members. ✓ Clarify the appropriate contact person for any related questions		
• Personal standards of conduct as laid out by the department/division (I.e., contact with the public; office/remote work attire, etc.)		
• Protocols and policies for purchase requests, shipping, expense reports and monthly travel allowances including but not limited to: ✓ Treasury Board Policy and Procedures Manual Section 17.0 http://iis.peigov/dept/tboard/manual/index.html		

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Section D: Organizational Policies & Acknowledgements

Policies available to employees through the PeopleSoft Online Activity Guide are annotated with a star. Please also allow adequate time for discussion or questions in relation to the content.★

1) Thoroughly review Occupational Health & Safety (OH&S) protocols as they relate to your department/division. *(Engage your departments OH&S committee members where possible/applicable)*	**Online**	**Initial**
• Personal Protective Equipment		
• Location of emergency evacuation maps and first aid kit(s).		
• First aid and CPR contacts		
• Departmental OH&S Committee member contact information		
• Ergonomic assessments (Survey can be requested through PSC OH&S)		
• Organizational procedures, incident reporting, WCB, etc. https://psc.gpei.ca/occupational-health-and-safety	★	

2) Please have the employee review the following organizational policies. *Policies with a double Asterix (**) require the employee's signature or acknowledgement.*	**Online**	**Initial**
• **Conflict of Interest **(PRINT & COMPLETE)** Human Resource Policy and Procedures Manual 5.03 https://psc.gpei.ca/files/PDF%20Files/hrp-manual/hrppm_s5.03.pdf	★	
• **Criminal Records Check Human Resource Policy and Procedures Manual 3.09 https://psc.gpei.ca/sites/psc.gpei.ca/files/3.09%20Criminal%20Records%20Check%20Policy.pdf	★	
• Diversity and Inclusion Policy https://www.princeedwardisland.ca/sites/default/files/publications/diversityandinclusionpolicyenglish.pdf	★	
• **Drug Alcohol & Medication Policy Human Resource Policy and Procedures Manual 5.03 https://psc.gpei.ca/sites/psc.gpei.ca/files/9.08%20Drug%2C%20Alcohol%20and%20Medication%20Policy.pdf	★	
• **IT Internal Acceptable Use Policy https://psc.gpei.ca/sites/psc.gpei.ca/files/InternalAcceptableUsePolicy.pdf	★	
• IT Security and Electronic Devices Human Resource Policy and Procedures Manual 5.06 https://psc.gpei.ca/sites/psc.gpei.ca/files/5.06ITSecurityandElectronicDevices.pdf	★	
• 9.01 - Occupational Health & Safety Policy https://psc.gpei.ca/sites/psc.gpei.ca/files/9.01%20Occupational%20Health%20and%20Safety%20Policy%20%282%29.pdf	★	
• Prevention and Resolution of Harassment in the Workplace Human Resource Policy and Procedures Manual 11.01 https://psc.gpei.ca/sites/psc.gpei.ca/files/11.01%20Policy%20for%20the%20Prevention%20and%20Resolution%20of%20Harassment%20in%20the%20Workplace.pdf	★	
• Records Information Management (RIM) **(CONFIRM ENROLLED/COMPLETED RIM 101)** Treasury Board Policy and Procedures Manual Section 5.0 Mandatory RIM Basic 101 Training (online) | Public Service Commission (gpei.ca)	★	
• Remote Work Guidelines: https://psc.gpei.ca/sites/psc.gpei.ca/files/5.05%20Remote%20Work%20Guidelines%20%28May%202021%29.pdf	★	
• Scent Reduction Policy https://psc.gpei.ca/sites/psc.gpei.ca/files/9.03%20Scent%20Reduction%20Policy.pdf	★	
• Smoke Free Workplace Policy https://psc.gpei.ca/sites/psc.gpei.ca/files/9.02%20Smoke-Free%20Workplace%20Policy.pdf	★	
• Social Media Policy https://psc.gpei.ca/sites/psc.gpei.ca/files/5.07%20Social%20Media%20Dec%202020_0.pdf	★	
• 9.05 - Violence in the Workplace Policy https://psc.gpei.ca/sites/psc.gpei.ca/files/9.05%20Violence%20in%20the%20Workplace%20Policy.pdf	★	
• 9.04 - Working Alone Policy https://psc.gpei.ca/sites/psc.gpei.ca/files/HRPolicy/HRManual_9.04.pdf	★	

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Section E: Additional Information

1) Ensure the employee has been provided with information for the following:	Online	Initial
• Freedom of Information and Protection of Privacy Act ✓ https://www.princeedwardisland.ca/sites/default/files/legislation/f-15-01-freedom_of_information_and_protection_of_privacy_act.pdf		
• Fraud Awareness and Reporting ✓ Treasury Board Policy and Procedures Manual 21.01 http://iis.peigov/dept/tboard/manual/pdf/sec2101.pdf		
• Public Interest Disclosure and Whistleblower Protection ✓ Human Resource Policy and Procedures Manual 7.06.pdf		
• UPSE Collective Agreement ✓ http://www.peiupse.ca/bargaining/2018-2022%20CS%20WCB%20IRAC.pdf	★	
• Emergency Procedures Manual (if applicable)		
• Departmental Business Continuity Plan (if applicable)		

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Employee's Signature Supervisor's Signature

Please return a signed copy to the HR/Payroll Department within the first two (2) weeks of a new employee's start date.

HR/Payroll Use Only

Date Received: _____

Received by: _____

Signature: _____

Notes: _____

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