

## New Employee Checklist

### PRE-HIRE TASKS

Task	Applicability	Instructions	Done
<b>Security Screening</b>	All Employees	<ul style="list-style-type: none"> <li>Apply at your <a href="#">local law enforcement office or closest RCMP detachment</a> for a criminal record check (CRC) and/or Vulnerable Sector Search (VSS).</li> <li>Upload a copy of your CRC and/or VSS using the onboarding system.</li> </ul>	<input type="checkbox"/>
<b>Licence/Professional Membership</b>	Regulated professions	<p><i>Required for regulated health professions under the <a href="#">Alberta Health Professions Act and Health Disciplines Act</a>. Other professions governed by government acts and college or regulatory body.</i></p> <ul style="list-style-type: none"> <li>Upload a copy of your licence/practice permit using the onboarding system.</li> </ul>	<input type="checkbox"/>
<b>BLS- HCP Certification</b>	If required	<ul style="list-style-type: none"> <li>Upload a copy of your Basic Life Support - Health Care Provider Level (BLS-HCP) Certification using the onboarding system.</li> </ul>	<input type="checkbox"/>

### BEFORE FIRST DAY

<b>Communicable Disease Assessment (CDA)</b>	Employees providing health services or working in a facility/clinic	<ul style="list-style-type: none"> <li>Submit a completed <a href="#">CDA form</a> along with any available immunization records.</li> <li>If contacted, attend the appointment with an AHS Occupational Health Nurse or Public Health Office.</li> <li>Failure to submit a CDA form within 90 days of hire, may result in termination of employment.</li> </ul>	<input type="checkbox"/>
<b>Education Allowance</b>	AUNP, AUPE – Aux Nursing, HSAA – Mental Health Therapists and UNA	<ul style="list-style-type: none"> <li>Complete an <a href="#">Education &amp; Certificate Cover Sheet</a> and submit it as per the instructions on the form.</li> <li>Refer to your <a href="#">Collective Agreement</a> for detailed information.</li> </ul>	<input type="checkbox"/>
<b>ID Badge and Access Card</b>	All Employees	<ul style="list-style-type: none"> <li>Take a photo of yourself following photo <a href="#">guidelines</a>.</li> <li>Send the photo and information by email to your zone's contact.            Calgary: <a href="mailto:Calgaryzone.CardAccess@ahs.ca">Calgaryzone.CardAccess@ahs.ca</a>      North: <a href="mailto:Northzone.CardAccess@ahs.ca">Northzone.CardAccess@ahs.ca</a>            Central: <a href="mailto:Centralzone.CardAccess@ahs.ca">Centralzone.CardAccess@ahs.ca</a>      South: <a href="mailto:Southzone.CardAccess@ahs.ca">Southzone.CardAccess@ahs.ca</a>            Edmonton: <a href="mailto:Edmontonzone.CardAccess@ahs.ca">Edmontonzone.CardAccess@ahs.ca</a></li> </ul>	<input type="checkbox"/>
<b>Orientation – Part One</b>	All Employees - <i>if listed on offer letter</i>	<ul style="list-style-type: none"> <li>Complete <a href="#">Part One – Orientation</a> – <i>only required if listed in your offer letter</i>.</li> <li>Print the certificate of completion at the end of the orientation and provide it to your manager on your first day of work. You will receive three hours pay for completing the Orientation.</li> </ul>	<input type="checkbox"/>
<b>Parking</b>	If required	<ul style="list-style-type: none"> <li>Send a <a href="#">Parking Application</a> form (log in to AHS' intranet - Insite to access form) to your <a href="#">local parking office</a>. Include the name of your work site in the email subject line. Parking is not guaranteed.</li> </ul>	<input type="checkbox"/>

## New Employee Checklist

### YOUR FIRST DAY

Task	Applicability	Instructions	Done
<b>Direct Deposit</b>	All Employees	<ul style="list-style-type: none"> <li>On your first day of work, enter your banking information by logging into e-People (HR system). To avoid any delays in payment, you must do this within five days of your start date.</li> </ul>	<input type="checkbox"/>
<b>Canada Revenue/Personal Tax Credit Returns</b>	All Employees	<ul style="list-style-type: none"> <li>Send completed tax forms to payroll at <a href="mailto:payrolladmin.ahs@ahs.ca">payrolladmin.ahs@ahs.ca</a> or fax to 1-888-908-7265.               <ul style="list-style-type: none"> <li><a href="#">Personal Tax Credits Return (Federal)</a></li> <li><a href="#">Personal Tax Credits Return (Provincial)</a></li> </ul> </li> </ul>	<input type="checkbox"/>
<b>InfoCare – On Our Best Behaviors</b>	All Employees	<ul style="list-style-type: none"> <li>Complete this mandatory course via <a href="#">MyLearningLink</a> and electronically sign a <i>Confidentiality and User Agreement</i> at the end of the course. It only takes 30 minutes. You can't access Connect Care without this training. This module is part of the <i>Required Organizational Learning (ROL)</i> program.</li> </ul>	<input type="checkbox"/>
<b>Conflict of Interest Declaration</b>	All Employees	<ul style="list-style-type: none"> <li>Review the <a href="#">Conflict of Interest Bylaw</a>. If you have a conflict of interest to declare, you are required to submit a <a href="#">Declaration</a> form available on AHS' intranet - Insite.</li> </ul>	<input type="checkbox"/>

### YOUR FIRST 30 DAYS

<b>Benefits</b>	Eligible Employees	<ul style="list-style-type: none"> <li>Enroll in benefits plans within your period of <a href="#">eligibility</a>.               <ul style="list-style-type: none"> <li><b>NUEE</b> – you will receive an email in your AHS inbox with enrolment instructions.</li> <li><b>Other Employee Groups</b> – enroll via e-People (HR system).</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>Pension</b>	Eligible Employees	<ul style="list-style-type: none"> <li><b>Mandatory</b> enrolment for regular positions with an average of 30+ hours per week. You will automatically start contributing to <a href="#">LAPP</a>. You will receive a welcome package to your home with forms to complete.</li> <li><b>Optional</b> enrolment for regular positions with an average of 14 hours per week or temporary positions with an average of 30 hours per week for six (6) or more months. Send an <a href="#">optional enrolment form</a>.</li> </ul>	<input type="checkbox"/>
<b>Recognition of Previous Experience</b>	AUNP, AUPE – Aux Nursing, HSAA and UNA	<ul style="list-style-type: none"> <li>Fill out a <a href="#">Recognition of Previous Experience</a> form 'SECTION I', print and sign.</li> <li>Send form to your previous employer(s). For 'SECTION II', a separate form is required for each employer.</li> <li>Once you have received all your completed forms back from your previous employer(s), send information to your local HR office as indicated on the form.</li> </ul>	<input type="checkbox"/>
<b>Long Service Pay Adjustment (LSPA)</b>	UNA with 20+ years of nursing service	<ul style="list-style-type: none"> <li>Send proof of nursing service along with <a href="#">2% Special Long Service Pay Retention Date Request form</a> to HR as indicated on the form. You must send this form within 90 days of your start date.</li> </ul>	<input type="checkbox"/>
<b>Orientation – Part Two</b>	All Employees	<ul style="list-style-type: none"> <li>Register to the <i>Orientation Passport</i> module through MyLearningLink (AHS username and password is required to access the AHS network).</li> </ul>	<input type="checkbox"/>
<b>Employee Groups</b>	All employees	<ul style="list-style-type: none"> <li>Review your <a href="#">terms and conditions of employment</a> or <a href="#">collective agreement</a>. Contact your union representative – <a href="#">AUNP</a>, <a href="#">AUPE</a>, <a href="#">HSAA</a>, <a href="#">UNA</a> for any questions.</li> </ul>	<input type="checkbox"/>