

Alberta Health Services, Provincial Health Agencies, Provincial Health Corporations & AHS Affiliates

New Employee Checklist

Table of contents

Introduction	2
Offer Letter.....	3
Pre-Hire Tasks	5
Tasks Before You Start	6
Tasks to Complete on Your First Day.....	8
Tasks to Complete in Your First 30 Days	9
Tasks to Complete within Your First 90 days to First Year	11

Introduction

Use this checklist to learn more about your conditions of employment and keep track of important information and tasks to complete before your first day and throughout your first year.

If you have additional questions about orientation to your facility and role, please speak with your hiring manager.

Offer Letter

Learn about your employment terms, benefits, pension, and more. **Note:** Your employee group is noted in your offer letter.

Task	Audience	Instructions
Collective Agreement	<ul style="list-style-type: none"> Unionized employees 	<ul style="list-style-type: none"> Read your employee groups' Collective Agreement.
Terms & Conditions	<ul style="list-style-type: none"> NUEE Paid students 	<ul style="list-style-type: none"> Read your Terms & Conditions of Employment.
Code of Conduct	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Read the Code of Conduct; it outlines the expectations for ethical behavior and professional conduct. <ul style="list-style-type: none"> Code of Conduct Recovery Alberta - Code of Conduct
Communicable Disease Assessment Policy	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Familiarize yourself with the Communicable Disease Assessment Policy.
Vacation & Named Holidays	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Learn more about vacation accrual and observed holidays.
Benefits & Pension	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Review your benefits and pension package for details about eligibility and a summary of coverage options for your employee group. <ul style="list-style-type: none"> Benefits Local Authorities Pension Plan Group Savings Plan
Previous Work Experience & Education	<ul style="list-style-type: none"> AUNP, AUPE ANC, HSAA and UNA employees 	<ul style="list-style-type: none"> Review eligibility criteria to determine if you may be entitled to additional compensation in recognition of your previous work experience and education.

Northern Incentives Program	<ul style="list-style-type: none"> Employees working in northern Alberta 	<ul style="list-style-type: none"> Learn about allowances that may be available to you if your work site(s) fall within specific geographic areas in northern Alberta.
Accepting Your Offer of Employment	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Click the link in your offer letter or visit Careers and follow the steps listed in the Onboarding Process guide. Once you accept your offer, the pre-hire process will begin automatically via email.

Pre-Hire Tasks

You will receive an email with a link to start your first pre-hire task. These required tasks must be submitted through [your job profile](#) and approved by Human Resources before your start date can be confirmed. **Note: Pay close attention to task due dates.**

Task	Audience	Instructions
Personal Information	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> On the tasks tab, open the Personal Information Form and complete all required fields, including providing your Social Insurance Number.
Criminal Record Check / Security Screening	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Complete your Criminal Record Check and submit all required documents. <ul style="list-style-type: none"> Note: Security requirements vary by role; check your offer letter for the required level. Apply through your local law enforcement office for a Criminal Record Check (CRC) and/or Vulnerable Sector Search (VSS).
License & Professional Membership	<ul style="list-style-type: none"> Regulated professionals 	<ul style="list-style-type: none"> All regulated professionals must provide proof of licensure or registration with the appropriate Alberta regulatory college. This includes: <ul style="list-style-type: none"> Professions regulated under the Alberta Health Professions Act and Health Disciplines Act. Other roles governed by legislation or regulatory bodies, which may require additional documentation.
Basic Life Support	<ul style="list-style-type: none"> If required 	<ul style="list-style-type: none"> If listed in your offer letter, provide proof of current Basic Life Support – Health Care Provider Level certification.
Setting Your Start Date	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Once your pre-hire documents are approved, your hiring manager will be notified and your start date confirmed. Your employee ID and network credentials will be sent to your leader within five days of approval.

Tasks Before You Start

Complete these tasks promptly to ensure your paperwork is processed and you're set up for success in your new role. **Note: These tasks require your employee ID number.** To find it, log in to your [job profile](#) and go to your employee profile. Contact your hiring manager for help.

Task	Audience	Instructions
Taxation Information	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Email your completed federal and provincial tax forms to payrolladmin.ahs@ahs.ca. <ul style="list-style-type: none"> TD1 Personal Tax Credits Return - Federal TD1AB Personal Tax Credits Return – Provincial
Id Badge & Access Card	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> To request your ID Badge & Access Card, send your photo and personal details to your designated zone contact.
Communicable Disease Assessment Form	<ul style="list-style-type: none"> If required 	<ul style="list-style-type: none"> If you work in a Patient Care Location (PCL) — such as a healthcare facility, clinical lab, patient home, or any setting where you provide or support patient care — you must complete a CDA form. Email the completed form, along with any available immunization records, to whs.cda@ahs.ca, within 90 days of your start date. If your role does not involve working in a PCL, submission is not required.
Organizational Orientation	<ul style="list-style-type: none"> If required 	<ul style="list-style-type: none"> If listed in your offer letter, you must complete the AHS orientation and provide proof of completion to your manager. <ul style="list-style-type: none"> Note: This requirement also applies to new employees of the Provincial Health Agencies and the Provincial Health Corporations. You will receive 3 hours pay for completing the course.
	<ul style="list-style-type: none"> APL employees 	<ul style="list-style-type: none"> Read this overview and watch this Welcome Message video.
Union Orientation	<ul style="list-style-type: none"> Unionized employees 	<ul style="list-style-type: none"> Visit your union website to access member orientation.

Recognition of Previous Experience	<ul style="list-style-type: none"> AUNP, AUPE ANC, HSAA and UNA employees 	<ul style="list-style-type: none"> Relevant work experience from previous roles may be considered when determining your salary placement. <ul style="list-style-type: none"> Complete Section 1 of the Recognition of Previous Experience form, then print and sign it. Send the form to your previous employer(s) to complete Section 2. <ul style="list-style-type: none"> Note: A separate form is required for each employer. Email the completed form and supporting documents to your zone Human Resources office, within 90 days of your start date.
Education Allowance	<ul style="list-style-type: none"> AUNP, AUPE ANC, HSAA and UNA employees 	<ul style="list-style-type: none"> Relevant education from an accredited Canadian post-secondary institution may be considered for additional compensation through an education allowance. <ul style="list-style-type: none"> Complete Section 1 of the Education & Certification Cover Sheet form, then print and sign it. <ul style="list-style-type: none"> Note: A separate form is required for each record of education. Send the form and documents to your hiring manager who must sign the 'Manager Authorization' section. Email the completed form and supporting documents to hrdataadmin.ahs@ahs.ca, within 90 days of your start date.
Long Service Pay Adjustment	<ul style="list-style-type: none"> UNA employees 	<ul style="list-style-type: none"> If you have over 20 years of nursing service, you may be eligible for a 2% Special Long Service Pay Adjustment in addition to your base pay. <ul style="list-style-type: none"> Complete the Long Service Pay Retention Request form. Include 1 supporting document as proof of registration. Submit the form and document to your hiring manager for signature. Email the completed form and supporting documentation to hrdataadmin.ahs@ahs.ca, within 90 days of your start date.
Advancing to Day 1	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Mark each task as complete in your job profile to avoid automated reminder emails.

Tasks to Complete on Your First Day

Note: These tasks require your employee ID and network access. Contact your hiring manager to obtain this information.

Task	Audience	Instructions
Network Access & Email	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Speak with your manager to obtain your email and temporary password.
Direct Deposit	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> On your first day, log in to Employee Self-Service on e-People and enter your banking information. To avoid payment delays, ensure this information is entered within five days of your start date. See Adding Editing Direct Deposit Banking Information for details.
Parking	<ul style="list-style-type: none"> If required 	<ul style="list-style-type: none"> To request staff parking privileges, email your parking application form to the appropriate zone parking office contact as listed on the form. Parking is not guaranteed and is non-transferable from site to site. Visit Parking Services for more information on parking regulations, forms, remote-hybrid options, contact details and more.
Required Organizational Learning – InfoCare – On Our Best Behaviours	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> This 30-minute course, part of the Required Organizational Learning program on MyLearningLink, covers how to apply InfoCare Behaviours, properly collect, use, and share information and understand the impact of improper use. At the end of the course, you will electronically sign the Confidentiality & User Agreement. Note: This course is a prerequisite for Connect Care training and access.
Unit & Site Orientation	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Speak with your leader to learn what you need to know to successfully orient yourself to your facility and site. This may include area-specific policies, procedures, safety protocols, parking, and department contacts to help you get started with confidence.

Tasks to Complete in Your First 30 Days

Task	Audience	Instructions
Enrolling in Benefits	<ul style="list-style-type: none"> Eligible employees 	<ul style="list-style-type: none"> NUEE and AUNP: You will receive an email with enrolment instructions from the Alberta Blue Cross Flex site. All other employee groups: Enroll via Employee Self-Service on e-People. AUPE ANC & GSS, AUNP, CUPE, HSAA, NUEE, PARA employees: Enroll before the deadline to ensure your Flex Spending Credits are applied, if eligible.
Enrolling in Pension	<ul style="list-style-type: none"> Eligible AUNP, AUPE AUX & GSS, CUPE, HSAA, NUEE and UNA employees 	<ul style="list-style-type: none"> Mandatory: You are automatically enrolled in LAPP if you are regularly scheduled to work an average of 30+ hours per week with no set end date. A welcome package with the required forms will be mailed to your home. Optional: You can enroll in LAPP at any time if you are: <ul style="list-style-type: none"> Regularly scheduled to work an average of 14 to 29 hours per week with no set employment end date. A temporary employee with a defined end date of 6 months or more, working an average of 30 hours or more per week. To enroll, submit an Optional Pension Enrollment request via Employee Self-Service on e-People.
Enrolling in a Group Savings Plan	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Voluntary Contributions (all employees) and Employer Match Contributions (UNA employees): <ul style="list-style-type: none"> Enroll online through Manulife or submit an Enrolment (RRSP/TFSA). Note: You must submit separate enrolment forms when first enrolling in a Group Savings Plan RRSP or TFSA.
Note: To access additional information on Benefits, Pension and Group Savings, visit Pay & Benefits and select your employee group.		

Conflict of Interest	<ul style="list-style-type: none"> If applicable 	<ul style="list-style-type: none"> If you have a conflict of interest to declare, you are required to submit a Conflict of Interest (COI) Declaration. If you do not have a COI, you do not need to submit a declaration.
	<ul style="list-style-type: none"> Senior leaders 	<ul style="list-style-type: none"> Leaders (i.e. career level ML1, ML2, SL1, SL2, SL3, or M5 reporting directly to a member of the Executive Leadership Team) must submit a COI declaration, regardless of whether they have a COI to declare.
Required Organizational Learning	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Required Organizational Learning (ROL) courses are mandatory for all healthcare staff. They cover key policies, procedures, and standards to help you work safely and effectively. Refer to the New Employee Course Schedule for the recommended completion timeline. Note: ROL does not replace role-specific or hands-on training. Speak with your leader about any additional training required for your role.

Tasks to Complete within Your First 90 days to First Year

Task	Audience	Instructions
Complete Forms	<ul style="list-style-type: none"> All employees, if applicable 	<ul style="list-style-type: none"> Reminder: If applicable, the following forms must be submitted within 90 days of your start date: <ul style="list-style-type: none"> Communicable Disease Assessment form Education & Certification Cover Sheet form Long Service Pay Retention Request form Recognition of Previous Experience form
		<ul style="list-style-type: none"> The Conflict of Interest Declaration form must be submitted by the deadline. Visit Conflict of Interest Bylaw for more information.