New employee checklist

Additional information may be found on the New Employee Resources pages.

Submit essential documents

Once you accept your e-Offer, you will be sent email notifications to complete various tasks, where applicable, to your role (e.g. submit proof of registration).

The documents listed below must be submitted as a condition of employment and will be uploaded using the onboarding system.

These tasks must be completed **before your first day of work** to be hired into our systems and obtain your network credentials. Delays in uploading the information below may result in a change to your start date.

Task	Instructions	Initials
Personal Information Form	• Complete the online form. This information is required to set you up in our HR/Pay Systems. • If your Social Insurance Number (SIN) begins with 9, you will be required to provide a valid SIN and evidence of a valid work permit. See the Internationally trained staff section for details.	
Criminal Record Check (CRC)	• Upload a Criminal Record Check, from your local police detachment (Municipal or RCMP), or Triton. • If you are unable to obtain your CRC prior to your start date, you must contact your manager as your start date may need to be changed. • See the Criminal Record Check page for more details. • As a condition of your employment, you are also required to disclose any previous convictions, record suspensions or pardons received for charges of sexual assault or other sexual offences. If you have information to report, please contact your hiring manager prior to the commencement of any work, including training or orientation shifts.	
License / Professional Registration / Practice Permit	• Upload your current license / professional registration / practice permit. • See the Licenses, professional registration and practice permits page for more details.	
Basic Life Support (BLS) Certification	• Upload your current BLS Certification. • See the Basic Life Support Certification section for more details.	

Get ready for your first day

The following tasks must be completed prior to your first day of work.

Task	Instructions	Initials
Health Assessment	• See the Immunization Information section to access the link for submitting your immunization information.	
Employment Agreement	• Review the Employment Agreement information applicable to your role. Your employment agreement may be found in your offer letter. • Education Allowance: We may recognize courses, certificates, degrees or post gradual degrees relevant to your position. Submit a completed Education & Certificate Cover Form with your educational credentials through the HR ServiceHub. • See the applicable Employee Agreement for more details and to access the form.	
Policies and forms	• Review all policies outlined on the Review policies and sign forms section. • Submit the following signed forms to your Manager on your first day of work: - Code of Conduct - Confidentiality & User Agreement - Conflict of Interest Policy and Declaration	
HR Contact Centre	• The HR Contact Centre can help you with questions about HR, benefits, pension and payroll. • See the HR Contact Centre section for more details.	

Complete once you have your Employee ID and network credentials

Task	Instructions	Initials
Network access and email	• Use your credentials to access e-People, our intranet and more. • See the network access and email page for more details.	
e-People	• e-People is our human resource and payroll system. • See the e-People section for more details.	
Payroll	• Enter your personal banking information into e-People within five days of your start date. See the e-People User Guide for instructions on adding/editing your direct deposit information. • Submit the completed Personal Tax Credit forms to Payroll within five days of your start date to Payroll.Documents@covenanthealth.ca or by fax to 1-844-776-0433. - TD1 Personal Tax Credits Return - TD1AB Alberta Personal Tax Credits Return • See the Payroll page for more details.	
Benefits and pension	• If eligible for benefits, you will receive an email via your Covenant Health email address. You must enroll in benefits within the first 31 days of initial eligibility. • Regular employees will automatically be enrolled in the pension plan if they are working 30 hours or more per week. Part-time or temporary employees may be eligible for optional participation in the pension plan. • Review the Benefits and Pension page and your Employment Agreement for details on benefit eligibility.	
Recognition of previous experience, portability and site transfers	• Recognition of Previous Experience: We may recognize relevant previous work experience to determine your salary placement. Submit a completed Recognition of Previous Experience form and/or Portability Letter from your previous employers through the HR ServiceHub. • Portability: You may port entitlements if you meet the conditions outlined in your employment agreement. Submit a portability letter from your previous employer through the HR ServiceHub. • Site Transfer: You may be eligible to transfer entitlements and banks between Covenant Health and AHS if conditions are met. If eligible, contact HR at the AHS site which you are	

Task	Instructions	Initials
	leaving to submit a request. • See the Recognition of previous experience, portability and site transfers page or your Employment Agreement for more details.	
Corporate Orientation	• Register through **CLiC**. • See the Corporate Orientation page for details.	
ID Badges and Parking	• See the ID Badges and Parking page for details.	
Learning and development	• See learning and development opportunities at Covenant Health.	
Policies	• See policies and procedures on CompassionNet	
Services and supports for managers	• See the services and supports for managers section if you are in a leadership role.	