EAS Employee Onboarding & Offboarding Process

ONEcard - this is your UAlberta ID card that is used for various on-campus services, such as door access, libraries, printing and copying, food, and more.
A photo can be submitted and approved in advance. You must pick up your ONEcard in person and present valid government issued photo ID at time of issuance.
[Learn more about ONEcards and where the InfoLink ONEcard Service Centre is located.](#)

Key/ONEcard Access Request System - you will be given automatic card swipe access to the exterior doors of ESB, Tory and CCIS, CCIS elevators, bookable meeting rooms (ESB 2-15 and 2-18), mail room (ESB 1-25 A), and package/lunchroom (ESB 1-29). For any other rooms that you require access to, including your office space, you will need to submit your request for keys/access via the [EAS Key Request Form](#) (multiple rooms can be requested on the same form). If a room that you are requesting access requires a physical key, you will receive an email when the key is ready for pick-up. Keys can be retrieved from the main office (ESB 1-26).

Direct Deposit - this can be set up in [Bear Tracks](#). Once logged in, select the _Employees_ tile, follow the _Employee Self-Service (HCM)_ link, then select the _Payroll & Compensation_ tile. On the left side navigation, select _Direct Deposit_. Near the bottom of the page, click the _Add Account_ button, input your banking information, and submit.

Teaching Guide - review this document if you will be teaching a course in EAS. The guide covers practical guidance for instructors before and during the term, teaching resources, facilities program information, and more.

Mail - letter mail is distributed to the mailboxes within the inner room of ESB 1-25. Outgoing letter mail can be left on the outgoing mail countertop tray; it must either have postage or a mail slip attached with speedcode.
You will receive an email if a package has arrived for you. Packages can be retrieved from ESB 1-29. Outgoing packages must have a completed [Shipping Form](#) attached, and can be left on the right hand side counter beneath the window in ESB 1-29.

Click Here to View Onboarding Toolkit

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WHEN YOU LEAVE

__Keys__ - return your keys to the main office (ESB 1-26).

__Mail__ - retrieve any mail from your mailbox, and update your forwarding address.