Faculty of Medicine & Dentistry
Academic Employment Onboarding Checklist Items
Responsible to complete: Department Administrator or APO

Purpose: Itemize responsibilities of incoming individual, department and Dean's office for an academic arrival. **- Please initial corresponding box as items completed** **- Please elaborate as required if completing electronically or attach additional information attached sheet(s)**

The Department is responsible to:

☐ Arrange office space (consider fee for service)

☐ Arrange lab space (where appropriate)

☐ The following items are required for activation of appropriate computing accounts and various work related resources. The employee and/or direct supervisor can determine the specific needs by the role and ownership of computing devices.

    ☐ **University Account**
Contact IST via phone at 780 492-9400, online at helpdesk@ualberta.ca
  ☐ CCID
  ☐ Google Applications (email, Calendar, drive) various ownership permissions
  ☐ Provide applicable policies
    ☐ University: https://policiesonline.ualberta.ca/Pages/default.aspx
    ☐ Faculty: https://www.med.ualberta.ca/about/policies
  ☐ Access to faculty systems with CCID access
  ☐ Access to eTRAC, PeopleSoft Access & EDRMS
  ☐ UME Admissions
  ☐ U of A Bursary Systems
  ☐ Standing Committee Systems
  ☐ Site licenses for non-faculty computers
  ☐ Telephone and line access (Tamis) Remember to update on Farm

    Faculty Account (Med)
Employee must have CCID before MedIT can create an account
Contact MEDIT via phone 780-492-9731, online
https://servicedesk.med.ualberta.ca

  ☐ Access to Faculty Resources (Faculty Computers, printers, and Network drives, iron keys)
  ☐ Provide applicable policies
    http://www.medit.med.ualberta.ca/StandardsPolicies/Pages/default.aspx
  ☐ FARM access
  ☐ AARP access
  ☐ Annual Report online
  ☐ Configuration of Academic and Clinical Software

		☐ Port activation in office ☐ access to MEDSIS/ E-class/FoMD Moodle
		Alberta Health Services Account (Clinical Staff) Contact AHS Helpdesk via phone 780-735-41357, via email at servicedesk.edm@albertahealthservices.ca (request VSM number for tracking purposes) ☐ Mandatory online security before access granted ☐ Access to AHS Resources (AHS Computers, printers, and network drives) ☐ Access to EMR databases and clinical applications (eg: Netcare, eClinician) ☐ Provide applicable policies (normally accompanying access forms) ☐ Keyfob (for remote access to network and clinical applications through portal) ☐ Northern Alberta Clinical Trials & Research Centre ☐ Specialist on Call – Notify Medical Affairs ☐ Ambulatory clinics contact AHS; Medical Staff Bylaws and Rules
☐	Pensions and Benefits of new academic employee and type of agreement/contract https://hrnet.hrs.ualberta.ca/hrnet/login.aspx?ReturnUrl=/Benefits/index.aspx	
☐	Department to notify the Individual with a welcome letter and email once they receive the fully executed contract in addition an email notifying of the start date in the contract an email to**, the Provost, the Departmental APO, Vice Deans (Education, Faculty Affairs, Research), Chief Operating Officer (if a clinical Dept ** Each of the above individuals are responsible to advise their respective areas. NOTE: Since the above list includes people not in FARM we cannot develop a comprehensive offboarding/onboarding email list**	
☐	Advise of financial procedure training (purchases orders, invoice payments, travel and expense, professional expense, eTRAC, Researcher Homepage	
☐	Ensure Corporate Card and Travel Card are issued if applicable.	
☐	Recommended Training /Information Sessions – LINKS** EHS, FOIP, HIA, Working with Respect Policy (Department of Medicine): see link below Ethical Conduct and Safe Disclosure Policy: https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Ethical-Conduct-and-Safe-Disclosure-Policy.pdf Environmental Health and Safety: http://www.ehs.ualberta.ca/	

	FOIP: http://www.ipo.ualberta.ca/ HIA: https://www.assembly.ab.ca/HIAReview/Health_Information_Act.pdf http://www.health.alberta.ca/documents/HIA-Guidelines-Practices-Manual.pdf Conflict of Commitment / Interest: https://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=105 Code of Conduct: https://www.med.ualberta.ca/-/media/medicine/AboutUs/policies/fomd-code-of-conduct18062013.pdf
☐	Advise of Department specific activities – rounds, research day, website, faculty tithe, etc
☐	Orientation – Department and Academic Orientation Manual

The FACULTY member (new employee) is responsible to:		
	☐	Provide contact information (home address, phone numbers, emergency contact, etc.) ensure it is updated in Bear tracks
	☐	Change password and access of UofA email (upon receipt of CCID)
	☐	Set up Parking, obtaining OneCard, obtaining AHS ID Card (where applicable), configuring voice mail, fax, keys, etc.
	☐	Activate PIN codes and passwords for any UofA space intrusion alarm systems (see Security, Health & Safety Advisor - https://www.med.ualberta.ca/about/facilities/security
	☐	Meet with Chair/Divisional Director/APO to determine the following:
	☐	Research transition issues from another institution (grants, equipment, lab closeout, etc.)
	☐	Identify staffing requirements – support, Research Associate, Post-doctoral fellow appointments

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RESOURCES
Faculty Development
Academic Staff Orientation Manual
- Faculty Highlights
- Introduction to Annual Report Online (ARO)
- Human resources available to academic staff
  - Mentorship
  - Promotion and Tenure (FEC guidelines)
- Educational and Program Resources
- Introduction to and important links on the University of Alberta Policies and Procedures Online (UAPPOL)
- Important Research Information provided by Research Services Office, Research Facilitation Office and the Office of Research, FoMD
- Information technology and support available on campus and at AHS
- AHS Clinical Information

Onboarding Summary (from Dept of Medicine – Academic New Employment Detailed Procedure Checklist)

Recruitment/Position Cases
- Advertisements
- LOO
Funding
- Research Funding
Immigration
Employee
- CCID
- Password
- RAF
- Contract, supplementary conditions
Orientation
Other
- Announcement
HR/Support Staff
Space Planning
Computer Equipment/Electronics
Clinical and Educational
Information Systems
Administrative
- Keys
- Phone
- Pager
- Locker

- ONEcard
- Hospital ID
- Access cards
- Parking

Research Grants
- Startup

Graduate Education
- PhD/MSc students

Medical Education
- Residents
- Fellows

Career Development

Department of Medicine – Working with Respect Policy (2007)
http://www.medicine.med.ualberta.ca/en/GraduateStudies/Policies/~/media/deptmed/Administration/HR/working_with_respect.pdf

SIGN OFF:

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Printed Name   Signature   Date