

# Employee Onboarding

Building Employee Engagement



**Onboarding: Employee Resource Guide**

# Onboarding

## *Employee Resource Guide*

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### Overview

The Onboarding: Employee Resource Guide is designed to support you during the onboarding process. This document contains resources for you to use as you work through the Onboarding Checklist with your manager. Although specifically designed for the onboarding process, these resources may be of use to you as you continue in your career with the Government of Newfoundland and Labrador.

To recommend changes or additions to this document, please email your suggestions to [cld@gov.nl.ca](mailto:cld@gov.nl.ca).

### Daily Activities - Resources/Notes

A list of resources/notes are provided below for the day the activity is scheduled to happen. For example, if the activity is to review a specific policy on day one, the policy link is provided in the Day 1 Activities – Resources/Notes section.

Day 1 Activities - Resources/Notes
<p><b>Payroll Forms and Documents</b></p> <ul style="list-style-type: none"><li>• Your pay will be affected if there are delays in submitting your forms and documents to the HR Service Centre.</li><li>• The forms that must be completed and submitted to the HR Service Centre are:<ul style="list-style-type: none"><li>○ Hire/Change Form</li><li>○ Oath/Affirmation of Office</li><li>○ Evidence of Insurability</li><li>○ Application for Enrolment</li><li>○ Optional Life Insurance – Declaration of Good Health</li><li>○ Personal Tax Credits Return</li><li>○ Newfoundland and Labrador Personal Tax Credits Return</li><li>○ New Hire/Rehire Checklist</li><li>○ Direct Deposit</li><li>○ GMPP Package</li></ul></li><li>• Copies of these forms can be requested through the HR Service Centre.</li><li>• An employee must also submit the following documentation to the HR Service Centre.<ul style="list-style-type: none"><li>○ Copy of your SIN card or confirmation of SIN letter from Service Canada</li><li>○ Copy of your birth, baptism certificate, passport, or driver's license</li><li>○ Voided cheque or direct deposit slip stamped by banking official</li></ul></li><li>• The Oath of Office can be found at <a href="#">Oath of Office</a>.</li></ul>

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### Day 1 Activities - Resources/Notes

#### **Policies**

- Policies referenced in Day 1 Activities can be found at:
  - Scent: [Scent Policy - Treasury Board Secretariat](#)
  - Hours of Work: [Hours of Work Policy - Treasury Board Secretariat](#)
  - Summer Hours: [Summer Hours - Treasury Board Secretariat](#)
  - Flexible Work Arrangements: [Flexible Work Arrangements - Treasury Board Secretariat](#)
  - Smoke-Free Workplace: [Smoke-Free Workplace Policy - Treasury Board Secretariat](#)

#### **Training Courses/PSAccess**

- To complete a training course, log into PSAccess and register for the course(s).
- You will need a government email address to create a PSAccess account.
- Details on how to create a PSAccess Account and register for a course are outlined in the PSAccess section (see page 8).
- Questions regarding PSAccess, including issues logging in, should be sent to the CLD at [PSAccessSupport@gov.nl.ca](mailto:PSAccessSupport@gov.nl.ca).

#### **HR Service Centre**

- The HR Service Centre contact information is provided in the Employee Contact List (see page 10).
- The HR Service Centre is available to answer your human resources questions. Examples of types of information requested through the HR Service Centre include:
  - Pay cheques – how to read, where to find them, etc.
  - Leave – how to submit a leave request, where to find leave entitlements, etc.
  - PeopleSoft - how to find T4s, paystubs, benefits information, leave balances, etc.
  - Benefits/Insurance – eligibility requirements, required versus optional benefits, etc.
  - Pension plan – types, purchasing periods of unpaid leave, etc.
  - Policies – clarification, details, etc.

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### Day 2 Activities - Resources/Notes

#### **Training Courses:**

- A list of required courses can be found in the Required Training section (see page 9).
- Your manager will assign additional courses, depending on your individual work duties.
- You can register for and/or complete training courses through PSAccess (<https://login.psaccess.ca/>).

#### **PPE (Personal Protective Equipment)**

- The PPE (Personal Protective Equipment) policy link can be found at [Personal Protective Equipment Policy - Treasury Board Secretariat](#).

#### **Social Media Policy and Guidelines – Video and Document**

- The Social Media Policy and Guidelines document are included in the Employee Onboarding course and can also be found at [Official Government of Newfoundland and Labrador Social Media Accounts - Government of Newfoundland and Labrador](#).

#### **PeopleSoft**

- With PeopleSoft self-service access, you will be able to view your paystub; request leave; review your leave balances; view your benefits information; print your T4, etc.
- It can take up to 2 weeks for a new employee to receive self-service access in PeopleSoft.
- Your username and password for PeopleSoft is the same as the one you use to log into your computer.
- PeopleSoft how to videos and Quick Reference Guides can be found at [PeopleSoft – Public Service Network \(gov.nl.ca\)](#).

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### Day 3 Activities - Resources/Notes

#### Absences/Building Closures

- Details regarding calling in absent can be found at [Hours of Work Policy - Treasury Board Secretariat](#).
- Policy details regarding adverse weather conditions and states of emergency can be found at [Adverse Weather Conditions and States of Emergency Policy - Treasury Board Secretariat](#).

#### Occupational Health and Safety (OHS)

- The Occupational Health and Safety policy can be found at [Occupational Health and Safety Policy - Treasury Board Secretariat](#).
- The link to the Safety Guidelines and Information is [Safety Guidelines and Information - Digital Government and Service NL](#)
- A Guide to OHS Legislation can be found at [NL OHS Guide \(workplacnl.ca\)](#).

#### Statutory Holidays

- A list of stat holidays can be found in the Holiday Policy on the government website at [Holiday Policy - Treasury Board Secretariat](#).

#### Payroll Schedule

- The payroll schedule (Deadlines for Processing document) can be found at [Forms and Applications - Treasury Board Secretariat](#).

#### PeopleSoft

- PeopleSoft how to videos and Quick Reference Guides can be found at [PeopleSoft – Public Service Network \(gov.nl.ca\)](#).

#### Provident<sup>10</sup>

- Provident<sup>10</sup>'s website is [Provident10 | Empowering Your Retirement Journey | PSPP](#).

#### Employee Benefits Link

- A list of available employee benefits can be found at [79-01501-GNL-2023-Benefits-guide.pdf](#) and [Group-Insurance-Booklet.pdf](#).

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### Day 4 Activities - Resources/Notes

#### Use of Equipment/Resources

- The Equipment and Resources Usage policy can be found at [Equipment and Resources Usage Policy - Treasury Board Secretariat](#).

#### Collective Agreements

- Collective Agreements can be found on the government website at [Collective Agreements - Treasury Board Secretariat](#).

#### Employee Assistance and Respectful Workplace Programs:

- Details of the Employee Assistance and Respectful Workplace Programs can be found at [Employee Assistance and Respectful Workplace Programs - Public Service Commission](#).
- You can apply for Employee Assistance or Respectful Workplace Program services at [Application Form - Public Service Commission](#).
- An overview of both programs is included in the Employee Onboarding course.

### Day 5 Activities - Resources/Notes

#### PeopleSoft Job Aids

- PeopleSoft how to videos and Quick Reference Guides can be found at [PeopleSoft – Public Service Network \(gov.nl.ca\)](#).

#### Occupational Health and Safety (OHS)

- OHS legislation can be found at [Legislation Summary - Digital Government and Service NL](#)

#### Government Human Resource Policies

- A full list of HR policies/procedures can be found on the government website at [Alphabetical Policy List - Treasury Board Secretariat](#).
- Government job opportunities can be found at [Careers | Strategic Staffing | Government of Newfoundland and Labrador](#).

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### PSAccess

#### Introduction

The Centre for Learning and Development offers a wide variety of courses to employees. To complete a course, you must first register for the session through PSAccess. The steps required to create a PSAccess account and register for a course are provided below.

If you previously worked with government and you need your PSAccess account reactivated, you should email [psaccesssupport@gov.nl.ca](mailto:psaccesssupport@gov.nl.ca) and ask to have your account reactivated.

#### Creating a PSAccess Account

**Step #1:** Go to [PSAccess.ca](https://psaccess.ca)

**Step #2:** Click “First Time User”

**Step #3:** Enter your **government** email address (e.g. [billblue@gov.nl.ca](mailto:billblue@gov.nl.ca))

**Step #4:** Click “Find My Account”

#### Notes:

- You will receive an email from PSAccess with a username and temporary password. The first time you log in, you will be prompted to change your password.
- If you forget your username or password, click on the “Forgot your Password” link, enter your **government** email address and click “Find My Account”. Once completed, you will receive an email from PSAccess with your username and a temporary password. The next time you log into PSAccess, you will be prompted to change your password.

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### Registering for a Course Using PSAccess

**Step #1:** Login into PSAccess ([PSAccess.ca](https://PSAccess.ca))

**Step #2:** To find a specific course, select a category (e.g. Health and Safety) in the course catalog and look for the course **OR** click on “View Complete Course Listing” at the bottom of the page to see all active courses.

**Step #3:** Click on the course name and click the “+Register Now” button

**Notes:**

- If the course is self-paced (eLearning), once you register for the course, you have access to complete the session/view the content immediately.
- For in-person and virtual instructor-led sessions, you will receive an email from the Centre for Learning and Development with course details, including date, time and location of the session; and, for virtual sessions, a link to use to access the session at the scheduled date and time.
- To open an eLearning course that you have registered for, go to the E-LEARNING link and click on the “Launch Course” next to the course you want to complete or review.
- To see a list of your completed courses, go to the MY PSACCESS link, select Profile and scroll down the page to the “Your Record of Learning” section.

## Required Training

All public service employees must complete the courses listed below.

- Cyber Security Awareness
- Toward Reconciliation: An Overview of Indigenous Histories Across Canada
- Fraud Prevention and Detection

Other required courses are dependent on your department, position, and responsibilities. Your manager will provide a complete list of courses that you must complete.

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### Employee - Contact List

Below is a list of frequently used employee contacts.

Employee - Contact List	
Group	Contact Information
HR Service Centre	<b>Phone:</b> 709-729-7690 / 1-888-729-7690 <b>Email:</b> <a href="mailto:HRServiceCentre@gov.nl.ca">HRServiceCentre@gov.nl.ca</a>
OCIO Service Desk	<b>Phone:</b> 709-729-4357 <b>Email:</b> <a href="mailto:servicedesk@gov.nl.ca">servicedesk@gov.nl.ca</a>
FMS (Financial Management System)	<b>Phone:</b> 709-729-2670 <b>Email:</b> <a href="mailto:fmshelpdesk@gov.nl.ca">fmshelpdesk@gov.nl.ca</a>
EAP (Employee Assistance Program) RWP (Respectful Workplace Program)	<b>Phone:</b> 709-729-2290 / 1-888-729-2290 <b>Website:</b> <a href="#">Employee Assistance and Respectful Workplace Programs - Public Service Commission</a> <b>Online Application Form:</b> <a href="#">Application Form - Public Service Commission</a>
Transportation and Infrastructure	<b>Email – Id Badge:</b> <a href="mailto:IDSection@gov.nl.ca">IDSection@gov.nl.ca</a>
Centre for Learning and Development (CLD)	<b>Phone:</b> 709-729-3653 <b>Email:</b> <a href="mailto:cld@gov.nl.ca">cld@gov.nl.ca</a>
Government Telephone Directory	<a href="#">Telephone Directory   Government of Newfoundland and Labrador</a>

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### Website List

A list of common government websites is provided below with additional space to add common department specific websites.

Website List	
Working in Government	
Website Name	Website Address
Government of Newfoundland and Labrador	<a href="#">Government of Newfoundland and Labrador</a>
Government Daycare	<a href="#">Government Daycare - Treasury Board Secretariat</a>
Employee Benefits	<a href="#">79-01501-GNL-2023-Benefits-guide.pdf</a>
	<a href="#">Group-Insurance-Booklet.pdf</a>
Public Service Centre Network (PSN)	<a href="#">Public Service Network – Government of Newfoundland and Labrador Intranet</a>
Pension Plan (PSPP) - Provident <sup>10</sup>	<a href="#">Provident10   Empowering Your Retirement Journey   PSPP</a>
GMPP (Government Money Purchase Pension Plan)	<a href="#">Government Money Purchase Pension Plan - Treasury Board Secretariat</a>
USPP (Uniform Services Pension Plan)	<a href="#">Uniformed Services Pension Plan - Treasury Board Secretariat</a>
Career Centre – Government Job Opportunities	<a href="#">Careers   Strategic Staffing   Government of Newfoundland and Labrador</a>
PSAccess – Training Courses	<a href="#">PSAccess.ca</a>
PeopleSoft	<a href="https://hcmprd.psnl.ca/">https://hcmprd.psnl.ca/</a>
Onboarding Resources	<a href="#">Onboarding - New Employees - Treasury Board Secretariat</a>

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Website List	
Working in Our Department	
Website Name	Website Address

### Government Policies/Programs List

Highlighted below are some government polices/programs. A full list of policies can be found on the government website at [Alphabetical Policy List - Treasury Board Secretariat](#).

Unionized employees should also refer to their collective agreement.

Government Policies/Programs	
Policy/Program Name	Website Address
Harassment-Free Workplace Policy	<a href="#">Harassment-Free Workplace Program - Public Service Commission</a>
Violence Prevention	<a href="#">Violence Prevention Initiative - Government of Newfoundland and Labrador</a>
Family Violence Leave Policy	<a href="#">Family Violence Leave Policy - Treasury Board Secretariat</a>
Access to Information and Protection of Privacy	<a href="#">Access to Information and Protection of Privacy Office - Government of Newfoundland and Labrador</a>
Personal File Policy	<a href="#">Personal Files Policy - Treasury Board Secretariat</a>

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Government Policies/Programs	
Policy/Program Name	Website Address
Labrador Benefits Policy	<a href="#">Labrador Benefits Policy - Treasury Board Secretariat</a>
Job-Protected Unpaid Leave Policy	<a href="#">Job-Protected Unpaid Leave Policy - Treasury Board Secretariat</a>
Special Leave without Pay Policy	<a href="#">Special Leave Without Pay Policy - Treasury Board Secretariat</a>
Deferred Salary Leave Policy	<a href="#">Deferred Salary Leave Policy - Treasury Board Secretariat</a>
Leave to Vote Policy	<a href="#">Leave to Vote Policy - Treasury Board Secretariat</a>
Political Activity Policy	<a href="#">Political Activity Policy - Treasury Board Secretariat</a>
Social Media Policy and Guidelines	<a href="#">Official Government of Newfoundland and Labrador Social Media Accounts - Government of Newfoundland and Labrador</a>
Personal Loss Policy	<a href="#">Personal Loss Policy - Treasury Board Secretariat</a>
Employee Liability Policy	<a href="#">Employee Liability Policy - Treasury Board Secretariat</a>
Travel Advances Policy	<a href="#">Travel Advances Policy - Treasury Board Secretariat</a>
Payroll and Benefits Forms and Applications	<a href="#">Forms and Applications - Treasury Board Secretariat</a>
Office of the Chief Information Officer (OCIO) Legislation, Policies, Directives, Standards, and Guidelines	<a href="#">IM Policy Framework - Office of the Chief Information Officer</a>