

Navigating the New Employee Onboarding Step

Welcome to the University of Guelph!

- As a new/re-hire to the University of Guelph, you are required to provide certain personal data and also complete and e-sign federal and provincial tax forms to be set up in the University's payroll systems.
- As soon as your department has initiated onboarding for you, an email from: Gryphonsatwork-ias@uoguelph.ca [1] will be sent which will include a link to create a temporary profile so that you can access your new hire tasks.
- If you have worked the University of Guelph before, the system will identify you as a returning employee and you will be invited to complete the New Hire Tasks a second time to validate your merged profile data.
- You are strongly encouraged to complete these tasks as soon as possible to avoid any delays in your pay. If you are unable to complete this step, please initiate a help ticket by emailing: gryphonsatworkhrmshelp@uoguelph.ca [2].
- You must first select the activate account link in the email you receive and set a new password. You can then login with the new password to complete the following:
 - Your personal information
 - Compliance / Tax forms
 - eSignature sign off on Tax Forms (in DocuSign)
- Please note you may need to pause in between completing each section before the next section can be started.

For dept admins who would like to send the key pieces of information below to their new/re-hires, please go to the [Template Email for Department Admins page](#) [3].

For New/Re-hires, please follow the steps below:

1. Select the **One-Time Activate Account** link in the email you receive. Create a **new password** for the account. **You are highly encouraged to open the link in an incognito browser window.**
 - If you use your one-time activation link and need to access GAW please use this link: [Gryphons at Work](#) [4]



Hello [REDACTED],

Congratulations on your new appointment at the University of Guelph, we are excited you will be joining/re-joining the campus community! Your immediate attention is required to activate your new appointment.

A temporary account has been created for you in the Human Resources system called Gryphons at Work so that you can start your onboarding paperwork. To activate your account, open the link provided at the bottom of this message, ideally in a private window on your browser (right-click for this option).

Once logged in, Gryphons at Work will open and you should find an onboarding tile on your home page. Click the tile to complete the onboarding paperwork.

Please be prepared to enter data like mailing address and phone, emergency contact, social insurance number as well as personal banking information for direct deposit etc. You are also required to fill in federal and provincial tax forms. It is recommended you set 20-30 mins aside for this step. Employees with a work or study permit will be required to upload a copy of the permit. Please be prepared with a copy for upload. If you do not have a valid permit at the time of receiving this email, please wait until you have your permit before completing onboarding. Your appointment cannot be activated until you are able to produce a copy of a valid permit or confirmation of implied status. Once this step is completed and your appointment has been successfully activated by the University, the Computing and Communications Services (CCS) team will send an email confirming your University of Guelph username and email which you will use to access Gryphons at Work, starting on your first day.

Thank you for your attention to this critical step to activate your appointment.

Please note: A pay cheque associated with this appointment cannot be issued until this step is completed. You are highly encouraged to complete this step no later than 3 days of receipt of this email.

[Click here to activate your account](#)

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After you set your password, click 'Continue' to be automatically routed to your temporary profile home page on Gryphons at Work where you can click into your **Onboarding Checklist** as pictured below.

Home Page with Required Task.

3.

By clicking the tile, you will be brought to the new employee tasks, where you can begin by completing your personal information. Select **Get Started** to continue.

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Get Started.

4.

Provide Personal Data to begin. Fill in your **Date of Birth** and other required fields (Gender, Marital status, Has Provincial Health Coverage and Do you have a social insurance number?). All required fields are marked with a red asterisk (*).

Provide your date of birth.

5.

Fill in your **Social Insurance Number (SIN)**. If your SIN starts with a 9 the system will require you to upload a work permit as an attachment.

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Upload a work permit if relevant and confirm whether you are covered under a Provincial health plan such as OHIP. If you do not have a SIN, you will be instructed to enter a series of 9s into the temporary SIN field. This will send an email to you and your supervisor explaining how to get a SIN. **We cannot process payroll until a valid SIN is provided.**

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Provide your SIN.

6.

Confirm your **email** and ensure it is marked a **Primary**. Add or update your **address** if needed. A home address is required for payroll.

Provide your Primary Phone and Address.

7.

If there are any blank sections, remove them using the **trash can** icon.

Remove items with the garbage can icon.

8.

Enter an **Emergency Contact**, mark at least one Emergency Contact as **Primary**.

Add your Primary Emergency Contact.

9.

Click **Continue**.

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Continue.

10.

Answer the question about your employment history. Click Continue.

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If you indicate at this point that you have previously worked for the University of Guelph, ensure you select the correct option for whether you contributed to UHIP and enter your previous termination date if you know it.

Employment History Question.

11.

Answer the question about the Provincial Coverage. Click Continue.

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If you indicate that you do not have Provincial health Coverage, an email will be sent to you and your supervisor explaining that health coverage is a requirement of your employment. The email includes instructions on how to enroll in OHIP, or, how to enroll in UHIP if not eligible for OHIP coverage. If you do not enroll in UHIP within 2 weeks of your start date you will be automatically enrolled by HR.

Provincial Coverage Question.

12.

The **Payment Details** section will appear where you can enter your banking/direct deposit information.
Select the **Payment Method**.

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You are highly encouraged to select **Bank Transfer** to receive direct deposit

Payment Details.

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Payment Details.

13.

After you have double checked your entries, click **Submit**. Double check your entries and select **Proceed**.

Submit.

14.

Once the personal information has been completed, the screen will take a **moment to refresh** and will display the next step in the process, the tax forms.

View Completed item.

15.

Click on the **TD1 Personal Tax Credit Return** and fill in the **tax forms** using the instructions provided on the page and fill in the required fields in the form.

Select TD1 PErsonal Tax Credits Return

16.

At the **bottom of the form**, you must **certify** that the **information is accurate** and click **submit**.

Fill in required fields and Submit.

17.

Click on the **TD1ON Personal Tax Credit Return** and fill in the **tax forms** using the instructions provided on the page and fill in the required fields in the form.

Select the TD1ON Ontario Personal Tax Credits Return.

18.

At the **bottom of the form**, you must **certify** that the **information is accurate** and click **submit**.

Fill in required fields and Submit.

19.

Once you have completed your tax forms, the items will show as **complete**.

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Check your email.

20.

Check your primary email account and take action on an email coming from DocuSign CA System dse@camail.docusign.net [5] on behalf of the individual who complete the task. The email title will be '**New documents for [YOUR NAME]**'. Select **Review Documents** to proceed.

21.

To complete the e-signature, you must **Agree to use electronic records and signatures**. Click **Continue**.

Agree to digital signatures and Continue.

22.

Click **Sign** to add your digital signature.

23.

Customize your signature as needed and click **Adopt and Sign**.

Adopt and Sign.

24.

Click **Sign** to add your digital signature. Select **Finish**.

25.

Once you have signed off on the two tax forms, select **Finish**.

Finish.

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26.

Save a copy or create an account if needed. You are not required to create a DocuSign account.

27.

Return to the Onboarding checklist to confirm **all tasks are completed**.

- At this point you have completed your new hire tasks. Administrators at the University will be informed automatically through the system and will complete the final steps for your first day.
- If the system identifies you as a returning employee, you will be sent a series of emails advising that onboarding has been restarted and requesting that you complete this step a second time. The second time you complete this step, your old data will be merged with your new data for final validation. Use the trash

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icon to delete any out of date information. The only data point you will be required to re-enter is your Social Insurance Number.

- Instructions to enroll in benefits if eligible will be provided on your first day.

Source URL:<https://www.uoguelph.ca/hr/navigating-new-employee-onboarding-step>

Links

[1] <mailto:Gryphonsatwork-ias@uoguelph.ca> [2] <mailto:gryphonsatworkhrmhelp@uoguelph.ca> [3] <https://uoguelph.ca.sharepoint.com/sites/GryphonsAtWorkKnowledgeSite/SitePages/Template-Email-for-Department-Admins-re-New-Employee-Step.aspx?Mode=Edit#template-email-for-department-admins-re-new-employee-step> [4] <https://asulifvr.accounts.ondemand.com/saml2/idp/sso?sp=https://www.successfactors.com/universi18&idp=https://asulifvr.accounts.ondemand.com> [5] <mailto:dse@camail.docusign.net>