New to U of G

Welcome to the University of Guelph!

As you settle into your new role, we expect you will find that U of G is more than an employer. It is a dynamic and diverse community committed to learning, collaboration and growth. The information contained on this page is intended to link you to university information and resources to help support a smooth transition.

NEW Days

One of the first ways you can connect with the U of G community is through New Employee Welcome (NEW Days) [1], the University of Guelph's welcome program for new employees. NEW Days provides an opportunity to connect with other new employees, learn about U of G and begin building connections as you start your employment. Be sure to ask your manager about your participation in NEW Days. The program complements orientation initiatives that may also be offered within your department. Note that registration requires a Central login.



Getting Started at U of G

As your start date approaches, you may be wondering what comes next. The resources below will help you prepare for your first days at the University of Guelph and introduce you to the people, programs, and services available to support your transition.

Before Your First Day

- **Confirm Your Central Log-in** – Once your onboarding step (personal data collection) is complete, your appointment will be entered into Gryphons at Work (GaW), U of G's HR information system. This will trigger the assignment of your U of G email/central log-in account. **Your central log-in provides access to most U of G digital services**. If your start date is within four weeks, Computing and Communications Services (CCS) [2] will send you an email with your account information.
- **Arrange Campus Parking** [3] – Parking on campus is by permit only unless you use visitor parking. Be sure to consider the most convenient parking option for your first day. You may visit the Faculty & Staff Parking Permits page to buy a permit using the online parking portal noting that all monthly staff permits are available only through payroll deduction.
- **Request your Campus Card** [4] – Your University of Guelph campus card serves as your official University of Guelph identification card, providing access to buildings and a variety of services and benefits available on all U of G campus sites. For instructions on how to obtain a campus card, visit the Campus Card website [5] and select New Staff & Employee Card Request to get this process started.

On or After Your First Day

- **Access your Employee Profile** – Starting on your first day, you can access your employee profile in Gryphons at Work (GaW) to view and manage your employment information. Information and tutorials for accessing and navigating GaW are available on the internal SharePoint site called Gryphons at Work Knowledge Site (GAWKS) [6].
- **Review Your Benefits and Pension Options** – The University of Guelph provides a wide range of employee benefits and pension programs to support your health and well-being. On or after your first day of work, review your eligibility and complete your benefits enrolment, if applicable. To get started, log into your employee profile in GaW, and click the 'Benefits' tab. Please note that pension enrolment may not be available on your first day of employment. For additional Information:
    - Employee Self Service - All Employees: [7] Self-service training and tutorials for completing your benefits enrolment.
    - Employee Benefits: [8] For information about group health plan eligibility, please visit the benefits webpage. The benefit booklet for your specific employee group [8] contains a full eligibility description.
    - Joining the plan - My UPP: [9] Information about joining the University Pension Plan.
- Complete Required and Recommended Learning **[10]** – Each U of G employee plays a critical role in creating and maintaining a culture of health and safety, security, and inclusion. Review the required and recommended learning noting that you will require your central log-in to access these courses.
- **Review the University Health Insurance Plan (UHIP), If Applicable** - Enrolment in UHIP is mandatory for any visitor or staff member not covered by a Canadian Provincial Health Insurance Plan and it is the responsibility of the employee to initiate enrolment in UHIP if it is required. Details regarding the plan and premiums can be found here: University Health Insurance Plan. [11]

Resources

Resources that will help you make a smooth transition into your new role include:

- **Medical Accommodations Requests** – The University of Guelph is committed to the implementation of early intervention for those employees with disabilities upon entering the University's workforce and employees who experience occupational and non-occupational illness or disability while in the workforce. For more about the accommodation programs at U of G, visit: Accommodation and Return to Work Planning and Follow-Up [12]. If you require a medical accommodation, please contact Health, Safety & Wellness at ohw@uoguelph.ca with any questions.
- Campus Map [13] – The Campus map allows you to search for a location on campus by selecting a building or selecting a department name. Interested in the history of our campus? Check out this self-guided walking tour [14].
- Smoke Free Campus [15] – To support the University's commitment to creating a healthy campus for everyone, the Guelph campus is tobacco- and smoke-free! The Tobacco- and Smoke-Free Campus policy applies to all faculty, staff, students and visitors and applies to the entire campus.
- Pay [16] – University employees are paid on a biweekly basis through direct deposit. Hourly paid employees who report regular hours are paid one week in arrears; all others are paid to date.
- Guide to Central IT Services at U of G [17] – Read through the guide provided by Computing & Communications Services (CCS). While many departments/colleges have their own on-site IT support, CCS provides many of the centralized services you will utilize at U of G. You will find information on our campus email system (Gryph Mail), Single Sign-On, WiFi, Phones, Information Security, and more. The CCS IT Help Centre provides free IT support for the U of G community.
- U of G Alert [18]– is the University's emergency notification system. Go to the Campus Safety Office website [19] and click the U of G Alert button to add contact details to your U of G Alert account.
- SAFEGRYPHON [18] – The Campus Safety Office SafeGryphon app assists in improving safety on campus. The app includes quick calls to emergency services, push notifications notifying you of emergencies, interactive campus maps and the option for a personal alarm or flashlight in case you find yourself feeling unsafe or in an emergency.

Campus Services and Supports

The University of Guelph proudly offers many resources, benefits, services and programs that promote a healthier University of Guelph, and we encourage you to learn more about and take advantage of those that meet your

needs.

- Health, Safety & Wellness [20] – HSW integrates health promotion and disease prevention strategies to support a culture of health and well-being within the University community.
- Learning and Organizational Development [21] – HR Learning & Organizational Development supports learning at U of G by providing relevant, experiential, and research-based programs throughout the year. We also connect you to learning opportunities across campus and with various reputable content providers.
- Wellness@Work [22] – The University of Guelph is committed to supporting the well-being of the whole person for all University of Guelph staff and faculty through a comprehensive, integrated, evidence-informed workplace health promotion strategy. Wellness@Work provides monthly programming and initiatives for employees to participate in.
- GREAT at U of G [23] – GREAT at U of G supports gratitude, recognition and appreciation for all faculty and staff at the University. Our objectives are to educate our community on why and how to practice gratitude, recognition and appreciation, to facilitate those practices through the provision of easy-to-use tools, ideas and platforms, and to connect our U of G community to each other to share great ideas and inspiration.
- Department of Athletics [24] – Staff and faculty can purchase Athletic memberships and participate in fitness programs at the Athletic facility at a subsidized rate.
- Hospitality Services Express Plus Account [25] – Hospitality Services manages numerous dining facilities and retail shops on campus. Faculty and Staff can save 10% on purchases through the Express Plus Account.
- Arboretum [26] – There are a series of trails accessible for pleasant lunchtime strolls or study of the fabulous diversity in plants.
- Campus Safety Office [27] – The Campus Safety Office is committed to enhancing the safety of students, staff, faculty and visitors to the University of Guelph.
- Child Care and Learning Centre [28] – The Child Care and Learning Centre has been providing care and education for young children since 1990.
- Computing and Communications Services (CCS) [29] – Computing and Communications Services (CCS) provides a wide range of IT and communications services and support to the University of Guelph community including on campus network and internet connectivity, email, phones, and software downloads.
- Health & Performance Centre [30] – The HPC specializes in the diagnosis, treatment and rehabilitation of acute and chronic orthopedic, musculoskeletal, sport and activity related injuries.
- Human Resources (HR) [31] – Human Resources supports the University's commitment to excellence in teaching, research and community service through the provision of quality HR programs and resources.
- Office of Diversity & Human Rights [32] – The role of the Office of Diversity & Human Rights is to help maintain an environment within which all persons, regardless of their personal characteristics, feel that they are treated with dignity and respect.
- Indigenous Initiatives [33] – Provides guidance to the campus community aimed at advancing the University of Guelph's commitments to reconciliation and decolonization with First Nations, Inuit and Métis peoples, communities and lands.
- McLaughlin Library [34] – On a busy day more than 12,000 people use the McLaughlin Library, and more than 1 million visit annually. University of Guelph employees have borrowing privileges at the Library as well as access to the online archive. Your University of Guelph ID card is your library card.
- Parking Services [35] – Parking Services manage the multi-facility parking system for the University of Guelph community and its visitors.
- Total Compensation Team [36] – As part of Human Resources, this team provides payroll, group benefits and pension administration to the University community.
- University of Guelph Bookstore [37] – Books, University of Guelph clothing, stationery, and gifts are available at the Bookstore.

File attachments: Processes_OnboardingTraining_Sept2026.pdf [38]

Source URL:https://www.uoguelph.ca/hr/staff-faculty/new-u-g

Links

[1] https://www.uoguelph.ca/hr/development-opportunities/new-days [2] https://uoguelphca.sharepoint.com/sites/ccs/ [3] https://www.parking.uoguelph.ca/ [4] https://hospitality.uoguelph.ca/campus-card/staff-and-employee-cards [5] https://www.uoguelph.ca/campus-card [6] https://uoguelphca.sharepoint.com/sites/GryphonsAtWorkKnowledgeSite [7] https://uoguelphca.sharepoint.com/sites/GryphonsAtWorkKnowledgeSite/SitePages/All-Employees.aspx [8] https://www.uoguelph.ca/hr/staff-faculty/benefits [9] https://myupp.ca/members/joining-the-plan/ [10] https://www.uoguelph.ca/hr/development-opportunities/new-days#:~:text=Upcoming%20NEW%20Days-,Required%20Learning,-Each%20U%20of [11] https://www.uoguelph.ca/hr/staff-faculty-benefits/university-health-insurance-plan [12] https://www.uoguelph.ca/hr/about-hr/occupational-health-and-wellness-ohw/accommodation-and-return-work-planning-and-follow [13] http://www.uoguelph.ca/campus/map/ [14] https://www.uoguelph.ca/historicaltour/ [15] http://www.uoguelph.ca/smokefree [16] https://www.uoguelph.ca/hr/staff-faculty/pay [17] https://ithelp.uoguelph.ca/get-started/faculty-staff [18] https://www.uoguelph.ca/campus-safety-office/uofg-alert-safe-gryphon [19] https://www.uoguelph.ca/campus-safety-office/campus-safety-office [20] https://www.uoguelph.ca/hr/node/4065/ [21] https://www.uoguelph.ca/hr/about-hr/learning-organizational-development [22] https://www.uoguelph.ca/wellnessatwork [23] http://uoguelph.ca/hr/appreciation-recognition-home [24] http://gryphons.ca/ [25] https://hospitality.uoguelph.ca/staff-faculty-plans/express-plus-credit-account [26] http://www.uoguelph.ca/arboretum/ [27] https://www.uoguelph.ca/police/ [28] https://www.uoguelph.ca/studentaffairs/childcare/what-new-cclc-0 [29] https://ithelp.uoguelph.ca/it-help [30] http://www.uoguelph.ca/hpc [31] https://www.uoguelph.ca/hr/ [32] https://www.uoguelph.ca/diversity-human-rights/ [33] https://www.uoguelph.ca/indigenous-initiatives [34] http://www.lib.uoguelph.ca/ [35] http://www.parking.uoguelph.ca/ [36] https://www.uoguelph.ca/hr/node/4067/ [37] http://www.bookstore.uoguelph.ca/#&panel1-1 [38] https://www.uoguelph.ca/hr/system/files/Processes_OnboardingTraining_Sept2026.pdf