

New employee checklist

Additional information may be found on the [new employee](#) pages.

Submit essential documents

Once you accept your e-Offer, you will be sent email notifications to complete various tasks where applicable to your role (e.g. submit proof of registration).

The documents listed below must be submitted as a condition of employment and will be uploaded to using the onboarding system.

These tasks must be completed **before your first day of work** to be hired into our systems and obtain your network credentials. Delays in uploading the information below may result in a change to your start date.

Task	Instructions	Initials
Personal Information Form	<ul style="list-style-type: none"> Complete the online form. This information is required to set you up in our HR/Pay Systems. If your Social Insurance Number (SIN) begins with 9, you will be required to provide a valid SIN and evidence of a valid work permit. See the internationally trained staff section for more details. 	
Criminal Record Check (CRC) and Vulnerable Sector Search (VSS), where applicable	<ul style="list-style-type: none"> Upload a Criminal Records Check with Vulnerable Sector Search, where required, from your local law enforcement office. If you are unable to obtain your CRC prior to your start date, you may submit a Candidate Declaration form. See the criminal record check resource page for more details. 	
License / Professional Registration / Practice Permit	<ul style="list-style-type: none"> Upload your current license / professional registration / practice permit. See licenses, professional registration and practice permits for more details. 	
Basic Life Support (BLS) Certification	<ul style="list-style-type: none"> Upload your current BLS Certification. See the basic life support certification section for more details. 	

Get ready for your first day

The following tasks must be completed prior to your first day of work.

Task	Instructions	Initials
Health Assessment	<ul style="list-style-type: none"> • Contact Occupational Health & Safety at 1-855-342-8070 to complete a telephone assessment with an Occupational Health Nurse. • See the complete a health assessment section for more details. 	
Employment Agreement	<ul style="list-style-type: none"> • Review the employment agreement information applicable to your role. Your employment agreement may be found in your offer letter. • We may recognize courses, certificates, degrees or post gradual degrees relevant to your position. Submit a completed Education & Certification Cover Form with your educational credentials through the HR Contact Centre ServiceHub. • See the employment agreements section for more details. 	
Policies and forms	<ul style="list-style-type: none"> • Review all policies outlined in the review policies and sign forms section. • Submit the following signed forms to your manager on your first day of work: <ul style="list-style-type: none"> - Code of Conduct - Confidentiality & User Agreement - Conflict of Interest Policy and Declaration 	
HR Contact Centre	<ul style="list-style-type: none"> • The HR Contact Centre can help you with questions about HR, benefits, pension and payroll. • See the HR Contact Centre section for more details. 	

Complete once you have your employee ID and network credentials

Task	Instructions	Initials
Network access and email	<ul style="list-style-type: none"> Use your credentials to access e-People, our intranet and more. See network access and email for more details. 	
e-People	<ul style="list-style-type: none"> e-People is our digital human resource and payroll system. See the e-People section for more details and resources. 	
Payroll	<ul style="list-style-type: none"> Enter your personal banking information into e-People within five days of your start date. See the e-People User Guide for instructions on adding/editing your direct deposit information. Submit the completed Personal Tax Credit forms to Payroll within five days of your start date to Payroll.Documents@covenanthealth.ca or by fax to 1-844-776-0433 (fax). <ul style="list-style-type: none"> TD1 Personal Tax Credits Return TD1AB Alberta Personal Tax Credits Return See the payroll page for more details. 	
Benefits and pension	<ul style="list-style-type: none"> If eligible for benefits, you will receive an email via your Covenant Health email address. You must enroll in benefits within the first 31 days of initial eligibility. If interested, submit Local Authorities Pension Plan (LAPP) Optional Enrolment form (for optional enrolment) See benefits and pension and your employment agreement for benefit eligibility. 	
Recognition of previous experience, portability and site transfers	<ul style="list-style-type: none"> We may recognize relevant previous work experience to determine your salary placement. Submit a completed Recognition of Previous Experience form and/or Portability Letter from your previous employers through the HR Contact Centre ServiceHub. See recognition of previous experience, portability and site transfers or your employment agreement for more details. 	
Corporate Orientation	<ul style="list-style-type: none"> Register through CLiC. See corporate orientation for more details. 	

ID Badges and Parking	<ul style="list-style-type: none"> • See ID badges and parking to arrange parking if you need it. 	
Learning and development	<ul style="list-style-type: none"> • See learning and development opportunities at Covenant Health. 	
Policies	<ul style="list-style-type: none"> • See policies and procedures on CompassionNet. 	
Services and supports for managers	<ul style="list-style-type: none"> • See the services and supports for managers section if you are in a leadership role. 	