



New Hire Employee Check List

Welcome to Victoria University!

Please refer to the checklist below for onboarding items that require your attention and prompt action.

Step I: Offer Acceptance

- Submit signed offer letter, completed *New Hire Information Sheet*, and proof of SIN documentation to the HR department by e-mail at vic.hr@utoronto.ca. Work permit holders must also include a copy of their work permit.

Step II: System Accesses

- Activate your UTORid and staff e-mail address after you receive your credentials and instructions from the HR department.
- Login on Dayforce (HR system) after you receive your credentials and reset your password.

Step III: New Hire Onboarding on Dayforce system

- Enter and verify your personal and emergency contact information.
- Complete tax forms (2)
- Enter your banking direct deposit information.
- Complete new hire mandatory training courses (5) – *deadline: within 60 days of starting employment*

(Appointed staff only): Benefits Orientation

- After attending a Benefits Orientation organized by HR, complete and return enrolment forms to join the University's Benefits and Pension plans.

** Please note that incomplete or late documentation may result in the delay of your pay.*