

GETTING STARTED – ONBOARDING GUIDE

CONGRATULATIONS! YOU'RE JOINING TEAM CARIBOU!

IN ORDER TO MAKE IT OFFICIAL, THERE'S SOME 'STUFF' WE NEED FROM YOU TO MAKE SURE YOU GET PAID.

We call this process 'Onboarding'. It's done electronically through Dayforce and **must be completed before your first day of work**. Make sense? Ok... let's get started!

What to do first:

1. Activate your Dayforce account:

You'll get a separate email with a link to do this (it expires after 3 days... so be quick!)

2. Log in to your Dayforce account from a web browser:

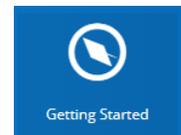
<https://www.dayforcehcm.com/mydayforce/login.aspx>

3. Go to the Getting Started section (by clicking the icon or selecting it from the menu):

Have your SIN, nationality ID and banking information handy (*Pro tip: we need pictures or copies of these, so take a picture of them and be ready to upload them*).

4. When you are ready to begin, select *Your Onboarding Forms*.

This is where it all comes together... it can be tricky



Upload Your Documents:

Log into your Dayforce account (Internet Explorer and Firefox are the web browsers that work the best). Select the *Getting Started* icon. Or select *Getting Started* from the Menu.

Please read the instructions provided at the beginning of each form. You will also find information about the company, the local area and resources, and key employees you need to know on the *Getting Started* page.

You will be required to provide information and/or upload electronic copies (JPG or PDF) of the following documents.

- ✓ Social Insurance Number (SIN), i.e. a copy of SIN card or government issued document showing both your name and SIN number (example – tax return)
- ✓ Direct Deposit Banking Information
- ✓ Canadian Employees – Government Issued Photo ID
- ✓ Non-Canadian Employees - Work Permit and Passport

When you are ready to begin select *Your Onboarding Forms*.

Your Onboarding Forms:

Welcome Message Your Onboarding Forms Employee Checklist Key People Resources

Your Onboarding Forms

Hello [Name], welcome to the "herd"! Prior to your first day on 3/4/2019 as a [Title], we'll need you to complete the following forms. If you have any problems, please contact your manager ([Name]).

To successfully complete the following process, you will need to have your Social Insurance Card (or letter of confirmation), your banking information for direct deposit (this is how we pay you), a government issued photo ID (if Canadian or Permanent Resident, and a passport and work permit documentation if not. You will need electronic copies of all of these, so you may want to take photos before you begin, if you don't already have electronic copies.

Please note - each individual form in the list below needs to be submitted separately. If you've started a form, and want to continue to work on it later, please save (but don't submit). This should allow you to re-open and carry on. Once you're happy with the information, please press submit. The status of the form should change to Completed or Pending Approval depending on which form it is.

★ Attend your first day Monday, March 4, 2019

0/2 > Payroll Information

0/6 > Personal Information

There are three sections to complete 1. *Payroll Information*, 2. *Personal Information* and 3. *Policies*.

To begin click *Direct Deposit / Banking Details*.

0/2 Payroll Information

🕒 > Direct Deposit / Banking Details v.1
Past Due Due Date : 3/4/2019

🕒 > SIN / B-day v.1
Past Due Due Date : 3/4/2019

Read the instructions that appear to complete the form.

0/2 Payroll Information

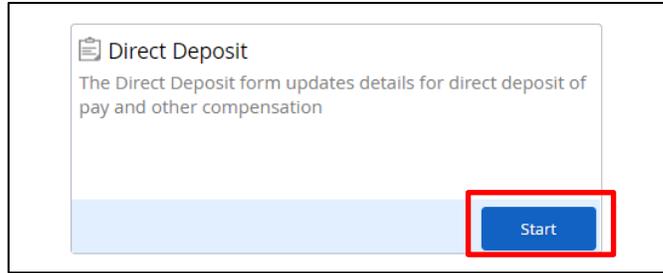
🕒 > Direct Deposit / Banking Details v.1
Past Due Due Date : 3/4/2019

TO ENSURE YOU ARE PAID PROPERLY -

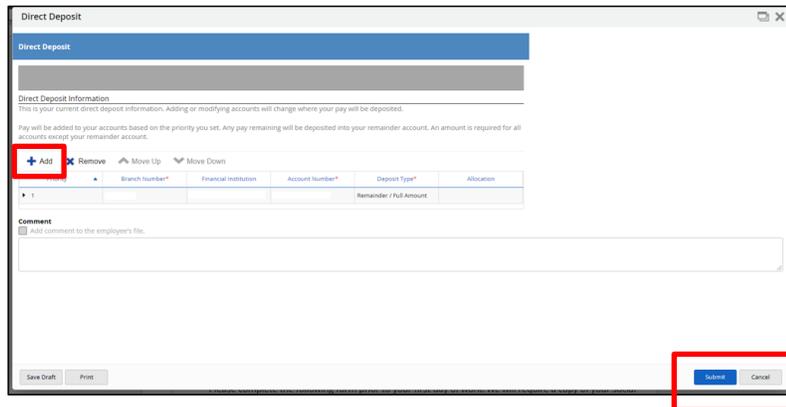
- the information on this form needs to be filled out correctly. Please pay close attention to your bank account information and make sure it is accurate. If you have questions about this form, or need assistance, please call our Payroll team at 403-760-7554 or email them at payroll@bestofbanff.com

If you would like someone to double check your work, you may email a copy of your banking details (provided by the bank) or a blank cheque to payroll@bestofbanff.com. If you've entered the incorrect information (and you haven't sent us any documentation to verify) and your deposit is rejected, an administration fee will be applied.

At the bottom of the instructions you will see the following box:



Click *Start* to enter your bank deposit information. The following pop up box will appear.



Click *Add* to enter your bank account information.

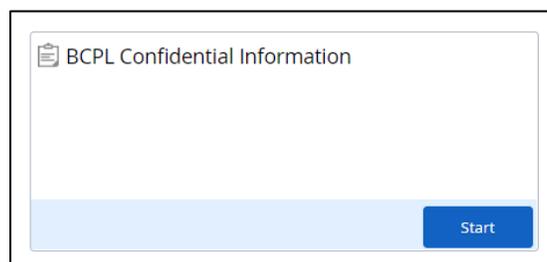
Select *Remainder/ Full Amount*

Priority 2 Sample check image	Institution Number* <input type="text"/>	Account Number* <input type="text"/>	Deposit Type* <input type="radio"/> Remainder / Full Amount <input type="radio"/> Monetary Amount <input type="radio"/> Percentage
	Branch Number* <input type="text"/>	Reenter Account Number <input type="text"/>	
	Financial Institution <input type="text"/>		

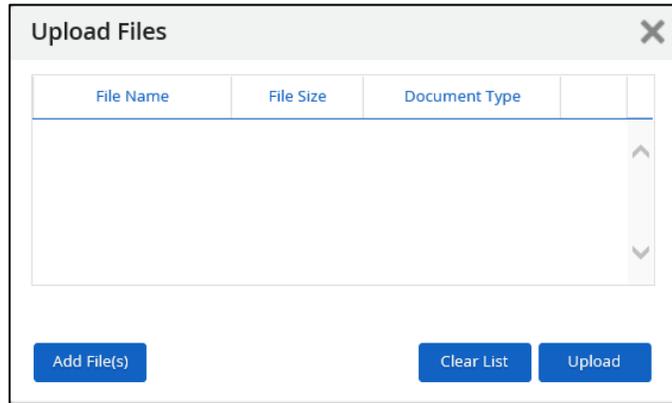
Once the information has been entered click *Submit*.

Continue on to the next section, *SIN/B-day*.

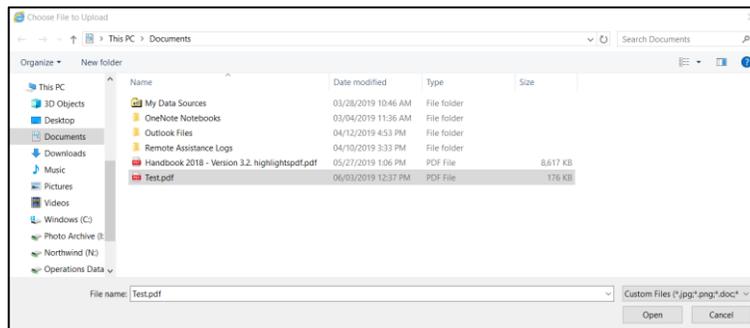
In this screen you will need to enter in your SIN (Social Insurance Number), the expiry date if it has one, and your birth date. You will also need to upload a document with your SIN (e.g. the document/card from Service Canada or a copy of the part of your tax return containing your SIN). To do this select *Start*:



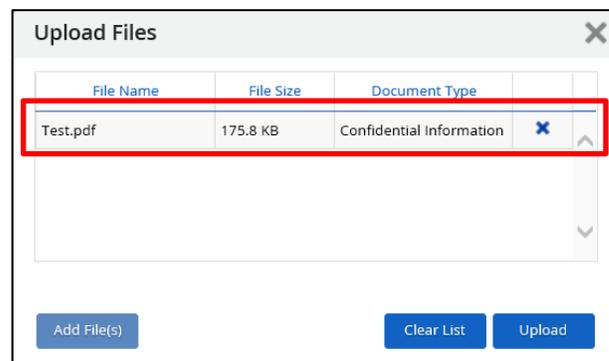
Type in your SIN, expiry date (if applicable) and your birth date. You will then need to upload a copy of your SIN document by clicking:



Click **Add File(s)**, follow the file path to your document.



Select the document that is your SIN and then select *Open*. You will see the document listed in the *Upload Files* screen.



Then select **Upload**.

You will now see that your document has been attached.

SIN / B-day v.1 :

Confidential Information (CAN)

Status: Active Employee Number: [redacted]

Confidential Information

This is your current confidential data information. If any details are incorrect, please update accordingly. Your SIN number and birth date are required. If you are a Canadian Landed Immigrant or Citizen, a SIN expiry date is not necessary. We require gender information for room assignments in employee housing. If you decline to answer, and require employee housing, you will be contacted by our HR or employee housing teams to discuss further.

SSN/SIN* Expiry Date

Gender Identity Birth Date*

We require a photo or electronic copy of your SIN card, a confirmation document or government issued paperwork showing both your name and SIN number (ie a tax return). Please attach a JPG, PDF, PNG, DOC, or DOCX file below*

Refresh | + Add - Delete

File Name	Document Type	Last Updated	Last Modified By
+ Test.pdf		06/03/2019 4:26:14 PM	

Once you have entered all of the information select *Submit* in the bottom right hand corner.

Continue on completing the *Personal Information* and *Policies* sections.

If you have any questions or difficulties you can contact:

Human Resources

Email: hr@bestofbanff.com

Phone: 403 760 8521

Find Us on Social Media!



@BLCemployees