

➤ ConnectionPoint resource: hire and onboarding

➤ Processing a hire and onboarding services

Faculty and staff can use ConnectionPoint for assistance with processing a hire and onboarding a non-casual employee in the following employee groups: ASPA, CUPE 1975, CUPE 3287, exempt, senior administration and USFA. Utilizing onboarding services can help to provide a consistent experience for employee across the university.

➤ How to request assistance

The easiest and most efficient way to request support is through the **“hire and onboarding services”** electronic form in the ConnectionPoint PAWS channel (under “admin services” and select “new request”). Complete one e-form for each hire and be prepared to provide as much of the following information as possible:

- Title for your request - make it meaningful to you to help track your request, especially if you have multiple requests
- Supervisor/manager of the hire (person who approves time)
- Posting/requisition number or identify if position is waived or unposted
- Identify if it is an extension to a term
- CFOAPAL(s) and distribution if there are multiple
- Position number or name of person previously holding the position
- Signed letter of offer (provided as an attachment)
- Personal data form for new employees (provided as an attachment)
- Waiver of posting (for sessionals and approved union waivers)

Once the e-form is received with the required information, ConnectionPoint will process the **electronic job submission (EJS)** to hire your successful applicant. ConnectionPoint will initiate the following onboarding activities:

- Generate NSID for new employees
- Send out welcome package, tax forms and direct deposit form to new employees
- Send benefits package to new employees and employees whose benefits have changed
- Co-ordinate the set-up of professional development funds (where applicable)
- Email hiring manager with a reminder to ensure the employee has space, keys, equipment, access, etc. as required for their start date

➤ How to contact ConnectionPoint

 PAWS.USASK.CA (UNDER “ADMIN SERVICES”)

 ARTS BUILDING, ROOM 258

 CONNECTIONPOINT@USASK.CA

 306-966-2000 | 1-844-697-4865

➤ Tips to ensure efficient service

- Sending an email creates a new request. To ensure all information stays with your unique request, **please reply to the original email string** or submit additional information and ask questions in the PAWS channel within your request.
- Provide **as much notice as possible** to allow for onboarding activities to be completed and to alleviate improper pay in the employee’s first month.
- **Use the comments section** in the electronic form to provide information specific to your college, school or unit that has not been captured that will help us help you.
- **The more information you provide, the quicker we can complete your request!**

For more information, visit

connectionpoint.usask.ca